

Garland Independent School District

Board of Trustees

Regular Meeting

Tuesday, August 26, 2025

Agenda

5:00 PM

- I. Call to Order and Determination of a Quorum
- II. Pledges of Allegiance - **Garland High School** 4
- III. Public Forum: Members of the public who wish to make comments may complete a Public Comment Participation Request in person at Harris Hill Administration Building prior to the start of the meeting indicated in the posting notice. Complaints about student discipline, specific student issues or personnel must be addressed through appropriate administrative channels, in accordance with the Texas Open Meetings Act and Board policy. For more information about public comment procedures, please review the Board Policy for Public Comment accessible at the following link: <https://pol.tasb.org/Policy/Code/364?filter=BED>.
- IV. Information Items
 - A. Evidence of Excellence
 - 1. Recognize UIL State Solo and Ensemble Gold - **Joseph Figarelli** 5
 - 2. Recognize UIL State Solo and Ensemble Outstanding Performers - **Joseph Figarelli** 8
 - B. Going the Extra Mile (GEMs)
 - 1. Recognize Going the Extra Mile (GEM) Recipients Mary Garcia and Kenneth Pearce - **Jason Wheeler** 9
 - C. Special Recognition
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 - D. Introduction of District Administrators - **Dr. Gradyne Brown** 11
- V. Discussion Items
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 - B. Discuss TASB Update 125 Local Policies (First Read) - **Lisa Ray** 294
 - C. Trustees' Report 312
 - 1. Trustee attendance at recent district and community events
 - 2. Announcement of upcoming district and community events
 - 3. Recognition of outstanding performance by district staff and students
 - 4. Recognition of new programs and special activities

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C. Consider Approval to Re-Adopt Resolution to Declare a Good Cause Exception for House Bill 3 Armed Security Officer Requirement – Dr. Shelley Garrett	331
D. Consider Approval of the Proposed 2026-2027 Choice of School Calendar- Dr. Babetta Hemphill, Erica Carbajal	335
E. Consider Approval of 2025-2026 Dallas County JJAEP MOU – Dr. Babetta Hemphill, Mary Garcia	350
F. Consider Approval of 2025-2026 Student Code of Conduct - Dr. Babetta Hemphill, Mary Garcia	365
G. New Bids	
1. Contract# 111-25 - Consider Approval of Purchase of Concessionaire for GISD Stadiums – Mark Booker, Ron Griffen	368
2. Contract#180-25 - Consider Approval of Purchase of Fine Arts Apparel, Merchandise, and Accessories – Mark Booker, Joseph Figarelli	370
3. Contract#290-25 - Consider Approval of Purchase of Digital Printing Equipment and Related Services – Mark Booker	372
4. Contract#394-26 - Consider Approval of Purchase of Special Education Software, Supplies – Mark Booker, Dr. Tanya Ramos	374
5. Contract#397-25-02 - Consider Approval of Purchase of Instructional Software, Licensing Subscription, Hardware, and Services – Mark Booker, Coleman Bruman, Ashley Jackson	375
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c. Contract#345-20-01 - Consider Approval of Increase in Awarded Amount for Musical Instruments, Supplies, and Repairs – Mark Booker, Joseph Figarelli	382

- d. Contract#397-23-10 - Consider Approval of Increase in Awarded Amount for Online Learning Management System – **Mark Booker, Coleman Bruman** 384
- VII. Action Item (Non Consent)
 - A. Contract# 68-26 - Consider Approval of Purchase of Alternative Transportation - **Mark Booker, Tim Logan** 385
 - B. Consider Approval of the Joint Election Contract submitted by the Dallas County Elections Department - **Mechelle Hogan** 387
- VIII. Executive Session: Executive session will be held for purposes permitted by Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.
 - A. Pursuant to Texas Government Code 551.076 Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
 - B. Pursuant to Texas Government Code Section 551.071, private consultation with the Board's attorney, in person or by phone, when the Board seeks the advice of its attorney about: 1) pending or contemplated litigation; 2) a settlement offer; or 3) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
 - 1. Consultation and deliberation regarding the resolution of the Construction dispute with Reeder General Contractors.
 - C. Pursuant to Texas Government Code Section 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
 - 1. Consultation and deliberation regarding the Superintendent's 2025 Evaluation Instrument.
- IX. Reconvene from Executive Session for action relative to items considered during Executive Session
 - A. Consideration and possible action regarding the resolution of the Construction Dispute with Reeder General Contractors.
- X. Adjournment



BOARD OF TRUSTEES AGENDA

Date: 8/26/25

Presented By: Jason Wheeler, Exec. Dir. of Communications

Subject: Student Pledges – August 2025

Information Item

Executive Summary:

Anna Tankersley, Student Council representative and Class of 2026 President Daisy Moreno from Garland High School, will be reading the pledges at the Tuesday, August 26 Garland ISD School Board meeting.

Administrative Recommendations:

Informational Item

Financial Impact and Funding Source:

N/A



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Date: 08/26/25

Presented By: Joseph Figarelli, Director of Fine Arts

Subject: Evidence of Excellence Recognition August 2025 - UIL State Solo and Ensemble Gold

Information Item

Executive Summary:

Earning a gold medal at the prestigious UIL State Solo and Ensemble Competition is a remarkable achievement for the 2024–2025 school year. Solo and Ensemble events for band, choir, and orchestra are held across all UIL Music Regions, where students perform in front of a judge to receive a rating. Those who earn a Division I rating at the regional level qualify to advance to the UIL State Solo and Ensemble Contest, traditionally hosted in Austin over Memorial Day weekend. At the contest, ratings are awarded as follows: Division I earns a gold medal, Division II earns silver, and Division III earns bronze.

Please join me in congratulating our Gold State Performers:

Band

Garland HS:

Chelsea Avalos
Vincent Gonzalez
Jacob Guzman-Garcia

Ryan Le
Cooper Medlock
Jacen Pigmon

Jose Tapia
Carlos Urieta-Pena
Cameron Walker

Naaman Forest HS:

Haley Huynh

Lakeview Centennial HS:

Emely Aguilar
Sadie Alm
Bryan Arias
Emmanuel Balogun
Graham Binu
Caleb Campbell
Samuel Cortes
Abraham De Jesus
Diana Diaz
Danielle Drummond
Rafael Espinoza
Jacob Garza

Jibril Gatela
Jedidiah Gnanamuthu
Jose Gomez
Samuel Gonzalez
Kaylin Gonzalez
James Gumm
Johnny Huynh
Brady Huynh
Vianney Jiminez
Martin Jose
Kevin Meza
Braedon Moore

Abby Morton
Sergio Hernandez Morales
Julissa Pena
Faith Portela
Josue Renteria
Collins Rono
David Sanchez
Colten Stenline
Alondra Solares
Logan Truong
Angel Vazquez

North Garland HS:

Solo:

Christopher Howard
Issac Mendez

Jayden Moore
Nia Robinson

Axel Rizo
Trystian Trevino
Ensemble:



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Carlos Duron, David
Marroquin, Juan Ortiz, Aron
Sebastian
Eric Armendariz, Jacob
Kubic, Luis Valles, Jason
Villareal
Ethan Baker, Helen Bahn,
Zachariah Barnes, Makayla
Too

Rowlett HS:

Solo:

Isaac Acevedo
Xavier Canales
Sophia Dempsey
Justin Le

Sachse HS:

Solo:

Rylan Covey
Natalee Guico
Ensemble: Josh Segura,
Trapper Rohde, Hannah

Choir:

Rowlett HS:

Enrique Castilleja
Aaron Dann

Orchestra:

Garland HS:

Jordynne Jackson
Brohmjot Katteria
Shaylyn Monroe
Itzel Parra

Piano:

Garland HS:

Ellen Bautista
Grey Hough

Monique Guzman, Alexander
Johnson, Mia Kelley, Joshua
Mathew, Langston Martin,
Axel Rizo, Trystian Trevino,
Dragan Wylie
Yasmine Aleyan, Amanuel
Befekadu, Anthony Garcia,
Jakhaylen McAlphin, Issac
Mendez, Jayden Moore

Leonardo Navarro

Kentrell Sally

Ensemble: Israel Balderas,
Jadon Bui, Hayden Le,

Unterbrunner, Drew
Unterbrunner
RJ Mascorro, Gavin Lundy,
Mak Korenek, Isabel
Woodward
Gavin Davis
Jacob Elliott
Anthony Guzman
Emily Keith

Noah Smith

Alethia Yu

North Garland HS:

Aben Alex
Kellan Funkhouser
Eliana Ingram

Kacie Nguyen

Thien-Dan Tran

Music Theory:

Garland HS:

Christopher Howard,
Katalina Norris, Fabian
Quinones, Nia Robinson,
Jorge Salinas, London
Turner, Elias Valles

Leonardo Navarro, Britany
Suarez

Diego Aguilar, Ulysses
Chavez, Kemond Cottrell

Ethan Smith, Jackson Lundy,
Hunter Brooks, Duncan
Kirschner, Benny Rodriguez,
Noah Lozano, Knox Ray,
Tyler Hardgrave
Rei Ngo

Rowan Lien

Lydia Nguyen

Gabriel Santoyo
Lulu Tjoenawan

Ellen Bautista

Thien-Dan Tran

Administrative Recommendations:

Informational Item



BOARD OF TRUSTEES AGENDA

Financial Impact and Funding Source:

N/A



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Date: 08/26/25

Presented By: Joseph Figarelli, Director of Fine Arts

Subject: Evidence of Excellence Recognition August 2025 - UIL State Solo and Ensemble Outstanding Performers

Information Item

Executive Summary:

We have the distinct honor of recognizing students who have been selected as OUTSTANDING PERFORMERS at the 2025 Texas State Solo-Ensemble Contest.

To put this achievement into perspective, approximately 100,000 students participate in regional UIL music contests each year. Of those, thousands of talented musicians advance to the Texas State Solo-Ensemble Contest. However, only 2% to 3% of the solo performances at this level earn the prestigious title of OUTSTANDING PERFORMER.

This recognition is not only a testament to the incredible talent and dedication of our students but also a mark of true musical excellence. It highlights the exceptional hard work, perseverance, and passion that our students bring to their craft.

I want to extend my heartfelt congratulations to these outstanding students. Their achievement is a source of pride for our entire district, and it reflects the high standards of excellence that we strive for in all areas of education.

Thien-Dan Tran - Garland HS
Shaylyn Monroe - Garland HS
Noah Smith - Garland HS
Cameron Walker - Garland HS
Colten Stenline - Lakeview Centennial HS

Gabriel Santoyo - North Garland HS
Kellan Funkhouser - North Garland HS
Enrique Castilleja - Rowlett HS
Kentrell Sally - Rowlett HS

Administrative Recommendations:

Informational Item

Financial Impact and Funding Source:

N/A



BOARD OF TRUSTEES AGENDA

Date: 8/26/25

Presented By: Jason Wheeler, Exec. Dir. of Communications

Subject: Going the Extra Mile Recognition – August 26, 2025

Information Item

Executive Summary:

We are proud to recognize Mary Garcia and Kenneth Pearce as the recipients of the August 2025 Going the Extra Mile Award. Both Mary and Kenneth demonstrated outstanding dedication and teamwork in developing a comprehensive plan to address and implement the new state policies impacting Garland ISD.

Their proactive approach, collaborative spirit, and commitment to excellence ensured that our district is well-prepared to navigate these changes while continuing to serve students, staff, and families at the highest level. Their work exemplifies the true meaning of “going the extra mile” for Garland ISD.

Administrative Recommendations:

Informational Item

Financial Impact and Funding Source:

N/A



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Date: 08/26/25

Presented By: Jose Mata, Director of Communications & Marketing

Subject: Special Recognition August 2025 - 2025 GISD Full Ride to ETAMU Scholarship Recipients

Information Item

Executive Summary:

We are honored to recognize two exceptional Garland ISD staff members who have been selected as the 2025 recipients of the Garland ISD Full Ride to East Texas A&M University (ETAMU) Scholarship.

Please join me in congratulating **Eboney Forte** and **Gabriel Medina**. Both have been admitted to ETAMU and are set to begin classes this fall.

Eboney and Gabriel have formally accepted this award and, as part of the scholarship, have signed a two-year post-graduation commitment to continue serving the students and families of Garland ISD. Their dedication to both their own growth and to our district is truly inspiring.

We are also grateful to our partners at ETAMU for making this opportunity possible.

Please join me in celebrating and congratulating Eboney Forte and Gabriel Medina on this well-deserved honor and exciting opportunity.

Administrative Recommendations:

Informational Item

Financial Impact and Funding Source:

N/A



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Dr. Gradyne Brown, Assistant Superintendent Human Resources

Subject: Introduction of District Administrators

Information Item

Executive Summary:

The Human Resources Department will be introducing the following new Garland ISD Director and Principals to the Board of Trustees and to the community.

Executive Director of Facilities Maintenance	Dr. Jennifer DuPlessis
Principal – Beaver Technology Center	Austin Aeschbacher
Principal - Cisneros Prekindergarten	Dr. Lily Dominguez Carrero
Principal - Hickman Elementary	Rachel Fendley
Principal – Lister Elementary	Natali Legeros
Principal – Routh Roach Elementary	Danitza Rivera Espinosa
Principal - Webb Middle School	Qjana Elam

Administrative Recommendations:

Provided for your information.

Financial Impact and Funding Source:

N/A



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025
Presented By: Lisa Ray
Subject: Update 125 – Legal Policies

Discussion Item

Executive Summary:

Update 125 includes revisions to legal policies based on legislative and regulatory changes. See the explanatory notes for a full listing of the twenty-seven (27) legal policies.

Administrative Recommendations:

Review

Recommended Motion for Action Items:

N/A

Financial Impact and Funding Source:

N/A if does not apply

Explanatory Notes

TASB Localized Policy Manual Update 125

Garland ISD

AIA(LEGAL) ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Revisions to 19 Administrative Code 97.1003(f)(3), effective February 10, 2025, prompted edits at Local Accountability Plan — Submission and Audit Standards.

AIE(LEGAL) ACCOUNTABILITY: INVESTIGATIONS

A citation to the Administrative Code has been adjusted at the end of the policy.

B(LEGAL) LOCAL GOVERNANCE

The Section B Table of Contents has been updated to reflect revised names for policies BDB, Board Committees, and BDF, Advisory Committees.

BBD(LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

19 Administrative Code 61.1051 was repealed on December 6, 2024, but 19 Administrative Code 61.1(b)(7), which references the repealed rule, was not amended. The requirements in the repealed provision were moved to 19 Administrative Code 103.1401. A Note has been added at Identifying and Reporting Abuse to clarify the location of the requirements.

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

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

BDB(LEGAL) BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES

To coordinate with the recommended changes to the local policy at this code, the subtopic has been changed from Internal Committees to Board Committees.

BDB(LOCAL) BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES

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

Please note: As discussed with Lisa Ray on May 19, 2025, the district's locally developed text regarding the board advisory groups has been moved to BDF(LOCAL). Please contact your policy consultant with any questions.

BDF(LEGAL) BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES

To coordinate with the recommended changes to the local policy at this code, the subtopic has been changed from Citizen Advisory Committees to Advisory Committees.

Explanatory Notes

TASB Localized Policy Manual Update 125

Garland ISD

BDF(LOCAL)

BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES

Recommended revisions at this code have been made to coordinate with the changes at BDB. The subtopic of this code has been changed from Citizen Advisory Committees to Advisory Committees. Language has been moved here from BDB(LOCAL) and updated to clarify how advisory committees and the district's board advisory groups are formed and the parameters of their responsibilities. A section on Dis-solution of the committees is also recommended for inclusion.

BJB(LEGAL)

SUPERINTENDENT: RECRUITMENT AND APPOINTMENT

New rules at 19 Administrative Code 103.1213 regarding the Sentinel system were adopted on December 13, 2024, and a new section on required reporting in that system after a superintendent change has been added to this legal framework.

CBA(LEGAL)

STATE AND FEDERAL REVENUE SOURCES: STATE

Revisions reflect amendments at 19 Administrative Code 61.1034, effective April 13, 2025, to clarify the criteria a district must meet to be eligible for the New Instructional Facility Allotment (NIFA). Additional information about NIFA has also been included to outline eligibility provisions and the application process. NIFA was created in 1999 for districts to provide for operational expenses associated with the opening of a new instructional facility and is available to all public school districts that meet the requirements of the statute and rule.

CKA(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING

New rules at 19 Administrative Code 103.1213, effective December 15, 2024, relating to the Sentinel system prompted revisions to this legal framework on safety and security audits and monitoring. A section on Reporting Through Sentinel has been added, and additional changes reflecting new reporting requirements for vulnerability assessments and intruder detection audits have been made.

CKC(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

The new rules regarding the Sentinel system necessitated additional language regarding the Texas School Safety Center's uploading of multihazard emergency operation plans to that system. The new rules became effective December 15, 2024, and are found at 19 Administrative Code 103.1213.

CLA(LEGAL)

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY

New requirements have been added at Human Trafficking Warning Signs to reflect a new rule adopted at 19 Administrative Code 103.1403, effective December 11, 2024.

CMD(LEGAL)

EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

Changes at 19 Administrative Code 67.1315, effective December 15, 2024, prompted revisions relating to the requirement for districts to adopt an open education resource instructional materials plan unless otherwise exempt.

CNB(LEGAL)

TRANSPORTATION MANAGEMENT: DISTRICT VEHICLES

A cross-reference to CNC has been added at School Bus Advertising for clarity regarding reporting requirements for crashes involving buses with advertising.

Explanatory Notes

TASB Localized Policy Manual Update 125

Garland ISD

CNC(LEGAL)

TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

At Annual Report to TEA, revisions to this legal framework were required after 19 Administrative Code 61.1028 was repealed and provisions moved to the new 19 Administrative Code 103.1231, effective March 10, 2025. Other revisions have been made for clarity.

DEAB(LEGAL)

COMPENSATION PLAN: WAGE AND HOUR LAWS

At Exempt Employees — Academic Administrators, the salary/fee rate has been removed and replaced with a reference to the established weekly threshold to prevent the need for continuous updating as the Fair Labor Standards Act rules are amended over time.

DMA(LEGAL)

PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

A citation change at Child Abuse, Trafficking, and Maltreatment reflects provisions from the Administrative Code that were repealed on December 11, 2024, and moved to 19 Administrative Code 103.1401. At Mental Health, provisions have been added to reflect the adoption of 19 Administrative Code 153.1015, effective December 2, 2024.

EHBAA(LEGAL)

SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

At Evaluation for Change in Eligibility, provisions have been removed to reflect amendments to 19 Administrative Code 89.1070, adopted November 1, 2024. A cross-reference to EIF has been added for clarity.

EHBAD(LEGAL)

SPECIAL EDUCATION: TRANSITION SERVICES

Provisions at Graduation have been revised to reflect amendments to 19 Administrative Code 89.1070, adopted November 1, 2024.

EHBAF(LEGAL)

SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

19 Administrative Code 61.1051 was repealed on December 6, 2024, but 19 Administrative Code 103.1301, which references the repealed rule, was not amended. The requirements in the repealed provision were moved to 19 Administrative Code 103.1401. A Note has been added at Confidentiality — Duty to Report to clarify the location of the requirements.

EHBE(LEGAL)

SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

Extensive revisions throughout this legal framework reflect amendments to numerous Administrative Code rules, effective February 7, 2025, relating to bilingual and ESL programs.

EHDE(LEGAL)

ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING

Changes throughout this legal framework reflect amendments to the Administrative Code adopted on February 14, 2025.

EI(LOCAL)

ACADEMIC ACHIEVEMENT

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

Explanatory Notes

TASB Localized Policy Manual Update 125

Garland ISD

EIF(LEGAL)

ACADEMIC ACHIEVEMENT: GRADUATION

Revisions to this legal framework are a result of amendments to 19 Administrative Code 89.1070, adopted November 1, 2024.

FDA(LEGAL)

ADMISSIONS: INTERDISTRICT TRANSFERS

A paragraph has been added at Discipline and Threat Assessment Records as a result of the new Sentinel rules found at 19 Administrative Code 103.1213, effective December 15, 2024.

FDE(LOCAL)

ADMISSIONS: SCHOOL SAFETY TRANSFERS

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

FEC(LOCAL)

ATTENDANCE: ATTENDANCE FOR CREDIT

Revisions throughout this policy are recommended for clarity.

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

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

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

FFAC(LEGAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Extensive changes throughout this legal framework have been made for clarity and to reflect new Department of State Health Services rules on Maintenance and Administration of Medication for Respiratory Distress.

FFAC(LOCAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

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

FFB(LEGAL)

STUDENT WELFARE: CRISIS INTERVENTION

A section on Use of Sentinel Assessment Instrument, Manual, and Field Guide has been added to reflect the new Sentinel rules found at 19 Administrative Code 103.1213, effective December 15, 2024.

FOC(LEGAL)

STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

Revisions to this legal framework at Determination of Violent Conduct reflect new language at 19 Administrative Code 103.1205, effective October 29, 2024.

Explanatory Notes
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Garland ISD

FOF(LEGAL)

STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

A new section on Peace Officer or Security Personnel Use of Restraint or Taser has been added to reflect new language at 19 Administrative Code 89.1053, effective October 7, 2024.

Localized Policy Manual Update 125

057909 Garland ISD

Update 125 contains local policies that require board action and adoption notification before we can incorporate the revisions into your district's Policy Online® manual. Local policies are completely within the control of each local school board. You may use the draft local policies provided, amend them, or write your own policy to meet your district's unique needs.

Please note that legal framework documents, which are not adopted by the board, will not be published on Policy Online until the board acts on the local policies or the district specifically requests earlier publication.

What should I do to prepare for board adoption?

1. Log in to [Policy Online](#),¹ select **Local Manual Updates** from the **My Policy Manual** menu, click **Numbered Updates**, then click **UPDATE 125**.
2. Download and save the numbered update resource materials for Update 125.
3. Present the local policies to your board for adoption. Provide your board with the explanatory notes and encourage them to review those along with the local policies.

How do I notify Policy Service that the board has adopted the update?

1. Following board action, go to [Numbered Updates](#),² select the appropriate numbered update, then click **Notify TASB of Board Action**.
2. Fill out and submit the electronic form so we can incorporate the adopted policies into your district's Policy Online manual.
3. If there are additional changes, submit the annotated changes with your adoption notification.

Questions?

- For questions about Policy Online, visit the [User's Guide](#)³ or contact pol-support@tasb.org.
- For questions about policy text, contact your [district's assigned policy consultant](#).⁴

¹ Policy Online: <https://pol.tasb.org/>

² Policy Online Numbered Updates: <https://pol.tasb.org/Member/LocalManualUpdates>

³ Policy Online User's Guide: <https://www.tasb.org/resources/policy-online-user-guide>

⁴ Policy Consultant contact information: <https://pol.tasb.org/Member/PolicyConsultant/Details>

Localized Policy Manual Update 125

Garland ISD

You can download a PDF of this update packet, annotated copies of the local policies, editable local policy text, and more under Local Manual Updates on [Policy Online](#)¹.

Other materials, including an overview video of the local policy changes, are also available in Local Manual Updates.

Need help? Please contact your [policy consultant](#),² or call Policy Service at 800-580-7529 or email policy.service@tasb.org.

Overview

Update 125 includes revisions to legal framework documents based on regulatory changes, including amendments to the Texas Administrative Code. Changes to local policies offered for consideration address the following topics:

- Election of board officers
- Board committees
- Advisory committees
- Partial academic credit
- School safety transfers
- Attendance for credit

Please see the Explanatory Notes included in this update packet for a description of the specific changes for each policy.

Board action on the local policies included in the update must occur within a properly posted, open meeting of the board. Instructions for placing policy changes on the agenda for board action and keeping minutes are included with the Update 125 materials under [Local Manual Updates](#)³ on Policy Online.

For more guidance on reviewing and adopting TASB numbered updates, including information on incorporating the update into the district's policy manual and maintaining a historical record of policies, please refer to [The Administrator's Guide to Policy Management](#),⁴ available in the Policy Online [Governance and Management Library](#)⁵ (TASB login required).

Scope of Work

Numbered updates involve timely monitoring of statutory sources and regulations, comprehensive review of affected policies, and revisions that are both substantive and related to format, to ensure the legal framework reflects current laws and regulations.

The legal framework documents are drafted and revised by TASB Policy and Legal Services, including attorneys who spend many hours monitoring, researching, analyzing, and drafting. Update 125 took more than 125 legal hours to complete. At a conservative cost of \$250 per hour, this legal work provides an approximate value of \$31,250. This estimate does not take into consideration the consulting, editing, and production hours that go into providing customized local policy recommendations.

The price of the update is calculated based on pages that are substantively edited, not on the total page count. When changes are made to correct typographical errors or style modifications, there is no charge. TASB Policy Service always endeavors to provide updates to you at the lowest cost possible while maintaining high-quality standards.

(LEGAL) vs. (LOCAL): Remember the Difference

Legal framework documents:

- Reflect the ever-changing legal context for governance and management of the district
- Inform local decision making
- Are NOT adopted, but only reviewed

Local policies:

- Require close attention by the administration and the board
- Reflect the practices of the district and the intentions of the board
- Are changed only by board action (adopt, revise, or repeal)

Keep Your Administrative Regulations Current

Inspect your district's administrative procedures and documents — including exhibits, regulations, handbooks, and guides — that may be affected by Update 125 policy changes. If you need to make changes to the regulations or exhibits contained in your board policy manual, please notify your policy consultant.

The [*Regulations Resource Manual*](#)⁶ contains model regulations and forms and is available in the Governance and Management Library (TASB login required).

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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.

¹ Policy Online: <https://pol.tasb.org/>

² Policy Consultant contact information: <https://pol.tasb.org/Member/PolicyConsultant/Details>

³ Local Manual Updates: <https://pol.tasb.org/Member/LocalManualUpdates>

⁴ *The Administrator's Guide to Policy Management*: <https://pol.tasb.org/Member/Collections/Details?id=10>

⁵ Governance and Management Library: <https://pol.tasb.org/Member/Collections>

⁶ *TASB Regulations Resource Manual*: <https://pol.tasb.org/Member/Collections/Details?id=21>

Instruction Sheet

TASB Localized Policy Manual Update 125

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Code	Type	Action To Be Taken	Note
AIA	(LEGAL)	Replace policy	Revised policy
AIE	(LEGAL)	Replace policy	Revised policy
B	(LEGAL)	Replace table of contents	Revised table of contents
BBD	(LEGAL)	Replace policy	Revised policy
BDAA	(LOCAL)	Replace policy	Revised policy
BDB	(LEGAL)	Replace policy	Revised policy
BDB	(LOCAL)	Replace policy	Revised policy
BDF	(LEGAL)	Replace policy	Revised policy
BDF	(LOCAL)	Replace policy	Revised policy
BJB	(LEGAL)	Replace policy	Revised policy
CBA	(LEGAL)	Replace policy	Revised policy
CKA	(LEGAL)	Replace policy	Revised policy
CKC	(LEGAL)	Replace policy	Revised policy
CLA	(LEGAL)	Replace policy	Revised policy
CMD	(LEGAL)	Replace policy	Revised policy
CNB	(LEGAL)	Replace policy	Revised policy
CNC	(LEGAL)	Replace policy	Revised policy
DEAB	(LEGAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
EHBAA	(LEGAL)	Replace policy	Revised policy
EHBAD	(LEGAL)	Replace policy	Revised policy
EHBAF	(LEGAL)	Replace policy	Revised policy
EHBE	(LEGAL)	Replace policy	Revised policy
EHDE	(LEGAL)	Replace policy	Revised policy
EI	(LOCAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
FDA	(LEGAL)	Replace policy	Revised policy
FDE	(LOCAL)	Replace policy	Revised policy
FEC	(LOCAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FFAC	(LOCAL)	No policy enclosed	See explanatory note
FFB	(LEGAL)	Replace policy	Revised policy
FOC	(LEGAL)	Replace policy	Revised policy
FOF	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

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AIA(LEGAL) ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Revisions to 19 Administrative Code 97.1003(f)(3), effective February 10, 2025, prompted edits at Local Accountability Plan — Submission and Audit Standards.

AIE(LEGAL) ACCOUNTABILITY: INVESTIGATIONS

A citation to the Administrative Code has been adjusted at the end of the policy.

B(LEGAL) LOCAL GOVERNANCE

The Section B Table of Contents has been updated to reflect revised names for policies BDB, Board Committees, and BDF, Advisory Committees.

BBD(LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

19 Administrative Code 61.1051 was repealed on December 6, 2024, but 19 Administrative Code 61.1(b)(7), which references the repealed rule, was not amended. The requirements in the repealed provision were moved to 19 Administrative Code 103.1401. A Note has been added at Identifying and Reporting Abuse to clarify the location of the requirements.

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

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

BDB(LEGAL) BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES

To coordinate with the recommended changes to the local policy at this code, the subtopic has been changed from Internal Committees to Board Committees.

BDB(LOCAL) BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES

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

Please note: As discussed with Lisa Ray on May 19, 2025, the district's locally developed text regarding the board advisory groups has been moved to BDF(LOCAL). Please contact your policy consultant with any questions.

BDF(LEGAL) BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES

To coordinate with the recommended changes to the local policy at this code, the subtopic has been changed from Citizen Advisory Committees to Advisory Committees.

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BDF(LOCAL)

BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES

Recommended revisions at this code have been made to coordinate with the changes at BDB. The subtopic of this code has been changed from Citizen Advisory Committees to Advisory Committees. Language has been moved here from BDB(LOCAL) and updated to clarify how advisory committees and the district's board advisory groups are formed and the parameters of their responsibilities. A section on Dis-solution of the committees is also recommended for inclusion.

BJB(LEGAL)

SUPERINTENDENT: RECRUITMENT AND APPOINTMENT

New rules at 19 Administrative Code 103.1213 regarding the Sentinel system were adopted on December 13, 2024, and a new section on required reporting in that system after a superintendent change has been added to this legal framework.

CBA(LEGAL)

STATE AND FEDERAL REVENUE SOURCES: STATE

Revisions reflect amendments at 19 Administrative Code 61.1034, effective April 13, 2025, to clarify the criteria a district must meet to be eligible for the New Instructional Facility Allotment (NIFA). Additional in-formation about NIFA has also been included to outline eligibility provisions and the application process. NIFA was created in 1999 for districts to provide for operational expenses associated with the opening of a new instructional facility and is available to all public school districts that meet the requirements of the statute and rule.

CKA(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING

New rules at 19 Administrative Code 103.1213, effective December 15, 2024, relating to the Sentinel sys-tem prompted revisions to this legal framework on safety and security audits and monitoring. A section on Reporting Through Sentinel has been added, and additional changes reflecting new reporting require-ments for vulnerability assessments and intruder detection audits have been made.

CKC(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

The new rules regarding the Sentinel system necessitated additional language regarding the Texas School Safety Center's uploading of multihazard emergency operation plans to that system. The new rules became effective December 15, 2024, and are found at 19 Administrative Code 103.1213.

CLA(LEGAL)

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY

New requirements have been added at Human Trafficking Warning Signs to reflect a new rule adopted at 19 Administrative Code 103.1403, effective December 11, 2024.

CMD(LEGAL)

EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

Changes at 19 Administrative Code 67.1315, effective December 15, 2024, prompted revisions relating to the requirement for districts to adopt an open education resource instructional materials plan unless oth-erwise exempt.

CNB(LEGAL)

TRANSPORTATION MANAGEMENT: DISTRICT VEHICLES

A cross-reference to CNC has been added at School Bus Advertising for clarity regarding reporting re-quirements for crashes involving buses with advertising.

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CNC(LEGAL)

TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

At Annual Report to TEA, revisions to this legal framework were required after 19 Administrative Code 61.1028 was repealed and provisions moved to the new 19 Administrative Code 103.1231, effective March 10, 2025. Other revisions have been made for clarity.

DEAB(LEGAL)

COMPENSATION PLAN: WAGE AND HOUR LAWS

At Exempt Employees — Academic Administrators, the salary/fee rate has been removed and replaced with a reference to the established weekly threshold to prevent the need for continuous updating as the Fair Labor Standards Act rules are amended over time.

DMA(LEGAL)

PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

A citation change at Child Abuse, Trafficking, and Maltreatment reflects provisions from the Administrative Code that were repealed on December 11, 2024, and moved to 19 Administrative Code 103.1401. At Mental Health, provisions have been added to reflect the adoption of 19 Administrative Code 153.1015, effective December 2, 2024.

EHBA(LEGAL)

SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

At Evaluation for Change in Eligibility, provisions have been removed to reflect amendments to 19 Administrative Code 89.1070, adopted November 1, 2024. A cross-reference to EIF has been added for clarity.

EHBAD(LEGAL)

SPECIAL EDUCATION: TRANSITION SERVICES

Provisions at Graduation have been revised to reflect amendments to 19 Administrative Code 89.1070, adopted November 1, 2024.

EHBAF(LEGAL)

SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

19 Administrative Code 61.1051 was repealed on December 6, 2024, but 19 Administrative Code 103.1301, which references the repealed rule, was not amended. The requirements in the repealed provision were moved to 19 Administrative Code 103.1401. A Note has been added at Confidentiality — Duty to Report to clarify the location of the requirements.

EHBE(LEGAL)

SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

Extensive revisions throughout this legal framework reflect amendments to numerous Administrative Code rules, effective February 7, 2025, relating to bilingual and ESL programs.

EHDE(LEGAL)

ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING

Changes throughout this legal framework reflect amendments to the Administrative Code adopted on February 14, 2025.

EI(LOCAL)

ACADEMIC ACHIEVEMENT

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

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EIF(LEGAL)

ACADEMIC ACHIEVEMENT: GRADUATION

Revisions to this legal framework are a result of amendments to 19 Administrative Code 89.1070, adopted November 1, 2024.

FDA(LEGAL)

ADMISSIONS: INTERDISTRICT TRANSFERS

A paragraph has been added at Discipline and Threat Assessment Records as a result of the new Sentinel rules found at 19 Administrative Code 103.1213, effective December 15, 2024.

FDE(LOCAL)

ADMISSIONS: SCHOOL SAFETY TRANSFERS

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

FEC(LOCAL)

ATTENDANCE: ATTENDANCE FOR CREDIT

Revisions throughout this policy are recommended for clarity.

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

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

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

FFAC(LEGAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Extensive changes throughout this legal framework have been made for clarity and to reflect new Department of State Health Services rules on Maintenance and Administration of Medication for Respiratory Distress.

FFAC(LOCAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

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

FFB(LEGAL)

STUDENT WELFARE: CRISIS INTERVENTION

A section on Use of Sentinel Assessment Instrument, Manual, and Field Guide has been added to reflect the new Sentinel rules found at 19 Administrative Code 103.1213, effective December 15, 2024.

FOC(LEGAL)

STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

Revisions to this legal framework at Determination of Violent Conduct reflect new language at 19 Administrative Code 103.1205, effective October 29, 2024.

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FOF(LEGAL)

STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

A new section on Peace Officer or Security Personnel Use of Restraint or Taser has been added to reflect new language at 19 Administrative Code 89.1053, effective October 7, 2024.

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Accreditation

Each district must be accredited by Texas Education Agency (TEA). A district that is not accredited may not receive funds from TEA or hold itself out as operating a public school of this state. *Education Code 11.001, 39.052(f)*

District accreditation is determined in accordance with Education Code Chapter 39, Subchapter C and rules adopted by the commissioner of education at 19 Administrative Code, Chapter 97, Subchapter EE (Accreditation Status, Standards, and Sanctions). *Education Code 39.051*

Statuses

The commissioner shall determine criteria for the following accreditation statuses:

1. Accredited. Accredited means TEA recognizes the district as a public school of this state that meets the standards determined by the commissioner under Education Code 39.052(b) and (c), and specified in 19 Administrative Code 97.1059; and is not currently assigned an accreditation status of Accredited-Warned or Accredited-Probation;
2. Accredited-Warned. Accredited-Warned means the district exhibits deficiencies in performance, as specified in 19 Administrative Code 97.1055(b), that, if not addressed, will lead to probation or revocation of its accreditation status;
3. Accredited-Probation. Accredited-Probation means the district exhibits deficiencies in performance, as specified in 19 Administrative Code 97.1055(c), that must be addressed to avoid revocation of its accreditation status; and
4. Not Accredited-Revoked. Not Accredited-Revoked means TEA does not recognize the district as a Texas public school because the district's performance has failed to meet standards adopted by the commissioner under Education Code 39.052(b) and (c), and specified in 19 Administrative Code 97.1055(d).

Education Code 39.051; 19 TAC 97.1055(a)(1)

Annual Evaluation

Each year, the commissioner shall determine the accreditation status of each district. In determining the accreditation status of a district, the commissioner:

1. Shall evaluate and consider performance:
 - a. On achievement indicators under Education Code 39.053 [see Performance Indicators, below]; and

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- b. Under the financial accountability rating system developed under Education Code, Chapter 39, Subchapter D [see CFA].
- 2. May evaluate and consider:
 - a. The district's compliance with statutory requirements and requirements imposed by rule of the commissioner or State Board of Education that relate to:
 - (1) Reporting data through the Public Education Information Management System (PEIMS) or other reports required by state or federal law or court order;
 - (2) High school graduation requirements; or
 - (3) Extracurricular activities, student health and safety, purchasing, elementary class size limits, removal of a disruptive student from the classroom, at-risk programs, and prekindergarten programs;
 - b. The effectiveness of the district's programs for special populations; and
 - c. The effectiveness of the district's career and technology program.

Based on a district's performance, the commissioner shall assign each district an accreditation status or revoke the accreditation of the district and order closure of the district.

A district's accreditation status may be raised or lowered based on the district's performance or may be lowered based on the performance of one or more campuses in the district that is below a standard required by Education Code Chapter 39, Subchapter C.

Education Code 7.056(e)(3)(C)-(I), 39.052; 19 TAC 97.1055

For additional information on the commissioner process for assigning accreditation status, see 19 Administrative Code 97.1055.

Notice of Status

The commissioner shall notify a district if the district has received an accreditation status of accredited-warned or accredited-probation, or a campus's performance is below standard. *Education Code 39.052(e)*

*To Parents and
Property Owners*

A district assigned an accreditation status of accredited-warned, accredited-probation, or not accredited-revoked shall notify the parents of students enrolled in the district and property owners in the district as specified in 19 Administrative Code 97.1055. The district's notice must contain information about the accreditation status, the implications of such status, and the steps the district is tak-

ing to address the areas of deficiency identified by the commissioner. The district's notice shall use the format and language determined by the commissioner.

The district's notice must:

1. Not later than 30 calendar days after the accreditation status is assigned, appear on the home page of the district's website, with a link to the required notification, and remain until the district is assigned the accredited status; and
2. Appear in a newspaper of general circulation, as defined in 19 Administrative Code 97.1051 (Definitions), in the district for three consecutive days as follows:
 - a. From Sunday through Tuesday of the second week following assignment of the status; or
 - b. If the newspaper is not published from Sunday through Tuesday, then for three consecutive issues of the newspaper beginning the second week following assignment of the status; or
3. Not later than 30 calendar days after the status is assigned, be sent by first class mail addressed individually to each parent of a student enrolled in the district and each property owner in the district; or
4. Not later than 30 calendar days after the status is assigned, be presented as a discussion item in a public meeting of the board of trustees conducted at a time and location that allows parents of students enrolled in the district and property owners in the district to attend and provide public comment.

To TEA

A district required to act under this subsection shall send the following to TEA via certified mail, return receipt requested:

1. The universal resource locator (URL) for the link to the notification required above; and
2. Copies of the notice in the newspaper showing dates of publication, or a paid invoice showing the notice content and its dates of publication; or
3. Copies of the notice sent by mail and copies of all mailing lists and postage receipts; or
4. Copies of the notice presented at a public meeting and copies of the board of trustees meeting notice and minutes for the

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board meeting in which the notice was presented and publicly discussed.

19 TAC 97.1055(f)

**Performance
Indicators**

The commissioner shall adopt a set of indicators of the quality of learning and achievement, including three domains of achievement indicators. [See Achievement Indicators, below] *Education Code 39.053(a)*

The indicators must measure and evaluate districts and campuses with respect to:

1. Improving student preparedness for success in subsequent grade levels and entering the workforce, the military, or post-secondary education;
2. Reducing, with the goal of eliminating, student academic achievement differentials among students from different racial and ethnic groups and socioeconomic backgrounds; and
3. Informing parents and the community regarding campus and district performance.

Education Code 39.053(a-1)

*Achievement
Indicators*

Districts and campuses must be evaluated based on indicators of achievement grouped in three domains:

1. Student achievement domain;
2. School progress domain; and
3. Closing the gaps domain.

Education Code 39.053(c)

Performance on the achievement indicators in the three domains shall be compared to state-established standards. The indicators must be based on information that is disaggregated by race, ethnicity, and socioeconomic status. *Education Code 39.053(b)*

Each school district shall submit the data required for the indicators to the commissioner. *Education Code 39.053(i)*

**A-F Performance
Ratings**

Except when the commissioner determines the assignment of an overall performance rating would be inappropriate [see Assignment of Not Rated, below], the commissioner shall adopt rules to evaluate district and campus performance and assign each district and campus an overall performance rating of A, B, C, D, or F.

In addition to the overall performance rating, the commissioner shall assign each district and campus a separate domain perfor-

mance rating of A, B, C, D, or F for each domain under Education Code 39.053(c) [see Achievement Indicators, above].

An overall or domain performance rating of:

1. A reflects exemplary performance.
2. B reflects recognized performance.
3. C reflects acceptable performance.
4. D reflects performance that needs improvement.
5. F reflects unacceptable performance.

A district may not receive an overall or domain performance rating of A if the district includes any campus with a corresponding overall or domain performance rating of D or F.

For purposes of assigning districts and campuses an overall and a domain performance rating, the commissioner shall ensure that the method used to evaluate performance is implemented in a manner that provides the mathematical possibility that all districts and campuses receive an A rating.

Not later than August 15 of each year, the following information shall be made publicly available as provided by rules adopted by the commissioner:

1. The performance ratings for each district and campus; and
2. If applicable, the number of consecutive school years of unacceptable performance ratings for each district and campus.

Education Code 39.054(a), (a-3), (b)

Assignment of Not
Rated

Notwithstanding any other law, the commissioner may assign a district or campus an overall performance rating of "Not Rated" if the commissioner determines that the assignment of a performance rating of A, B, C, D, or F would be inappropriate because:

1. The district or campus is located in an area that is subject to a declaration of a state of disaster under Government Code Chapter 418 and due to the disaster, performance indicators for the district or campus are difficult to measure or evaluate and would not accurately reflect quality of learning and achievement for the district or campus;
2. The district or campus has experienced breaches or other failures in data integrity to the extent that accurate analysis of data regarding performance indicators is not possible;

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3. The number of students enrolled in the district or campus is insufficient to accurately evaluate the performance of the district or campus; or
4. For other reasons outside the control of the district or campus, the performance indicators would not accurately reflect quality of learning and achievement for the district or campus.

Education Code 39.054(a-4)

Calculating
Consecutive Years

Notwithstanding any other law, an overall performance rating of "Not Rated" is not included in calculating consecutive school years of unacceptable performance ratings and is not considered a break in consecutive school years of unacceptable performance ratings for purposes of any provision of the Education Code. *Education Code 39.054(a-5)*

Acceptable
Performance

A reference in law to an acceptable performance rating or acceptable performance includes an overall or domain performance rating of A, B, or C or performance that is exemplary, recognized, or acceptable. A reference in law to an unacceptable performance rating or unacceptable performance includes an overall or domain performance rating of F. For the purposes of public reporting requirements, an overall or domain performance rating of D shall be referred to as performance that needs improvement. *Education Code 39.0543(a)*

D Rating

A reference in law to an acceptable performance rating or acceptable performance for a district or campus includes an overall performance rating of D if, since previously receiving an overall performance rating of C or higher, the district or campus has not previously received more than one overall performance rating of D or has not received an overall performance rating of F. *Education Code 39.0543(b)*

**Local Accountability
System**

The local accountability system standards established by the commissioner under Education Code 39.0544 shall be used by districts to develop a plan to locally evaluate the performance of their campuses. *19 TAC 97.1003(a)*

Local Accountability
Plan

A local accountability plan created by a district must include domain performance ratings assigned by the commissioner under Education Code 39.054, and performance ratings based on locally developed domains or sets of accountability measures. *19 TAC 97.1003(b)*

A district must create its local accountability plan based on school type. The four school types are elementary school, middle school, high school, and kindergarten-grade 12. The plan must include all campuses within a school type. The district may also request to

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identify an additional school group within a school type for which to customize its local accountability plan. Otherwise, all campuses within a school type must be evaluated on a common set of components determined by the district. A district may also request to identify a campus rated under alternative education accountability provisions as a unique school type. *19 TAC 97.1003(b)(4)*

*Plan
Components*

A locally developed domain or set of accountability measures is referred to as a plan component. Plan components must describe each item and the reason for its inclusion in the plan. A district must assign each component to one of the following five domains: academics, culture and climate, extra- and co-curricular, future-ready learning, and locally determined. The weight of all plan components must equal 100 percent. *19 TAC 97.1003(b)(1)*

A district may assign weights to each plan component, as determined by the district, provided that the plan components must in the aggregate account for no more than 50 percent of the combined overall performance rating. A local accountability plan may include no fewer than two and no more than 10 components weighted between 5 percent and 60 percent. *19 TAC 97.1003(c)*

Each plan component must contain levels of performance that allow for differentiation, with assigned standards for achieving the differentiated levels that are aligned to a letter grade of A, B, C, D, or F and meet the requirements of 19 Administrative Code 97.1003(d)(1)-(3). *19 TAC 97.1003(d)*

Each plan component measure must meet standards for reliability and validity as required by 19 Administrative Code 97.1003(e)(1)-(3). *19 TAC 97.1003(e)*

*Campuses without
STAAR or State
Ratings*

For the purposes of assigning state accountability ratings, a campus that does not serve any grade level for which a State of Texas Assessments of Academic Readiness (STAAR) examination is administered is paired with a campus in its district that serves grade levels for which STAAR examinations are administered.

A campus not rated under the state accountability system is not eligible to combine state and local ratings. Local accountability data for a campus without state ratings may be displayed on TEA, district, and campus websites but will not be combined with state accountability data. The state accountability manual adopted under 19 Administrative Code 97.1001 (Accountability Rating System) provides information about campus ratings and eligibility for applicable years.

19 TAC 97.1003(b)(3)

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Campus
Performance
Ratings

A district authorized to assign campus performance ratings shall evaluate the performance of each campus and assign each campus a performance rating of A, B, C, D, or F for overall performance and for each locally developed domain or set of accountability measures. Not later than a date established by the commissioner, the district shall:

1. Report the performance ratings to the agency; and
2. Make the performance ratings available to the public as provided by commissioner rule.

Education Code 39.0544(e)

Each campus with an approved district plan is eligible to receive a local accountability rating. A campus with an overall state accountability rating of C or higher based on ratings derived from student performance at the campus is eligible to combine an overall local accountability rating with the overall state accountability rating to determine the combined rating. *19 TAC 97.1003(b)(2); Education Code 39.054(a)*

Submission and
Audit Standards

Calculations for each plan component and overall performance ratings must be capable of being audited by a third party.

A district must use a one-to-one correspondence when converting campus grades based on plan component measures to a standard scale of 30-100 where A=90-100, B=80-89, C=70-79, D=60-69, and F=30-59.

Categorical data, or data not on a continuous scale, must be converted to the standard scale of A=90-100, B=80-89, C=70-79, D=60-69, and F=30-59 by assigning the maximum value for each scaled score interval with the corresponding category used in the campus rating scale.

A district is required to submit a local accountability plan that includes components, domains, and overall scaled scores and ratings to TEA on a timeline determined by the commissioner. The timeline will be published on the TEA website.

All scaled scores and letter grades submitted by a school district are subject to audit. Any data discrepancies or any indication that data have been compromised may result in verification and audit of district and campus data used to assign local accountability ratings. The audit process may include requests for data used for campus-level calculation of component and domain scaled scores.

On an annual basis, TEA will randomly select districts for local accountability audits, and, for each such audit, TEA will randomly se-

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lect components for review. Selected districts must submit the requested data for review within the timeframe specified. A district must maintain documentation of its local accountability plan, along with all associated data used to assign campus ratings, for two years after the end of the plan implementation period.

Responsibility for the accuracy and quality of data used to determine local accountability ratings rests with each district. Superintendent certification of data accuracy during the ratings submission process shall include an assurance that calculations have been verified to ensure that all data were included as appropriate for all components.

19 TAC 97.1003(f)(1)-(6)

Scorecard and
Website

A district must produce a campus scorecard and make available on the district website an explanation of the methodology used to assign local accountability performance ratings. The campus scorecard shall include, at a minimum, the scaled score and rating for each component and domain along with the overall rating. A link to the local accountability ratings posted by the district must be provided to TEA and may be included on the agency-developed school report card. *19 TAC 97.1003(g)*

Appeal and
Revision

An appeal of a local accountability rating may be submitted by the superintendent once ratings are released. The local accountability appeals timeline follows the appeal deadline dates and processes as described in the state accountability manual adopted under 19 Administrative Code 97.1001 of this title for the applicable year. *19 TAC 97.1003(f)(7)*

Ratings may be revised as a result of investigative activities by the commissioner as authorized under Education Code 39.057(d) and (e) (redesignated to Education Code 39.003). *19 TAC 97.1003(h)*

**Distinction
Designations for
Outstanding
Performance**

The commissioner shall award distinction designations for outstanding performance. A distinction designation awarded to a district or campus shall be referenced directly in connection with the performance rating assigned to the district or campus and made publicly available together with the A-F performance ratings.

A district or campus may not be awarded a distinction designation unless the district or campus has acceptable performance under the A-F performance ratings.

Education Code 39.201

Academic
Distinction

The commissioner shall establish an academic distinction designation for districts and campuses for outstanding performance in at-

tainment of postsecondary readiness based on the commissioner's adopted criteria. *Education Code 39.202*

Campus Distinction

The commissioner shall award a campus a distinction designation for outstanding performance in:

1. Improvement in student achievement;
2. Closing student achievement differentials; and
3. Academic achievement in English language arts, mathematics, science, or social studies.

Education Code 39.203

The commissioner may award a distinction designation for outstanding performance in advanced middle or junior high school student achievement. *Education Code 39.203(d)*

**Excellence
Exemptions**

Except as listed below, a district or campus that is rated A (exemplary) is exempt from requirements and prohibitions imposed under the Education Code, including regulations adopted under the Education Code.

An exemplary campus or district is not exempt from:

1. A prohibition on conduct that constitutes a criminal offense;
2. Requirements imposed by federal law or rule, including requirements for special education or bilingual education programs;
3. A requirement, restriction, or prohibition relating to:
 - a. Curriculum essential knowledge and skills or high school graduation requirements;
 - b. Public school accountability;
 - c. Extracurricular activities;
 - d. Health and safety;
 - e. Purchasing;
 - f. Elementary class size limits;
 - g. Removal of a disruptive student from the classroom;
 - h. At-risk programs;
 - i. Prekindergarten programs;
 - j. Rights and benefits of school employees;

- k. Special education programs; or
- l. Bilingual education programs.

The commissioner may exempt an exemplary campus from class size limits if the campus submits a written plan showing steps that will be taken to ensure that the exemption will not be harmful to the academic achievement of the students on the school campus. If granted, the exemption remains in effect until the commissioner determines that achievement levels of the campus have declined.

Education Code 39.232

**Special
Investigations**

The commissioner may authorize a special investigation:

1. When excessive numbers of absences of students eligible to be tested on state assessment instruments are determined;
2. When excessive numbers of allowable exemptions from the required state assessment are determined;
3. In response to complaints to the Texas Education Agency (TEA) of alleged violations of civil rights or other requirements imposed on the state by federal law or court order;
4. In response to established compliance reviews of the district's financial accounting practices and state and federal reporting requirements;
5. When extraordinary numbers of student placements in disciplinary alternative education programs, other than placements under Education Code 37.006 and 37.007, are determined;
6. In response to an allegation involving a conflict between members of the board or between the board and the district administration if it appears that the conflict involves a violation of a role or duty of the board members or the administration clearly defined by the Education Code. If TEA's findings indicate the board has observed a lawfully adopted policy, TEA may not substitute its judgment for that of the board;
7. When excessive numbers of students in special education programs are assessed through modified assessment instruments;
8. In response to an allegation regarding, or an analysis using a statistical method result indicating, a possible violation of an assessment instrument security procedure;
9. When a significant pattern of decreased academic performance has developed as a result of the promotion in the preceding two school years of students who did not perform satisfactorily on the state assessments;
10. When excessive numbers of students eligible to enroll fail to complete an Algebra II course or any other advanced course as determined by the commissioner;
11. When resource allocation practices indicate a potential for significant improvement in resource allocation;
12. When a disproportionate number of students of a particular demographic group is graduating with a particular endorsement;

13. When an excessive number of students is graduating with a particular endorsement;
14. When a school district for any reason fails to produce, at the request of TEA, evidence or an investigation report relating to an educator who is under investigation by the State Board for Educator Certification;
15. When 10 percent or more of the students graduating in a particular school year from a particular high school campus are awarded a diploma based on the determination of an individual graduation committee under Education Code 28.0258;
16. In response to a complaint with respect to alleged inaccurate data that is reported through PEIMS or through other reports required by state or federal law or rule or court order and that is used by TEA to make a determination relating to public school accountability, including accreditation, under Education Code Chapter 39;
17. In response to repeated complaints submitted to TEA concerning imposition of excessive paperwork requirements on classroom teachers; or
18. As the commissioner otherwise determines necessary.

Education Code 39.003(a), (c)

TEA shall adopt written procedures for conducting special investigations, including procedures that allow TEA to obtain information from district employees in a manner that prevents a district or campus from screening the information. *Education Code 39.004(a)*

Note: The procedures for conducting a special investigation, holding a hearing following an investigation, the process for commissioner determinations, and judicial appeal are described in Education Code 39.004-.007.

Commissioner
Action

Based on the results of a special investigation, the commissioner may:

1. Take appropriate action under Education Code Chapter 39A, [see AIC];
2. Lower the district's accreditation status or a district's or campus's performance rating; or
3. Take action under both items 1 and 2 above.

Education Code 39.003(d)

At any time before issuing a report with the TEA's final findings, the commissioner may defer taking the above action until:

1. A person who is a third party, selected by the commissioner, has reviewed programs or other subjects of a special investigation and submitted a report identifying problems and proposing solutions;
2. A district completes a corrective action plan developed by the commissioner; or
3. The completion of actions under both items 1 and 2 above.

Education Code 39.003(e)

Based on the results of an action taken above, the commissioner may decline to take the deferred action. *Education Code 39.003(f)*

Note: The procedures for an informal review or hearing following an investigation are described in 19 Administrative Code Chapter 157, Subchapter EE.

Monitoring Reviews

In accordance with Education Code 7.028(a), TEA may monitor compliance with requirements applicable to a process or program provided by a district, campus, or program, only as necessary to ensure:

1. Compliance with federal law and regulations;
2. Financial accountability, including compliance with grant requirements;
3. Data integrity for purposes of:
 - a. The Public Education Information Management System (PEIMS); and
 - b. Accountability under Education Code Chapter 39 and 39A; and
4. Qualification for funding under Education Code Chapter 48.

The board has primary responsibility for ensuring that the district complies with all applicable requirements of state educational programs.

Education Code 7.028

Compliance Monitoring Activities

Districts are subject to general supervision and monitoring activities for compliance with state law and federal regulation, implemented by TEA under 34 C.F.R. 300.600-.609 [see Supervision

Under IDEA, below], and review of program implementation and effectiveness within certain special populations of students.

Activities may include:

1. Random, targeted, or cyclical reviews authorized under Education Code 39.056 (monitoring reviews), conducted remotely or on-site to identify problems implementing state and federal requirements and to provide support for development of reasonable and appropriate strategies to address identified problems; and/or
2. Intensive or special investigative remote or on-site reviews authorized under Education Code 39.003 and 39.004.

Activities described above are applicable for compliance with requirements for reading diagnosis in Education Code 28.006 [see EKC], dyslexia and related disorders in Education Code 38.003 and 19 Administrative Code 74.28 [see EHB], and program effectiveness for emergent bilingual students in Education Code 29.062.

19 TAC 97.1071(b)-(d)

Notice	TEA shall give written notice to the superintendent and the board of trustees of any impending monitoring review. <i>Education Code 39.056(d)</i>
Conducting the Review	A monitoring review may include desk reviews and on-site visits, including random on-site visits. In conducting a monitoring review, TEA may obtain information from administrators, other district employees, parents of students enrolled in the district, and other persons as necessary. <i>Education Code 39.056(c), (g)</i>
Converting to a Special Investigation	The commissioner may at any time convert a monitoring review to a special investigation under Education Code 39.003, provided the commissioner promptly notifies the district of the conversion. <i>Education Code 39.056(h)</i>
Improvements	TEA shall report in writing to the superintendent and president of the board and shall make recommendations concerning any necessary improvements or sources of aid such as regional education service centers. A district that takes action with regard to the recommendations provided by TEA shall make a reasonable effort to seek assistance from a third party in developing an action plan to improve district performance using improvement techniques that are goal-oriented and research-based. <i>Education Code 39.056(e)-(f)</i>

Appeals

A decision by the commissioner under Education Code Chapter 39 or 39A is final and may not be appealed unless an applicable provision of Chapter 39 or 39A provides otherwise. *Education Code 39A.906* [See AIC]

Compliance Investigation

A compliance investigation is an investigation by TEA of a state education grant recipient to determine compliance with the statutory or rule requirements of a state education program. A compliance investigation is not a special investigation subject to Education Code 39.003 and 39.004 (above). *19 TAC 102.1401(a)(1)*

Supervision Under IDEA

In exercising its general supervision authority under 34 C.F.R. sections 300.149 and 300.600, TEA has established a process that provides for the investigation and issuance of findings regarding credible allegations of violations of the Individuals with Disabilities Education Act (IDEA), Part B, or a state statute or administrative rule created to implement IDEA, that arise from an area of concern. The following guidelines shall apply to this process.

Definitions

“Area of concern” means that TEA has been made aware of an allegation regarding a violation of, or noncompliance with, a requirement of IDEA, Part B, or a state special education law or administrative rule.

“Credible allegation” means that TEA has determined that an allegation arising from an area of concern is credible enough to investigate further to determine if a violation or noncompliance has occurred.

Credibility
Determination

Information and awareness of an area of concern may arise directly from TEA or from external sources.

TEA will engage in a process to determine if an area of concern is determined to be a credible allegation, and, if determined credible, TEA will initiate an investigation to determine if findings of noncompliance will be issued.

TEA will generally not engage in the process described below to determine if an area of concern is a credible allegation if it is a media report, social media post, or an anonymous report, unless TEA receives corroborating information and facts that a specific violation of state or federal law or rule has occurred if the allegation were to be confirmed true.

When an individual or organization reports a special education area of concern, TEA may direct the individual or organization to the established dispute resolution processes. Depending on the frequency or specificity of the type of allegation made, TEA may engage in a process to determine credibility of the allegation.

Process

The process to determine if an area of concern is a credible allegation may include one or more of the following actions:

1. Reviewing existing citations of noncompliance or any non-compliance identified within the last two school years on the same or similar alleged violation;
2. Reviewing filed state complaints that are in process of being investigated or that have been substantiated within the last two school years on the same or similar alleged violation;
3. Reviewing due process hearing decisions issued within the last two years in which the hearing officer's final written decision contains a finding of noncompliance on the same or similar alleged violation;
4. Gathering evidence from groups that represent or advocate for families and communities served by the district;
5. Reviewing and analyzing available student- or district-level data that relate to the alleged violation;
6. Reviewing and analyzing fiscal and program information, such as grant applications, contracts, self-assessments, and other special education documents submitted to TEA by the district; and
7. Any other activity or measure used to gather evidence within TEA's general supervision and monitoring authority.

The investigation to determine if a credible allegation will result in the issuance of findings will include contacting the school district that is the subject of the allegation and requesting a response from the school district. Additional investigative actions may include one or more of the following:

1. Conducting interviews with the district, staff, parents, or students;
2. A referral for review or investigation by any other appropriate unit or division within TEA;
3. Utilizing the review and analysis of the activities conducted during the review process in this provision to determine if non-compliance is found; and
4. Any other activity or measure within TEA's general supervision and monitoring authority.

ACCOUNTABILITY
INVESTIGATIONS

AIE
(LEGAL)

Intervention and
Sanction

TEA may apply any intervention or sanction within its authority if noncompliance or a violation is substantiated, including those described in 19 Administrative Code 89.1076 [see AIC].

19 TAC 97.1071(l)

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION B: LOCAL GOVERNANCE

BA	BOARD LEGAL STATUS
BAA	Powers and Duties
BB	BOARD MEMBERS
BBA	Eligibility/Qualifications
BBB	Elections
BBBA	Conducting Elections
BBBB	Post-election Procedures
BBBC	Campaign Finance
BBBD	Campaign Ethics
BBC	Vacancies and Removal from Office
BBD	Training and Orientation
BBE	Authority
BBF	Ethics
BBFA	Conflict of Interest Disclosures
BBFB	Prohibited Practices
BBG	Compensation and Expenses
BBH	Conventions, Conferences, and Workshops
BBI	Technology Resources and Electronic Communications
BC	BOARD MEMBERSHIPS
BD	BOARD INTERNAL ORGANIZATION
BDA	Officers and Officials
BDA A	Duties and Requirements of Board Officers
BDA E	Duties and Requirements of Depository
BDB	Board Committees
BDD	Attorney
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BE	BOARD MEETINGS
BEC	Closed Meetings
BED	Public Participation
BEE	News Coverage
BEF	Staff Participation
BF	BOARD POLICIES
BG	BOARD SELF-EVALUATION
BI	ADMINISTRATIVE GOALS AND OBJECTIVES

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION B: LOCAL GOVERNANCE

BJ	SUPERINTENDENT
BJA	Qualifications and Duties
BJB	Recruitment and Appointment
BJC	Contract
BJCA	Travel
BJCB	Professional Development
BJCC	Consulting
BJCD	Evaluation
BJCE	Suspension/Termination During Contract
BJCF	Nonrenewal
BJCG	Resignation
BK	ADMINISTRATIVE ORGANIZATION
BJKA	Organization Charts
BKB	Line and Staff Relations
BM	ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES
BP	ADMINISTRATIVE REGULATIONS
BQ	PLANNING AND DECISION-MAKING PROCESS
BQA	District-Level
BQB	Campus-Level
BR	REPORTS

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LEGAL)

**Open Meetings Act
Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its members under Government Code Chapter 551 (Open Meetings Act).

The attorney general may provide the training and may also approve other acceptable sources of training.

The board shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of the board to complete the training does not affect the validity of an action taken by the board.

Gov't Code 551.005

**Public Information
Act Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its officers and employees under Government Code Chapter 552 (Public Information Act [PIA]). A board member may designate a public information coordinator to satisfy the training for the board member if the public information coordinator is primarily responsible for administering the responsibilities of the board member or board under the PIA. The attorney general may require a board member to complete the course of training if the attorney general determines that the district has failed to comply with a requirement of the PIA. *Gov't Code 552.012(b), (b-1), (c)* [See GBAA regarding public information coordinator training.]

**SBOE-Required
Training**

A trustee must complete any training required by the State Board of Education (SBOE). *Education Code 11.159*

The SBOE's framework for governance leadership [see BBD(EX-HIBIT)] shall be distributed annually by the board president to all current board members and the superintendent. *19 TAC 61.1(a)*

The continuing education required under Education Code 11.159 applies to each member of the board. To the extent possible, an entire board shall participate in continuing education programs together. *19 TAC 61.1(b), (i)*

No continuing education shall take place during a board meeting unless that meeting is called expressly for the delivery of board member continuing education. Continuing education may take place prior to or after a legally called board meeting in accordance with Government Code 551.001(4) (definition of "meeting"). *19 TAC 61.1(e)*

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(LEGAL)

A regional education service center (ESC) board member continuing education program shall be open to any interested person, including a current or prospective board member. A district is not responsible for any costs associated with individuals who are not current board members. *19 TAC 61.1(f)*

Annually, the SBOE shall commend those board-superintendent teams that complete at least eight hours of the continuing education specified at Team Building and Additional Continuing Education, below, as an entire board-superintendent team.

Annually, the SBOE shall commend board-superintendent teams that effectively implement the commissioner of education's trustee improvement and evaluation tool developed under Education Code 11.182 [see BG] or any other tool approved by the commissioner.

19 TAC 61.1(k), (l)

Verification

For each training described below, the provider of continuing education shall provide verification of completion of board member continuing education to the individual participant and to the participant's school district. The verification must include the provider's authorization or registration number. *19 TAC 61.1(h)*

Reporting

At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of his or her previous training, as applicable. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule. The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment or two-year anniversary of his or her previous training, as applicable. The president shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the board, the district shall post the minutes on the district's internet website within 10 business days of the meeting and maintain the posting until the trustee meets the requirements. *19 TAC 61.1(j); Education Code 11.159(b)*

Local District
Orientation

Each board member shall complete a local district orientation session. The purpose of the local orientation is to familiarize new

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TRAINING AND ORIENTATION

BBD
(LEGAL)

board members with local board policies and procedures and district goals and priorities.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The orientation shall:

1. Be at least three hours in length.
2. Address local district practices in the following, in addition to topics chosen by the local district:
 - a. Curriculum and instruction;
 - b. Business and finance operations;
 - c. District operations;
 - d. Superintendent evaluation; and
 - e. Board member roles and responsibilities.

Each board member should be made aware of the continuing education requirements of 19 Administrative Code 61.1 and those of the following:

1. Open meetings act in Government Code 551.005 [see Open Meetings Act Training above];
2. Public information act in Government Code 552.012 [see Public Information Act Training above]; and
3. Cybersecurity in Government Code 2054.5191 [see CQB].

The orientation shall be open to any board member who chooses to attend.

19 TAC 61.1(b)(1)

Education Code
Orientation

Each board member shall complete a basic orientation to the Education Code and relevant legal obligations. The orientation shall have special, but not exclusive, emphasis on statutory provisions related to governing Texas school districts.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

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TRAINING AND ORIENTATION

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The orientation shall be at least three hours in length. Topics shall include, but not be limited to, Education Code Chapter 26 (Parental Rights and Responsibilities) and Education Code 28.004 (Local School Health Advisory Council and Health Education Instruction).

The orientation shall:

1. Be provided by an ESC.
2. Be open to any board member who chooses to attend.

The continuing education may be fulfilled through online instruction, provided that the training incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(2)

Legislative Update

After each session of the Texas Legislature, including each regular session and called session related to education, each board member shall complete an update to the basic orientation to the Education Code.

The update session shall be of sufficient length to familiarize board members with major changes in statute and other relevant legal developments related to school governance.

The update shall be provided by an ESC or a registered provider [see Registered Provider, below].

A board member who has attended an ESC basic orientation session described at Education Code Orientation, above, that incorporated the most recent legislative changes is not required to attend an update.

The continuing education may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(3)

Team Building

The entire board shall participate with their superintendent in a team-building session.

The purpose of the team-building session is to enhance the effectiveness of the board-superintendent team and to assess the continuing education needs of the board-superintendent team.

The session shall be held annually and shall be at least three hours in length.

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The session shall include a review of the roles, rights, and responsibilities of the board as outlined in the framework for governance leadership. [See BBD(EXHIBIT)] The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the year for the governance leadership team.

The team-building session shall be provided by an ESC or a registered provider [see Registered Provider and Authorized Provider, below].

19 TAC 61.1(b)(4)

Additional
Continuing
Education (Based
on Assessed
Needs)

In addition to the continuing education requirements set out above, each board member shall complete additional continuing education based on the framework for governance leadership. [See BBD(EXHIBIT)]

The purpose of continuing education is to address the continuing education needs referenced at Team Building above.

The continuing education shall be completed annually.

At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with the board member's school district. No more than one hour of the required continuing education that is delivered by the district may use self-instructional materials.

The continuing education shall be provided by an ESC or a registered provider [see Registered Provider, below].

The continuing education may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

First Year

In a board member's first year of service, he or she shall complete at least 10 hours of continuing education in fulfillment of assessed needs.

*Subsequent
Years*

Following a board member's first year of service, he or she shall complete at least five hours of continuing education annually in fulfillment of assessed needs.

Board President

A board president shall complete continuing education related to leadership duties of a board president as some portion of the annual requirement.

19 TAC 61.1(b)(5)

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(LEGAL)

Evaluating Student
Academic
Performance

Each board member shall complete continuing education on evaluating student academic performance and setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness.

The purpose of the training on evaluating student academic performance is to provide research-based information to board members that is designed to support the oversight role of the board of trustees outlined in Education Code 11.1515. [See BAA]

The purpose of the continuing education on setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness is to facilitate boards meeting the requirements of Education Code 11.185 and 11.186.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The continuing education shall be completed every two years and shall be at least three hours in length.

The continuing education required by this provision shall include, at a minimum:

1. Instruction in school board behaviors correlated with improved student outcomes with emphasis on:
 - a. Setting specific, quantifiable student outcome goals; and
 - b. Adopting plans to improve early literacy and numeracy and college, career, and military readiness for applicable student groups evaluated in the Closing the Gaps domain of the state accountability system established under Education Code Chapter 39;
2. Instruction in progress monitoring practices to improve student outcomes; and
3. Instruction in state accountability with emphasis on the Texas Essential Knowledge and Skills, state assessment instruments administered under Education Code Chapter 39, and the state accountability system established under Chapter 39.

The continuing education shall be provided by an authorized provider [see Authorized Provider, below].

If the training is attended by an entire board and its superintendent, includes a review of local school district data on student achieve-

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(LEGAL)

ment, and otherwise meets the requirements described at Team Building above, the training may serve to meet a board member's obligation to complete training described at Team Building and at Evaluating Student Academic Performance, above, as long as the training complies with the Open Meetings Act.

19 TAC 61.1(b)(6)

Identifying and
Reporting Abuse

Each board member shall complete continuing education on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children in accordance with Education Code 11.159(c)(2).

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The training shall be completed every two years and shall be at least one hour in length.

The training must familiarize board members with the requirements of Education Code 38.004 and 38.0041, and 19 Administrative Code 61.1051 (relating to Reporting Child Abuse or Neglect, Including Trafficking of a Child).

Note: 19 Administrative Code 61.1051 was repealed and the requirements were recodified at 19 Administrative Code 103.1401.

The training required by this provision shall include, at a minimum:

1. Instruction in best practices of identifying potential victims of child abuse, human trafficking, and other maltreatment of children;
2. Instruction in legal requirements to report potential victims of child abuse, human trafficking, and other maltreatment of children; and
3. Instruction in resources and organizations that help support victims and prevent child abuse, human trafficking, and other maltreatment of children.

The training sessions shall be provided by a registered provider [see Registered Provider, below].

This training may be completed online, provided that the training is designed and offered by a registered provider, incorporates inter-

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BBD
(LEGAL)

active activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(7)

School Safety

The SBOE shall require a trustee to complete training on school safety. *Education Code 11.159(b-1)*

The continuing education required under Education Code 11.159(b-1) applies to each member of an independent school district board of trustees.

Each member shall complete the training on school safety adopted by the SBOE. The training requirement shall be fulfilled by completing the online course adopted by the SBOE and made available by the commissioner of education. The training shall be completed every two years.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed trustee who did not complete the training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

A district shall maintain verification of completion for each trustee.

19 TAC 61.3

Training Provider

*Registered
Provider*

For the purposes of 19 Administrative Code 61.1, a registered provider has demonstrated proficiency in the content required for a specific training. A private or professional organization, school district, government agency, college/university, or private consultant shall register with the Texas Education Agency (TEA) to provide the board member continuing education required by 19 Administrative Code 61.1(b)(3), (5), and (7) [see Legislative Update, Additional Continuing Education, and Identifying and Reporting Abuse, above].

A district that provides continuing education exclusively for its own board members is not required to register under 19 Administrative Code 61.1(c)(1)-(2).

19 TAC 61.1(c)

*Authorized
Provider*

An authorized provider meets all the requirements of a registered provider and has demonstrated proficiency in the content required by 19 Administrative Code 61.1(b)(4) and (6). Proficiency may be demonstrated in accordance with 19 Administrative Code 61.1(d).

A private or professional organization, school district, government agency, college/university, or private consultant may be authorized

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(LEGAL)

by TEA to provide the board member training required in 19 Administrative Code 61.1(b)(4) and (6).

An ESC shall be authorized by TEA to provide the board member training required in 19 Administrative Code 61.1(b)(4) and (6).

19 TAC 61.1(d)

[See above for 19 Administrative Code 61.1(b)(4) on Team Building and (b)(6) on Evaluating Student Academic Performance.]

Note: For cybersecurity training requirements, see CQB(LEGAL).

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers	The Board shall elect a President, a Vice President, a Secretary, and an Assistant Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
Term and Duties	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office without limit. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	In addition to the duties required by law, the President of the Board shall: 1. Preside at all Board meetings unless unable to attend. 2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board. 3. Appoint all Board committees, unless otherwise provided by policy or Board consensus. [See BDB]
Vice President	The Vice President of the Board shall: 1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President. 2. Automatically become President of the Board if a vacancy in that office occurs and serve in this role until the Board reorganizes.
Secretary	The Secretary of the Board shall: 1. Ensure that an accurate record is kept of the proceedings of each Board meeting. 2. Ensure that notices of Board meetings are posted and sent as required by law. 3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer. 4. Sign or countersign documents as directed by action of the Board.
Assistant Secretary	The Assistant Secretary of the Board shall: 1. In the absence of the Board President, Vice President, and Secretary, call the meeting to order and act as presiding officer; and 2. Act in the capacity of and perform the duties of the Secretary in the event of the absence or incapacity of the Secretary.

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Government Code Chapter 551 (Open Meetings Act) applies to board committee meetings if:

1. At least a quorum of the board is on the committee;
2. A quorum of the board is present at the committee meeting, even though less than a quorum is actually on the committee; or
3. Less than a quorum of the board is on the committee, but the committee is authorized to make final decisions or control or supervise public business.

A committee that includes less than a quorum of board members is not subject to the Open Meetings Act if it serves a purely advisory function, with no power to supervise or control public business.

Atty. Gen. Op. Nos. GA-0957 (2012), JC-0060 (1999), JH-0994 (1977); Willmann v. City of San Antonio, 123 S.W.3d 469 (Tex. App.—San Antonio 2003, pet. denied) [See BE]

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BOARD COMMITTEES

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(LOCAL)

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

Board Committees

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

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

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

**Standing
Committees**

The Board President shall appoint Board members to the following standing committees:

- Finance, Facilities, and Operations; and
- Academic and District Affairs.

The Board President shall name three Board members to serve on each committee and appoint one of the three Board members to serve as a committee chair. The Board President shall not serve as a committee chair but may fill in for a committee member absent adequate Board member representation at a committee meeting. Any chair of one of the standing committees shall not be eligible for service on another standing committee.

The goal of the committees shall be to receive information, discuss, and analyze information issues brought by administration.

The chairperson of each standing committee shall set the agenda for committee meetings in conjunction with administration. Each chairperson shall update the Board regarding items taken up by the committee and advancement of agenda items for action at the board meeting.

*Finance,
Facilities, and
Operations
Committee*

The function of the finance, facilities and operations committee shall be to counsel and work with the Superintendent and staff in the formulation of recommendations to the Board in the following area:

1. Establish financial performance goals and the process for the Board to monitor:
 - a. Overall stewardship of District funds;

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- b. Financial reporting and management;
 - c. Budget development and monitoring;
 - d. Internal controls;
 - e. Student nutrition services; and
 - f. Human resources management and monitoring.
2. Work with the Superintendent and staff in the formulation of recommendations to the Board in the following areas:
- a. Architect selection;
 - b. New school sites;
 - c. Bond programs;
 - d. New buildings;
 - e. Renovations;
 - f. Security;
 - g. Maintenance and custodial services;
 - h. Transportation management and monitoring;
 - i. Curtis Culwell Center management; and
 - j. Use of school facilities by community groups.

*Academic and
District Affairs
Committee*

The function of the District's academic and District affairs committee shall be to counsel and work with the Superintendent and staff in the formulation of recommendations to the Board in:

- 1. Instructional matters related to policy;
- 2. Curriculum matters related to policy;
- 3. Campus and District leadership;
- 4. Research, assessment, and accountability of student performance;
- 5. Communication and public relations;
- 6. Community relations and the Garland ISD Education Foundation;
- 7. Extracurricular activities;
- 8. Desegregation plans and related court orders;
- 9. Special committees / additional committee assignments.

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**Special Committees /
Additional
Committee
Assignments**

The Board President may appoint additional special committees as necessary to fulfill specific assignments. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board.

The Board President may also assign additional matters to the appropriate standing committee.

The Superintendent or designee shall attend all committee meetings.

**Functions of
Committees**

The function of committees shall be fact-finding, deliberative, and advisory but not administrative. Presentations and future agenda items shall also be reviewed and discussed at each committee meeting.

Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations, and their expectations and authority shall not conflict with authority delegated to the Superintendent. Committees shall not speak or act for the Board, except when formally given such authority for specific and time-limited purposes and cannot exercise authority over staff.

Committee Meetings

Committee meetings shall be held on the second Tuesday of the month. In consultation with the Board President, the Superintendent or designee shall determine the time and order of the committee meetings to best accommodate the schedule of Board members and administration, and may change the date, time, and location with proper notice.

In the course of a duly posted and called committee meeting, non-committee Board members may provide input for the committee's consideration if recognized by the committee chairperson. Non-committee Board members shall not participate in any closed session committee meeting without consent of the committee.

Committee meetings shall be recorded, posted, and noticed in accordance with Government Code Chapter 551 (Open Meetings Act).

**Transacting
Business**

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

Dissolution

A Board committee shall be dissolved upon Board action.

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ADVISORY COMMITTEES

BDF
(LEGAL)

**School Health
Advisory Council**

The board shall establish a local school health advisory council (SHAC) to assist the district in ensuring that local community values are reflected in the district's health education instruction. *Education Code 28.004(a)* [See EHAA regarding duties of the SHAC.]

Meetings

The SHAC shall meet at least four times each year. For each meeting the SHAC shall:

1. At least 72 hours before the meeting post notice of the date, hour, place, and subject of the meeting on a bulletin board in the central administrative office of each campus in the district; and ensure that the required notice is posted on the district's internet website, if the district has an internet website;
2. Prepare and maintain minutes of the meeting that state the subject and content of each deliberation and each vote, order, decision, or other action taken by the council during the meeting;
3. Make an audio or video recording of the meeting; and
4. Not later than the tenth day after the meeting, submit the minutes and audio or video recording of the meeting to the district.

As soon as practicable after receipt of the minutes and audio or video recording, the district shall post the minutes and audio or video recording on the district's internet website, if the district has an internet website.

Education Code 28.004(d-1), (d-2)

Composition

The board shall appoint at least five members to the SHAC. A majority of members must be persons who are parents of students enrolled in the district and who are not employed by the district. One of those members shall serve as chair or co-chair of the SHAC.

The board also may appoint one or more persons from each of the following groups or a representative from a group other than a group specified:

1. Classroom teachers employed by the district;
2. School counselors certified under Education Code Chapter 21, Subchapter B, employed by the district;
3. School administrators employed by the district;
4. District students;
5. Health-care professionals licensed or certified to practice in this state, including medical or mental health professionals;

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6. The business community;
7. Law enforcement;
8. Senior citizens;
9. The clergy;
10. Nonprofit health organizations; and
11. Local domestic violence programs.

Education Code 28.004(d)

Physical Activity
and Fitness
Planning
Subcommittee

The SHAC shall establish a physical activity and fitness planning subcommittee to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students. *Education Code 28.004(l-1)*

Annual Report

In addition to its other duties, the SHAC shall submit to the board, at least annually, a written report that includes:

1. Any SHAC recommendation concerning the district's health education curriculum and instruction or related matters that the SHAC has not previously submitted to the board;
2. Any suggested modification to a SHAC recommendation previously submitted to the board;
3. A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report; and
4. Any recommendations made by the physical activity and fitness planning subcommittee.

Education Code 28.004(m)

Public Statement

A district shall publish in the student handbook and post on the district's internet website, if the district has an internet website, a statement of:

1. The policies and procedures adopted to promote the physical health and mental health of students, the physical health and mental health resources available at each campus, contact information for the nearest providers of essential public health services under Health and Safety Code Chapter 121, and the contact information for the nearest local mental health authority;
2. The policies adopted to ensure that elementary school, middle school, and junior high school students engage in at least

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the amount and level of physical activity required by Education Code 28.002(l) [see EHAB and EHAC];

3. The number of times during the preceding year the SHAC has met;
4. Whether the district has adopted and enforces policies to ensure that district campuses comply with the Texas Education Agency's vending machine and food service guidelines for restricting student access to vending machines;
5. Whether the district has adopted and enforces policies and procedures that prescribe penalties for the use of e-cigarettes, as defined by Education Code 38.006, and tobacco products by students and others on school campuses or at school-sponsored or school-related activities [see DH and GKA];
6. Notice to parents that they can request in writing their child's physical fitness assessment results at the end of the school year [see FFAA]; and
7. Whether each campus in the district has a full-time nurse or full-time school counselor.

Education Code 28.004(k)

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(LOCAL)

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

**Advisory
Committees**

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

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

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

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

**Board Advisory
Groups**

The Board President shall appoint Board members to the following Board advisory groups: agenda review, policy review, and internal audit. Each advisory group shall include District staff and support the Superintendent and/or designee(s) with recommendations for Board review at regularly scheduled meetings.

Agenda Review

The function of the agenda review advisory group shall be to collaborate with the Superintendent in the formulation of the agenda for regular Board meetings.

Policy Review

The function of the policy review advisory group shall be to collaborate with the Superintendent and/or designee(s) in the review of local and legal policies and review of Board operating procedures. This advisory committee shall be comprised of three Board members, including:

- The Board President;
- One member from the current finance, facilities, and operations committee; and
- One member from the academic and District affairs committee.

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(LOCAL)

Internal Audit

The function of the internal audit advisory group shall be to collaborate with the Superintendent and staff in the formulation of recommendations to the Board in the following areas:

1. Assist the Board in discharging its oversight responsibility;
2. Review, revise, and approve the internal audit plan for the upcoming year;
3. Meet periodically with the internal auditor and review all reports and direct corrective action or improvements, if necessary and consistent with the Open Meetings Act;
4. Review communications from the internal auditor; and
5. Receive updates on the implementation of internal audit recommendations.

This advisory group shall be comprised of three Board members, including:

- The Board President;
- One member from the current finance, facilities, and operations committee; and
- One member from the academic and District affairs committee.

**Transacting
Business**

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

Dissolution

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

SUPERINTENDENT
RECRUITMENT AND APPOINTMENT

BJB
(LEGAL)

Vacancy Posting

A district's employment policy must provide for notice to each current district employee of a vacant position for which a certificate is required. Notice must be provided not later than the 10th school day before the date on which a district fills the position. Notice shall be posted on:

1. A bulletin board at:
 - a. A place convenient to the public in the district's central administrative office, and
 - b. The central administrative office of each campus during any time the office is open; or
2. The district's internet website, if the district has a website.

A district shall provide each current district employee a reasonable opportunity to apply for the position.

Education Code 11.1513(d)

Names of Applicants

The name of an applicant for superintendent is excepted from disclosure under Chapter 552, Government Code (Public Information Act). However, a board must give public notice of the name or names of the finalists being considered for superintendent at least 21 days before the date of the meeting at which a final action or vote is to be taken on the employment of the person. *Gov't Code 552.126*

**Required Reporting
After Superintendent
Change**

Subsequent to a school system superintendent change, the direct contact information of the superintendent (or person acting in that capacity) must be updated in Sentinel within three business days of a corresponding board meeting. *19 TAC 103.1213(e)(3)(F)* [See CKA]

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Available School Fund

The available school fund is apportioned annually to Texas counties according to the scholastic population of each. *Education Code 43.001(b)*

Foundation School Program

The purposes of the Foundation School Program (FSP) set forth in Education Code Chapter 48 are to guarantee that each district in the state has:

1. Adequate resources to provide each eligible student a basic instructional program and facilities suitable to the student's educational needs; and
2. Access to a substantially equalized program of financing in excess of basic costs for certain services, as provided by that chapter.

The FSP consists of:

1. Two tiers that in combination provide for:
 - a. Sufficient financing for all school districts to provide a basic program of education that is rated acceptable or higher under Education Code 39.054 and meets other applicable legal standards; and
 - b. Substantially equal access to funds to provide an enriched program; and
2. A facilities component as provided by Education Code Chapter 46. [See CCA]

Education Code 48.002

The cost of the FSP for a district is the total sum of:

1. The sum of the tier one allotments and other funding as follows:
 - a. The basic allotment under Education Code Chapter 48, Subchapter B;
 - b. The student-based allotments under Education Code Chapter 48, Subchapter C; and
 - c. The additional funding under Education Code Chapter 48, Subchapter D (including the transportation allotment [see CNA] and the new instructional facility allotment below); and
2. The tier two allotment under Education Code Chapter 48, Subchapter E.

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The sum of the FSP maintenance and operations costs for all accredited school districts in this state constitutes the total maintenance and operations cost of the FSP.

The FSP shall be financed by:

1. State available school funds distributed in accordance with the law;
2. Ad valorem tax revenue generated by local school district effort [see CCG series]; and
3. State funds appropriated for the purposes of public school education and allocated to each district in an amount sufficient to finance the cost of each district's FSP not covered by other funds specified.

Education Code 48.251

PEIMS

A district shall participate in the Public Education Information Management System (PEIMS) and shall provide through that system information required for the administration of Education Code Chapter 48 (Foundation School Program) and of other appropriate provisions of the Education Code. Data standards, established by the commissioner of education, shall be used by a district to submit required information. *Education Code 48.008; 19 TAC 61.1025(b)*

**New Instructional
Facility Allotment
(NIFA)**

A district is entitled to an additional allotment as provided by Education Code 48.152 for operational expenses associated with opening a new instructional facility. A district entitled to an allotment may use funds from the district's allotment to renovate an existing instructional facility to serve as a dedicated cybersecurity computer laboratory. *Education Code 48.152*

Definitions

"Instructional facility" means real property, an improvement to real property, or a necessary fixture of an improvement to real property that is used predominantly for teaching the curriculum required by Education Code 28.002. *Education Code 46.001, 48.152(a)(1); 19 TAC 61.1034(a)(2)* [See CCA for the Instructional Facilities Allotment]

"New instructional facility" is a facility that includes:

1. A newly constructed instructional facility, which is a new instructional campus built from the ground up;
2. A repurposed instructional facility, which is a facility that has been renovated to become an instructional facility for the first time for the applying school district; or

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3. A leased facility operating for the first time as an instructional facility with a minimum lease term of not less than 10 years. The lease must not be a continuation of or renegotiation of an existing lease for an instructional facility.

Education Code 48.152(a)(2); 19 TAC 61.1034(a)(3)

Eligibility

The following eligibility criteria apply to the NIFA in accordance with Education Code 48.152.

1. The facility for which NIFA funds are requested must meet the following requirements:
 - a. The facility must qualify as an instructional campus and a new instructional facility used for teaching the curriculum required by Education Code Chapter 28.
 - b. To qualify for first-year funding, a new facility must not have been occupied in the prior school year. To qualify for follow-up funding, the facility must have been occupied for the first time in the prior school year and funded for the NIFA for that first year. If an instructional facility qualifies as a new instructional facility but did not receive the allotment in the first year of eligibility due to a failure to apply, the school district or open-enrollment charter school may still apply for and receive funding for the average daily attendance (ADA) earned only during the second year of occupation in the new instructional facility.
 - c. With the exception of a covered walkway connecting the new facility to another building, the new facility must be physically separate from other existing school structures.
 - d. Career and technical education (CTE) campuses must report each CTE campus student's ADA when the ADA for that student is reported at the student's home campus.
2. Expansion or renovation of existing instructional facilities, as well as portable and temporary structures, are not eligible for the NIFA.
3. All instructional buildings on the campus must be newly constructed as new instructional facilities, except for an existing gymnasium that remains on the campus and will be utilized on the instructional campus.

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Application Process	To apply for the NIFA, a district must complete the Texas Education Agency's (TEA) online application process requesting funding pursuant to the NIFA. The initial (first-year) application, or an application for one-year funding only, must be submitted electronically no later than July 15. The application must include the following: 1. The electronic submission of TEA's online application for initial funding; and 2. The electronic submission of the following materials: a. A brief description and photograph of the newly constructed, repurposed, or leased instructional facility; b. A copy of a legal document that clearly describes the nature and dates of the new or repurposed construction or a copy of the applicable lease; c. A site plan; d. A floor plan; and e. If applicable, a demolition plan. Second-year applications require only the electronic submission of TEA's online application for follow-up funding no later than July 15 of the year preceding the applicable school year.
Survey on Days of Instruction	In the fall of the school year after a school year for which an applicant received NIFA funds, the district that received the funds must complete an online survey on the number of instructional days held in the new facility and submit the completed survey electronically. TEA will use submitted survey information in determining the final (settle-up) amount earned by each eligible school district, as described by 19 Administrative Code 61.1034(e)(6).
Costs and Payments	The costs and payments for the NIFA are determined by the commissioner. The allotment for the NIFA is a part of the cost of the first tier of the FSP. This allotment is not counted in the calculation of weighted average daily attendance for the second tier of the FSP. If, for all eligible applicants combined, the total cost of the NIFA exceeds the amount appropriated, each allotment is reduced so that the total amount to be distributed equals the amount appropriated. Reductions to allotments are made by applying the same percentage adjustment to each school district.

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Allocations will be made in conjunction with allotments for the FSP in accordance with the school district's payment class. For school districts that are subject to the excess local revenue provisions under Education Code 48.257, and do not receive payments from the Foundation School Fund, NIFA distributions will be reflected as reduced recapture payments.

For school districts that are subject to the excess local revenue provisions under Education Code 48.257, NIFA distributions increase the amount of the FSP entitlement and so will automatically reduce any excess local revenue and reduce the requirement to send recapture to the state in the amount of the NIFA allocation.

For all school districts receiving the NIFA, a final (settle-up) amount earned is determined by the commissioner when information reported through the survey described above is available in the fall of the school year after the school year for which NIFA funds were received. [See Survey on Days of Instruction, above] The final amount earned is determined using the submitted survey information and final counts of ADA for the school year for which NIFA funds were received, as reported through PEIMS.

The amount of funds to be distributed for the NIFA to a school district is in addition to any other state aid entitlements.

19 TAC 61.1034(b)-(e)

SAFETY PROGRAM/RISK MANAGEMENT
SAFETY AND SECURITY AUDITS AND MONITORING

CKA
(LEGAL)

**Safety and Security
Audit**

At least once every three years, each district shall conduct a safety and security audit of the district's facilities. A district, or a person included in the registry of persons providing school safety or security consulting services established by the Texas School Safety Center (TxSSC) who is engaged by the district to conduct a safety and security audit, shall follow safety and security audit procedures developed by the TxSSC in coordination with the commissioner of education.

A district must confirm that a person is included in the registry before the district may engage the person to provide school safety or security consulting services to the district.

In a district's safety and security audit, the district must certify that the district used the funds provided through the school safety allotment only for the purposes provided by Education Code 48.115.

A district shall report the results of the safety and security audit to the board and, in the manner required by the TxSSC, to the TxSSC. The report provided to the TxSSC must be signed by the board and the superintendent.

Education Code 37.108(b), (b-1), (c), 37.2091(b-1)

In addition to a review of a district's multihazard emergency operations plan under Education Code 37.2071 [see CKC], the TxSSC may require a district to submit its plan for immediate review if the district's audit results indicate that the district is not complying with applicable standards. *Education Code 37.207(c)*

**Failure to Report
Audit Results**

If a district fails to report the results of its audit, the TxSSC shall provide the district with written notice that the district has failed to report its audit results and must immediately report the results to the center.

If three months after the date of the initial notification the district has still not reported the results of its audit to the TxSSC, the TxSSC shall notify the Texas Education Agency (TEA) and the district of the district's requirement to conduct a public hearing under Education Code 37.1081. [See CKC]

Education Code 37.207(d)-(e)

Disclosure

Except as provided by Education Code 37.108(c-2) [see CKC], any document or information collected, developed, or produced during a safety and security audit is not subject to disclosure under Government Code Chapter 552 (Public Information Act). *Education Code 37.108(c-1)*

SAFETY PROGRAM/RISK MANAGEMENT
SAFETY AND SECURITY AUDITS AND MONITORING

CKA
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**TEA Monitoring of
Safety and Security
Requirements**

TEA shall monitor the implementation and operation of requirements related to school district safety and security, including school district multihazard emergency operations plans [see CKC] and safety and security audits [see above].

Office of School
Safety and Security

TEA shall establish an office of school safety and security to coordinate monitoring and, in coordination with the TxSSC and relevant local law enforcement agencies, provide technical assistance to school districts to support the implementation and operation of safety and security requirements.

Vulnerability
Assessments

As part of the technical assistance, TEA shall conduct a detailed vulnerability assessment of each school district on a random basis once every four years. Any documentation requested by TEA for a vulnerability assessment must be uploaded to Sentinel [see below at Reporting Through Sentinel].

On completion of a vulnerability assessment TEA shall provide to the superintendent and school safety and security committee [see CK] for the applicable school district a report on the results of the assessment that includes recommendations and required corrective actions to address any deficiencies in campus security identified by the agency.

District Information
and Records

Each school district shall submit information requested by TEA in TEA's efforts to monitor the implementation and operation of school district safety and security requirements, including notice of an event requiring a district's emergency response including the discovery of a firearm on a campus and information regarding the district's response and use of emergency operations procedures during such an event [see below at Reporting Through Sentinel].

TEA may review school district records as necessary to ensure compliance with Education Code Subchapter D (Protection of Building and Grounds) and Subchapter G (Texas School Safety Center).

Any document or information collected, identified, developed, or produced relating to the monitoring of school district safety and security requirements is confidential under Government Code 418.177 and 418.181 (Texas Disaster Act), and not subject to disclosure under Government Code Chapter 552.

Education Code 37.1083; 19 TAC 103.1213(a), (e)(2)(B)

Reporting Through
Sentinel

Sentinel is TEA's formal school safety system designed to collect, process, store, and distribute school safety and security information. Sentinel serves as a repository for all safety and security-related data submitted to TEA. Each school district shall report information to TEA through Sentinel, including:

SAFETY PROGRAM/RISK MANAGEMENT
SAFETY AND SECURITY AUDITS AND MONITORING

CKA
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1. On or before June 30th of each year, a district shall input its upcoming school year calendar into Sentinel. Any changes to the school year calendar shall be updated in Sentinel within three business days after approval by district leadership.
2. On or before June 30th of each year, a district must verify that all district facilities listed in Sentinel reflect the correct address and campus emergency contact information.
3. If a district closes for a localized emergency, closure information must be immediately recorded in Sentinel.
4. School districts shall submit information related to events requiring an emergency response, including the discovery of a firearm on a campus [see above] in the Sentinel portal. This is inclusive of notifications regarding a bomb threat or terroristic threat [see CKC]. Submission of information in the Sentinel portal does not substitute the requirement for local law enforcement notification of certain activities [see GRAA].

[For additional requirements for reporting through Sentinel, see BJB for reporting a superintendent change, CKC for TxSSC uploading of multihazard emergency operations plans, FDA for transfer of threat assessments between districts, and FFB for application to behavioral threat assessments.]

19 TAC 103.1213(a), (b)(3), (c), (e)(3)(A)-(D)

**Intruder Detection
Audits**

TEA's office of school safety and security shall establish a school safety review team in each region served by a regional education service center, which shall annually conduct on-site general intruder detection audits of school district campuses in the team's region.

Notice to
Superintendent

In conducting an intruder detection audit, a safety review team must notify the superintendent of the district in which the campus being audited is located not later than the seventh day before the date of a scheduled audit.

Documentation

Any documentation requested by TEA for an intruder detection audit must be uploaded to Sentinel [see above at Reporting Through Sentinel].

Report

On completion of the audit, a safety review team must provide to the superintendent and school safety and security committee for the school district in which the campus is located a report on the results of the audit that includes recommendations and required corrective actions to address any deficiencies in campus security identified by the team.

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SAFETY AND SECURITY AUDITS AND MONITORING

CKA
(LEGAL)

A report produced by a safety review team is confidential and not subject to disclosure under Government Code Chapter 552.

Education Code 37.1084; 19 TAC 103.1213(e)(4)(B)

**Assignment of
Conservator for
Noncompliance**

The commissioner may assign a conservator under Education Code Chapter 39A if a school district fails to:

1. Submit to any required monitoring, assessment, or audit under Education Code 37.1083 or 37.1084 [see above];
2. Comply with applicable safety and security requirements; or
3. Address in a reasonable time period, as determined by commissioner rule, issues raised by TEA's monitoring, assessment, or audit of the district under Education Code 37.1083 or 37.1084.

A conservator may exercise the powers and duties of a conservator under Education Code 39A.003 [see AIC] only to correct a failure identified above. TEA may not assign a conservator for a district's failure to comply with Education Code 37.0814 (Armed Security Officer Required) or a good cause exception claimed under that section. [See CKE]

Education Code 37.1085

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**Notice of Bomb
Threat or Terroristic
Threat**

A district that receives a bomb threat or terroristic threat relating to a campus or other district facility at which students are present shall provide notification of the threat as soon as possible to the parent or guardian of or other person standing in parental relation to each student who is assigned to the campus or who regularly uses the facility, as applicable. *Education Code 37.113*

**Notice Regarding
Violent Activity**

The Texas Education Agency (TEA) shall develop model standards for providing notice regarding violent activity that has occurred or is being investigated at a district campus or other district facility or at a district-sponsored activity to parents, guardians, and other persons standing in parental relation to students who are assigned to the campus, regularly use the facility, or are attending the activity, as applicable. A district shall adopt a policy for providing this notice in a manner that meets TEA standards. *Education Code 37.1131*

**Emergency
Response Map and
Walk-Through**

A district shall provide to the Department of Public Safety (DPS) and all appropriate local law enforcement agencies and emergency first responders:

1. An accurate map of each district campus and school building that is developed and documented in accordance with the standards described by Education Code 37.351 related to developing site and floor plans, access control, and exterior door numbering; and
2. An opportunity to conduct a walk-through of each district campus and school building using the map.

Education Code 37.117

**Emergency
Operations Plan**

Each district shall adopt and implement a multihazard emergency operations plan for use in the district's facilities. The plan must address prevention, mitigation, preparedness, response, and recovery as defined by the Texas School Safety Center (TxSSC) in conjunction with the governor's office of homeland security and the commissioner. The plan must provide for:

1. Training in responding to an emergency for district employees, including substitute teachers;
2. Measures to ensure district employees, including substitute teachers, have classroom access to a telephone, including a cellular telephone, or another electronic communication device allowing for immediate contact with district emergency services or emergency services agencies, law enforcement agencies, health departments, and fire departments;

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3. Measures to ensure district communications technology and infrastructure are adequate to allow for communication during an emergency;
4. Mandatory school drills and exercises, including drills required under Education Code 37.114 (emergency evacuations), to prepare district students and employees for responding to an emergency [see CKB];
5. Measures to ensure coordination with the Texas Department of State Health Services (TDSHS) and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency;
6. The implementation of a required safety and security audit [see CKA]; and
7. Any other requirements established by the TxSSC in consultation with TEA and relevant local law enforcement agencies.

Education Code 37.108(a)

A district shall include in its multihazard emergency operations plan:

1. A chain of command that designates the individual responsible for making final decisions during a disaster or emergency situation and identifies other individuals responsible for making those decisions if the designated person is unavailable;
2. Provisions that address physical and psychological safety for responding to a natural disaster, active shooter, and any other dangerous scenario identified for purposes of these provisions by TEA or TxSSC;
3. Provisions for ensuring the safety of students in portable buildings;
4. Provisions for ensuring that students and district personnel with disabilities are provided equal access to safety during a disaster or emergency situation;
5. Provisions for providing immediate notification to parents, guardians, and other persons standing in parental relation in circumstances involving a significant threat to the health or safety of students, including identification of the individual with responsibility for overseeing the notification;
6. Provisions for supporting the psychological safety of students, district personnel, and the community during the response

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and recovery phase following a disaster or emergency situation that:

- a. Are aligned with best practice-based programs and research-based practices recommended under Education Code 38.351;
 - b. Include strategies for ensuring any required professional development training for suicide prevention and grief-informed and trauma-informed care is provided to appropriate school personnel;
 - c. Include training on integrating psychological safety and suicide prevention strategies into the district's plan, such as psychological first aid for schools training, from an approved list of recommended training established by the commissioner and TxSSC for:
 - (1) Members of the district's school safety and security committee [see CK];
 - (2) District school counselors and mental health professionals; and
 - (3) Educators and other district personnel as determined by the district;
 - d. Include strategies and procedures for integrating and supporting physical and psychological safety that align with the provisions described by item 2, above; and
 - e. Implement trauma-informed policies;
7. A policy for providing a substitute teacher access to school campus buildings and materials necessary for the substitute teacher to carry out the duties of a district employee during an emergency or a mandatory emergency drill;
 8. The name of each individual on the district's school safety and security committee and the date of each committee meeting during the preceding year [see CK]; and
 9. Certification that the district is in compliance with Education Code 37.117 [see Emergency Response Map, above].

Education Code 37.108(f)

Guidelines for
Individuals with
Disabilities or
Impairments

TEA shall establish guidelines for the provisions in a district's multi-hazard emergency operations plan to ensure the safety of students and district personnel with disabilities or impairments during a disaster or emergency situation. A district must follow the guidelines

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	established by TEA in adopting and implementing the district's multihazard emergency operations plan. <i>Education Code 37.1086</i>
Active Shooter Emergency	A district shall include in its multihazard emergency operations plan a policy for responding to an active shooter emergency. The district may use any available community resources in developing the policy. <i>Education Code 37.108(g)</i>
Train Derailment	A district shall include in its multihazard emergency operations plan a policy for responding to a train derailment near a district school. A district is only required to adopt the policy if a district facility is located within 1,000 yards of a railroad track, as measured from any point on the school's real property boundary line. A district may use any available community resources in developing the policy. <i>Education Code 37.108(d)</i>
Polling Place Security	A district shall include in its multihazard emergency operations plan a policy for district property selected for use as a polling place under Election Code 43.031. In developing the policy, the board may consult with the local law enforcement agency with jurisdiction over the district property selected as a polling place regarding reasonable security accommodations that may be made to the property. This requirement may not be interpreted to require the board to obtain or contract for the presence of law enforcement or security personnel for the purpose of securing a polling place located on district property. Failure to comply with this subsection does not affect the requirement of the board to make a school facility available for use as a polling place under Election Code 43.031. <i>Education Code 37.108(e)</i> [See GKD]
Disclosure	A document relating to a district's multihazard emergency operations plan is subject to disclosure if the document enables a person to: 1. Verify that the district has established a plan and determine the agencies involved in the development of the plan and the agencies coordinating with the district to respond to an emergency, including TDSHS, local emergency services agencies, law enforcement agencies, health departments, and fire departments; 2. Verify that the district's plan was reviewed within the last 12 months and determine the specific review dates; 3. Verify that the plan addresses the five phases of emergency management listed above at Emergency Operations Plan; 4. Verify that district employees have been trained to respond to an emergency and determine the types of training, the num-

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ber of employees trained, and the person conducting the training;

5. Verify that each campus in the district has conducted mandatory emergency drills and exercises in accordance with the plan and determine the frequency of the drills;
6. Verify that the district has established a plan for responding to a train derailment if required [see Train Derailment, above];
7. Verify that the district has completed a safety and security audit and determine the date the audit was conducted, the person conducting the audit, and the date the district presented the results of the audit to the board [see CKA];
8. Verify that the district has addressed any recommendations by the board for improvement of the plan and determine the district's progress within the last 12 months; and
9. Verify that the district has established a visitor policy and identify the provisions governing access to a district building or other district property.

Education Code 37.108(c-2)

[See GRC for emergency management training requirements and response to requests from other governmental entities for mutual aid.]

Plan Review

A district shall submit its multihazard emergency operations plan to the TxSSC not later than the 30th day after the date the TxSSC requests the submission and in accordance with the review cycle developed under Education Code 37.2071(a).

Any document or information collected, developed, or produced during the review and verification of multihazard emergency operations plans is not subject to disclosure under Government Code Chapter 552 (Public Information Act).

Upon completed review of a district's multihazard emergency operations plan, the TxSSC may upload a copy of that plan, including all required appendices, to the Sentinel portal. [See CKA] 19 TAC 103.1213(e)(3)(E)

*Failure to Submit
Plan*

If a district fails to submit its multihazard emergency operations plan to the TxSSC for review following a notification by the TxSSC that the district has failed to submit the district's plan, the TxSSC shall provide the district with written notice stating that the district must hold a public hearing as outlined at Public Hearing on Non-compliance, below. The notice must state that the commissioner is

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authorized to appoint a conservator under Education Code 37.1082.

*Notice of Plan
Deficiencies*

The TxSSC shall review each district's multihazard emergency operations plan and verify the plan meets the requirements or provide the district with written notice describing the plan's deficiencies, including specific recommendations to correct the deficiencies, and stating that the district must correct the deficiencies in its plan and resubmit the revised plan to the TxSSC.

The TxSSC may approve a district multihazard emergency operations plan that has deficiencies if the district submits a revised plan that the center determines will correct the deficiencies.

*Failure to Correct
Deficiencies*

If one month after the date of initial notification of a plan's deficiencies outlined above a district has not corrected the plan deficiencies, the TxSSC shall provide written notice to the district and TEA that the district has not complied with the requirements and must comply immediately.

If a district still has not corrected the plan deficiencies three months after the date of initial notification, the TxSSC shall provide written notice to the district stating that the district must hold a public hearing as outlined at Public Hearing on Noncompliance, below.

Education Code 37.2071

Public Hearing on
Noncompliance

If the board receives notice of noncompliance under Education Code 37.207(e) [see CKA], 37.2071(d) [see Failure to Submit Plan, above] or 37.2071(g) [see Failure to Correct Deficiencies, above], the board shall hold a public hearing to notify the public of:

1. The district's failure to submit or correct deficiencies in a multihazard emergency operations plan or report the results of a safety and security audit to the TxSSC as required by law;
2. The dates during which the district has not been in compliance; and
3. The names of each member of the board and the superintendent serving in that capacity during the dates the district was not in compliance. The district shall provide this information in writing to each person at the hearing.

The board shall give members of the public a reasonable opportunity to appear before the board and to speak on the issue of the district's failure to submit or correct deficiencies in a multihazard emergency operations plan or report the results of a safety and security audit during a hearing held under this provision. A district re-

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quired to hold a public hearing shall provide written confirmation to the TxSSC that the district held the hearing.

Education Code 37.1081

Safe Firearm Storage

The TxSSC, in collaboration with DPS, shall provide to each district information and other resources regarding the safe storage of firearms for distribution by the district including information on the offense of making a firearm accessible to a child under Penal Code 46.13 and ways in which parents and guardians can effectively prevent children from accessing firearms.

A district shall provide the information and other resources to the parent or guardian of each student enrolled in the district or school.

Education Code 37.222

**Confidential
Information under
the Texas Disaster
Act**

Information is confidential if the information is collected, assembled, or maintained by or for a district for the purpose of preventing, detecting, responding to, or investigating an act of terrorism or related criminal activity and:

**Emergency
Response Provider
Information**

1. Relates to the staffing requirements of an emergency response provider, including a law enforcement agency, a fire-fighting agency, or an emergency services agency;
2. Relates to a tactical plan of the provider; or
3. Consists of a list or compilation of pager or telephone numbers, including mobile and cellular telephone numbers, of the provider.

Gov't Code 418.176

**Risk or Vulnerability
Assessment**

Information is confidential if the information:

1. Is collected, assembled, or maintained by or for a district for the purpose of preventing, detecting, or investigating an act of terrorism or related criminal activity; and
2. Relates to an assessment by or for a district, or an assessment that is maintained by a district, of the risk or vulnerability of persons or property, including critical infrastructure, to an act of terrorism or related criminal activity.

Gov't Code 418.177

Information, other than financial information, in the possession of a district is confidential if the information:

1. Is part of a report to an agency of the United States;
2. Relates to an act of terrorism or related criminal activity; and

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3. Is specifically required to be kept confidential:
 - a. Under the Public Information Act, Government Code 552.101, because of a federal statute or regulation;
 - b. To participate in a state-federal information sharing agreement; or
 - c. To obtain federal funding.

Security Systems

Financial information in the possession of a district that relates to the expenditure of funds by a district for a security system is public information that is not excepted from required disclosure under the Public Information Act. [See GBA]

Information, including access codes and passwords, in the possession of a district that relates to the specifications, operating procedures, or location of a security system used to protect public or private property from an act of terrorism or related criminal activity is confidential.

Gov't Code 418.182

Disaster Disclosure
Exception

At any time during a state of disaster, the superintendent may voluntarily disclose or otherwise make available all or part of the information that is confidential under Government Code 418.175-.182 to another person or another entity if the superintendent believes that the other person or entity has a legitimate need for the information. The disclosure or making available of confidential information under this provision does not waive or affect the confidentiality of the information. *Gov't Code 418.183(b), (e)*

Note: For information regarding the district's ability to request identification, refuse entry, or eject persons from district property, see GKA and GKC.

Safety Rules

The board may adopt rules for the safety and welfare of students, employees, and property and other rules it considers necessary to carry out Education Code Chapter 37, Subchapter D (Protection of Buildings and Grounds) and the governance of the district, including rules providing for the operation and parking of vehicles on school property. *Education Code 37.102(a)* [See also CLC]

**Human Trafficking
Warning Signs**

Each public primary or secondary school shall post warning signs of the increased penalties for trafficking of persons under Penal Code 20A.02(b-1)(2) in a conspicuous place reasonably likely to be viewed by all school employees and visitors.

Each warning sign must:

1. Describe the offense of trafficking in persons as provided under Penal Code 20A.02(a). The sign must emphasize that an offense under Penal Code 20A.02, is a felony of the first degree punishable by imprisonment in the Texas Department of Criminal Justice for life or for a term of not more than 99 years or less than 25 years if it is shown on the trial of the offense that the actor committed the offense in a location that was:
 - a. On the premises of or within 1,000 feet of the premises of:
 - (1) A school;
 - (2) A juvenile detention facility;
 - (3) A post-adjudication secure correctional facility;
 - (4) A shelter or facility operating as a residential treatment center that serves runaway youth, foster children, people who are homeless, or persons subjected to human trafficking, domestic violence, or sexual assault;
 - (5) A community center offering youth services and programs;
 - (6) A child-care facility, as defined by Human Resources Code 42.002; or
 - (7) An institution of higher education or private or independent institution of higher education, as defined by Education Code 61.003; or

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- b. On premises or within 1,000 feet of premises where:
 - (1) An official school function was taking place; or
 - (2) An event sponsored or sanctioned by the University Interscholastic League was taking place;
- 2. Be written in English and Spanish; and
- 3. Be at least 8.5 by 11 inches in size.

Education Code 37.086; 19 TAC 103.1403(c)

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Note: For provisions regarding selection and adoption of instructional materials, see EFA.

**Instructional
Materials and
Technology**

Instructional materials selected for use in the public schools shall be furnished without cost to the students attending those schools. Except as provided by Education Code 31.104(d), a district may not charge a student for instructional material or technological equipment purchased by the district with the district's technology and instructional materials allotment. *Education Code 31.001*

Each instructional material, including electronic instructional material only to the extent of any applicable licensing agreement, purchased as provided by Education Code Chapter 31 for a district is the property of the district. *Education Code 31.102(a)-(b)*

Allotment

A district is entitled to an allotment each biennium from the state instructional materials and technology fund for each student enrolled in the district on a date during the last year of the preceding biennium specified by the commissioner of education. The commissioner shall determine the amount of the allotment per student each biennium on the basis of the amount of money available in the state instructional materials and technology fund to fund the allotment. The allotment shall be transferred from the state instructional materials and technology fund to the credit of the district's instructional materials and technology account as provided by Education Code 31.0212. *Education Code 31.0211(a)*

The commissioner shall, as early as practicable during each biennium, notify each district of the estimated amount to which the district will be entitled during the next fiscal biennium. *Education Code 31.0215(a)*

Additional State Aid
*State-Approved
Instructional
Materials*

For each student enrolled in the district, a school district is entitled to additional state aid for each school year in an amount equal to \$40, or a greater amount provided by appropriation, to procure instructional material that has been reviewed by the Texas Education Agency (TEA); placed on the State Board of Education (SBOE) list of approved instructional materials; designated by the SBOE as being included or capable of being included in an instructional materials parent portal; and acquired from a publisher, manufacturer, or other entity that has not been found to violate Education Code 31.151. *Education Code 48.307(a)*

*Open Education
Resource
Instructional
Materials*

Subject to Education Code 31.0751 (Open Education Resource [OER] transition plan), a district is entitled to additional state aid for each school year in an amount not to exceed \$20 for each student for the costs incurred or for which the district is obligated to pay during the school year in which the aid is provided for the printing

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	and shipping of OER instructional material made available under Education Code Chapter 31, Subchapter B-1. <i>Education Code 48.308(a)</i>
Allotment Adjustment <i>Change in Enrollment</i>	Not later than May 31 of each school year, a district may request that the commissioner adjust the number of students for which the district is entitled to receive an allotment on the grounds that the number of students attending school in the district will increase or decrease during the school year for which the allotment is provided. The commissioner may also adjust the number of students for which a district is entitled to receive an allotment, without a request by the district, if the commissioner determines a different number of students is a more accurate reflection of students who will be attending school in the district. The commissioner's determination is final. <i>Education Code 31.0211(e)</i>
<i>High Enrollment Growth</i>	Each year the commissioner shall adjust the instructional materials and technology allotment of districts experiencing high enrollment growth. <i>Education Code 31.0214(a)</i>
Permitted Expenditures	The allotment funds may be used to purchase or pay for: 1. Instructional materials, regardless of whether the instructional materials are on the list of approved instructional materials maintained by the SBOE under Education Code 31.022; 2. Consumable instructional materials; 3. Instructional materials for use in bilingual education classes, as provided by Education Code 31.029; 4. Instructional materials for use in college preparatory courses under Education Code 28.014, as provided by Education Code 31.031; 5. Supplemental instructional materials; 6. OER instructional materials, as provided by Education Code Chapter 31, Subchapter B-1; 7. Instructional materials and technological equipment under any continuing contracts of the district in effect on September 1, 2011; 8. Technological equipment necessary to support the use of any instructional materials purchased with an allotment under this provision; 9. Inventory software or systems for storing, managing, and accessing instructional materials and analyzing the usage and effectiveness of instructional materials;

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10. Services, equipment, and technology infrastructure necessary to ensure internet connectivity and adequate bandwidth;
11. Training educational personnel directly involved in student learning in the appropriate use of instructional materials and for providing for access to technological equipment for instructional use;
12. Training personnel in the electronic administration of assessment instruments;
13. The salary and other expenses of an employee who provides technical support for the use of technological equipment directly involved in student learning; and
14. Costs associated with distance learning, including services, equipment, and technology such as Wi-Fi, internet access hotspots, wireless network service, broadband service, and other services and technological equipment necessary to facilitate internet access.

The allotment funds may not be used to purchase instructional material that contains obscene or harmful content or would otherwise cause the district to which the funds were allotted to be unable to submit the certification required under Education Code 31.1011(a)(1)(B) [see Certification of Instructional Materials, below].

Education Code 31.0211(c), (f)

*Technological
Equipment*

In purchasing technological equipment, a district shall:

1. Secure technological solutions that meet the varying and unique needs of students and teachers in the district; and
2. Consider both the long-term cost of ownership of the technological equipment and flexibility for innovation.

Education Code 31.0211(d)

**Instructional
Materials and
Technology Account**

The commissioner shall maintain an instructional materials and technology account for each district. In the first year of each biennium, the commissioner shall deposit the district's allotment in the account. The commissioner shall pay the cost of instructional materials requisitioned by a district under Education Code 31.103 using funds from the district's instructional materials and technology account.

Money deposited in a district's instructional materials and technology account during each state fiscal biennium remains in the account and available for use by the district for the entire biennium.

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At the end of each biennium, a district with unused money in the district's account may carry forward any remaining balance to the next biennium.

A district shall provide to TEA the title and publication information for any instructional materials requisitioned or purchased by the district with the district's instructional materials and technology allotment.

Education Code 31.0212(a)-(d)

Purchasing Method

A district is not required to use a method provided by Education Code 44.031(a) to purchase instructional materials that have been reviewed by TEA and included on the list of approved instructional materials maintained by the SBOE. *Education Code 31.102(d)*

**Requisitions, Use,
and Distribution**

Delegation of
Authority

The board may delegate to an employee the authority to requisition, distribute, and manage the inventory of instructional materials, consistent with Education Code Chapter 31 and rules adopted under that chapter. *Education Code 31.104(a)*

Local Funds

A district may use local funds to purchase any instructional materials in addition to those selected under Education Code Chapter 31. *Education Code 31.106*

Online Requisition
Program

A district shall make a requisition for instructional materials using the online requisition program maintained by the commissioner. A district may requisition instructional materials for grades above the grade level in which a student is enrolled. *Education Code 31.103(b)-(c)*

Distribution

The board shall distribute printed instructional materials to students in the manner that the board determines is most effective and economical. *Education Code 31.102(c)*

OER Instructional
Materials

A district may adopt OER instructional material at any time. Except as otherwise provided by the Education Code, the commissioner may not require a district to adopt or use an OER instructional material. A district may not be charged for a cost associated with the selection of an OER instructional material, except for the cost of printing copies of the material. *Education Code 31.073(a), (c)-(d)*

OER Transition
Plan

To qualify for additional state aid under Education Code 48.308, the board must adopt an OER instructional material transition plan to assist classroom teachers in the district who will be using an OER instructional material in a specific subject or grade level for which the teacher has not previously used an OER instructional material.

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The plan must ensure that OER instructional materials are used in a manner that maintains the instructional flexibility of a classroom teacher to address the needs of each student.

A district that participates in the program developed and maintained by TEA under Education Code 31.0752 is not required to adopt a transition plan under this provision. [See OER Instructional Material Support Program, below]

Education Code 31.0751

The OER instructional material transition plan shall be submitted in a format determined by the commissioner.

A district is required to have a locally maintained OER transition plan that complies with 19 Administrative Code 67.1315 to access funding allotted under Education Code 48.308.

A district is required to submit an OER instructional material transition plan only when:

1. First adopting an SBOE-approved OER product for a grade level or subject/course; or
2. Expanding implementation of an SBOE-approved OER product to additional campuses and/or grade levels.

The OER instructional material transition plan adopted by the board of trustees shall include the plan of the district to ensure the following:

1. Clear communication and stakeholder change management plans and timelines;
2. Timely access to print materials and related manipulatives through OER procurement and distribution;
3. Sufficient planning and instructional time evidenced by instructional calendars and master schedules aligned to the requirements of the materials;
4. Clear expectations for the implementation of:
 - a. Instructional materials;
 - b. Internalization and student work analysis protocols; and
 - c. Curriculum-embedded assessments;
5. Processes for stakeholder communication and public posting, as outlined in Education Code 26.006, if materials have been modified by the district;

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6. The maintenance of instructional flexibility through clear guidance for acceptable teacher modifications to instructional pacing, sequencing, and lesson content to address the needs of each student; and
7. Sufficient professional learning and development for school leaders, instructional coaches, and teachers, including:
 - a. Pre-service product onboarding and orientation; and
 - b. Ongoing, job-embedded, curriculum-based professional learning, including cycles of observation and feedback.

The commissioner may request and review OER instructional material transition plans before funding is released and reject a plan subsequent to review.

19 TAC 67.1315

OER Instructional
Material Support
Program

TEA shall develop and maintain a program to assist school districts in adopting and using OER instructional material, including by assisting districts to:

1. Maintain the instructional flexibility of classroom teachers to address the needs of each student; and
2. Schedule instructional periods in a manner that allows classroom teachers sufficient time to effectively prepare and present instructional material within the teacher's normal work day.

Education Code 31.0752

Requisition

A district that selects OER instructional material shall requisition a sufficient number of printed copies for use by students unable to access the instructional material electronically unless the district provides to each student:

1. Electronic access to the instructional material at no cost to the student; or
2. Printed copies of the portion of the instructional material that will be used in the course.

Education Code 31.103(d)

Parent Portal

An entity that hosts an instructional materials parent portal must comply with requests regarding parental access to the portal made by a district in compliance with Education Code 31.154 or Education Code 26.006 [see EFA]. *Education Code 31.154(e)*

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[For more information regarding the requirements for certain entities that supply instructional materials to host a parent portal, see Education Code 31.154.]

**Bilingual
Instructional
Materials**

A district shall purchase with its allotment or otherwise acquire instructional materials for use in bilingual education classes. *Education Code 31.029*

**Certification of
Instructional
Materials**

Prior to the beginning of each school year, a district shall submit to the SBOE and commissioner certification that the district:

1. For each subject in the required curriculum under Education Code 28.002, other than physical education, and each grade level:
 - a. Provides each student with instructional materials that cover all elements of the essential knowledge and skills adopted by the SBOE for that subject and grade level; and
 - b. In the provision of instructional materials, the district protects students from obscene or harmful content as necessary for compliance with the Children's Internet Protection Act (Pub. L. No. 106-554) [see CQ], Education Code 28.0022 [see EMB], Penal Code 43.22, and any other law or regulation that protects students from obscene or harmful content [see EFA]; and
2. The district used money allocated to the district or school under the instructional materials and technology allotment only for purposes allowed under Education Code 31.0211.

To determine whether each student has instructional materials that cover all elements of the essential knowledge and skills, a district may consider:

1. Instructional materials adopted by the SBOE;
2. Instructional materials developed, purchased, or otherwise acquired by the district; and
3. OER instructional materials and other electronic instructional materials included in the repository under Education Code 31.0722.

Education Code 31.1011

Annual Report

Each district shall annually report to TEA information regarding the instructional materials used by the district during the previous school year, including the cost of each material. *Education Code 31.1012*

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Ownership

Except as otherwise provided, a student must return all instructional materials to the teacher at the end of the school year or when the student withdraws from school. At the end of the school year for which OER instructional material that a district does not intend to use for another student is distributed, the printed copy of the OER instructional material becomes the property of the student to whom it is distributed.

This provision does not apply to an electronic copy of OER instructional material.

Education Code 31.104(c), (g)-(h)

**Responsibility for
Instructional
Materials and
Equipment**

Each student or the student's parent or guardian is responsible for all instructional material and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian.

As provided by board policy, a district may waive or reduce the payment required if the student is from a low-income family. [See FP] The district shall allow the student to use instructional materials and technological equipment at school during each school day.

If instructional materials or technological equipment is not returned in an acceptable condition or paid for, a district may withhold the student's records. A district may not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. [See FL and GBA regarding student and parental right to access records; and FD, FFAB, and FL regarding a district's duties to provide records to another district]

The board may not require an employee of the district who acts in good faith to pay for instructional materials or technological equipment that is stolen, misplaced, or not returned by a student. [See DG]

These provisions do not apply to an electronic copy of OER instructional material.

Education Code 31.104(d), (e), (h) [See also EFA]

**Acceptable
Condition**

Printed instructional materials are considered to be in acceptable condition if:

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1. The cover, binding, pages, spine, and all integral components of the instructional materials are wholly intact and the instructional materials are fully usable by students; and
2. No component of the instructional materials is soiled, torn, or damaged (whether intentionally or by lack of appropriate care) to the extent that any portion of the content is too disfigured or obscured to be fully accessible to other students.

Electronic instructional materials are considered to be in acceptable condition if:

1. All components or applications that are a part of the electronic instructional materials are returned;
2. The electronic materials perform as they did when they were new;
3. The electronic instructional materials do not contain computer code (e.g., bug, virus, worm, or similar malicious software) that has been designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software; and
4. The electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of the district.

Technological equipment is considered to be in acceptable condition if:

1. The equipment is returned with the software and hardware in their original condition unless the district authorized changes; and
2. The physical condition of the equipment is fully usable as it was originally intended to be used.

19 TAC 66.1310

Lost or Damaged
Instructional
Materials

A district may order replacements for instructional materials that have been lost or damaged directly from the publisher of the instructional materials or any source for a printed copy of OER instructional material. *Education Code 31.104(b)*

Sale or Disposal

The board shall determine how the district will dispose of discontinued printed instructional materials, electronic instructional materials, and technological equipment.

Sale

The board may sell printed instructional materials on the date the instructional material is discontinued for use in the public schools by the SBOE or the commissioner. The board may also sell elec-

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tronic instructional materials and technological equipment owned by the district.

Use of Proceeds

Any funds received by a district from a sale must be used to purchase instructional materials and technological equipment allowed under Education Code 31.0211.

Disposal

The board may dispose of printed instructional material before the date the instructional material is discontinued for use in the public schools by the SBOE if the board determines that the instructional material is not needed by the district and the board does not reasonably expect that the instructional material will be needed. A district must notify the commissioner of any instructional material the district disposes of under this provision.

Education Code 31.105

TRANSPORTATION MANAGEMENT
DISTRICT VEHICLES

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Note: For additional legal requirements applicable to purchases with federal funds, see CBB.

**Authorization to
Purchase or Lease
Vehicles**

A district may purchase school motor vehicles through the comptroller or through competitive bidding under Education Code Chapter 44, Subchapter B. *Education Code 34.001(a)* [See CH]

Each contract proposed to be made by a district for the purchase or lease of one or more school buses, including a lease with an option to purchase, must be submitted to competitive bidding when the contract is valued at \$20,000 or more. *Education Code 44.031(l)*

When a contract for the purchase of school buses is valued at \$20,000 or more, the contract must be made either through competitive bidding or by purchasing the buses through the comptroller. *Atty. Gen. Op. LO-98-063 (1998)*

Payment

A district financially unable to pay for a vehicle the district purchases may, as prescribed by Education Code 34.005, issue interest-bearing time warrants in amounts sufficient to make the purchase. *Education Code 34.005(a)*

A board may issue bonds to purchase new school buses. *Education Code 45.001(a)(1)(D)* [See CCA]

**New Van
Purchases or
Leases**

A school system may not purchase or lease a new 15-passenger van if it will be used significantly by, or on behalf of, the school system to transport preprimary, primary, or secondary school students to or from school or an event related to school, unless the 15-passenger van complies with the motor vehicle standards prescribed for school buses and multi-function school activity buses under United States Code Title 49. This provision does not apply in some limited circumstances, including the purchase or lease of a 15-passenger van under a contract executed before August 10, 2005, the date of enactment of this provision. *49 U.S.C. 30112*

**Contracts for
School Bus Use,
Acquisition, or Lease**

A board may contract with any person for use, acquisition, or lease with option to purchase a school bus if the board determines the contract to be economically advantageous to the district. Such a contract may have any lawful term of not less than two or more than 10 years. The competitive bidding requirements of Education Code Chapter 44, Subchapter B apply to a contract under this provision. A school bus that is leased or leased with an option to purchase must meet or exceed safety standards set out in Education Code 34.002. *Education Code 34.009* [See CH]

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Registration	District-owned vehicles used exclusively in the service of a district are exempt from the state registration fee. The Department of Motor Vehicles (DMV) must approve an application for registration before exempt license plates are issued. <i>Transp. Code 502.451, .453</i>
Identification	The DMV may not issue exempt license plates unless the applicant for registration certifies in writing that the name of a district is printed on each side of the vehicle, in letters that are at least two inches high or in an emblem that is at least 100 square inches in size. The letters or emblem must be of a color sufficiently different from the body of the vehicle to be clearly legible from a distance of 100 feet. <i>Transp. Code 502.452(a)</i>
Maintenance	District vehicles are subject to inspection pursuant to Transportation Code Chapter 548.
School Bus Advertising	The exterior of a school bus may not bear advertising or another paid announcement directed at the public if the advertising or announcement distracts from the effectiveness of required safety-warning equipment. A school bus that violates this provision or rules adopted under this provision shall be placed out of service until it complies. <i>Transp. Code 547.701(d)</i>
Advertising Rules	A district may allow advertisements on school buses in accordance with rules. The rules adopted by the Texas Department of Public Safety (DPS) at 37 Administrative Code 14.61-14.65 apply to all school buses used to transport preprimary, primary, and secondary public school students. <i>37 TAC 14.61</i>
"Advertisement"	For purposes of this policy, "advertisement" means any communication brought to the attention of the public by paid announcement or in return for public recognition in connection with an event or offer or sale of a product or service, except for a single-line listing of a district name and/or school or manufacturer logo approved by DPS. <i>37 TAC 14.1(1)</i>
Material and Location	Advertisements must be of a material and in a location specified in the rules. <i>37 TAC 14.62-.64</i>
Annual Notice	By September 1 of each year, districts involved in an advertising program shall provide the School Bus Transportation Program at DPS written notification of the number of buses operated by or for the district that display exterior advertising or another paid announcement. <i>37 TAC 14.65(a)(1), (b)</i> [See CNC for required reporting of crashes involving buses with advertising]
<i>Delivery of Notice</i>	Notices to DPS shall be delivered by facsimile at (512) 424-2238, electronic mail at sbt@txdps.state.tx.us , or mailed to School Bus Transportation, Texas Department of Public Safety, P.O. Box 4087, Austin, TX 78773-0525. <i>37 TAC 14.65(d)</i>

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Nonschool Use

A board may contract with nonschool organizations for use of school buses. The board may provide services relating to the maintenance and operation of the buses in accordance with the contract. *Education Code 34.010*

Sale of Buses

At the request of a district, the comptroller shall dispose of a school bus. A district is not required to dispose of a bus through the comptroller. *Education Code 34.006*

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TRANSPORTATION SAFETY

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Safety Standards

A district shall meet or exceed the safety standards for school buses established by the Department of Public Safety (DPS), with the advice of the Texas Education Agency (TEA). A district that fails or refuses to meet these safety standards for school buses is ineligible to share in the transportation allotment until the first anniversary of the date the district begins complying with the safety standards. *Education Code 34.002; Transp. Code 547.102; 37 TAC 14.51-.52*

Student Safety

Prohibitions

A district may not require or allow a child to stand on a moving bus or passenger van. *Education Code 34.004*

An operator of a school bus, while operating the bus, shall prohibit a passenger from:

1. Standing in the bus; or
2. Sitting:
 - a. On the floor of the bus, or
 - b. In any location on the bus that is not designed as a seat.

Transp. Code 545.426

Seat Belts

*Required on
Buses*

A bus, including a school bus, a school activity bus, multifunction school activity bus, or school-chartered bus, operated by or contracted for use by a district for the transportation of schoolchildren shall be equipped with a three-point seat belt for each passenger, including the operator. This requirement does not apply to:

1. A bus purchased by a school district that is a model year 2017 or earlier; or
2. A bus purchased by a school district that is a model year 2018 or later if the board:
 - a. Determines that the district's budget does not permit the district to purchase a bus that is equipped with the required seat belts; and
 - b. Votes to approve that determination in a public meeting.

Transp. Code 547.701(e)

*Student
Requirement*

A district shall require a student riding a bus operated by or contracted for operation by the district to wear a seat belt if the bus is equipped with seat belts for all passengers on the bus. A school district may implement a disciplinary policy to enforce the use of seat belts by students. *Education Code 34.013*

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Donations

A board shall consider any offer made by a person to donate three-point seat belts or money for the purchase of three-point seat belts for a district's school buses. A board may accept or decline the offer after adequate consideration.

A board may acknowledge a person who donates three-point seat belts or money for the purchase of three-point seat belts for a school bus by displaying a small, discreet sign on the side or back of the bus recognizing the person who made the donation. The sign may not serve as an advertisement for the person who made the donation.

Education Code 34.014

Use of Warning
Signals

When a school bus is being stopped or is stopped on a highway to permit students to board or exit the bus, the operator of the bus shall activate all flashing warning signal lights and other equipment on the bus designed to warn other drivers that the bus is stopping to load or unload children.

A person may not operate a light or other equipment described above except when a school bus is being stopped or is stopped on a highway to:

1. Permit a student to board or exit the bus; or
2. Distribute to a student or the parent or guardian of a student:
 - a. Food; or
 - b. Technological equipment for use by the student for educational purposes.

Transp. Code 547.701(c), (c-1)

**Wireless
Communication
Devices**

General Rule

An operator commits an offense if the operator uses a portable wireless communication device to read, write, or send an electronic message while operating a motor vehicle unless the vehicle is stopped. *Transp. Code 545.4251(b)*

School Property

An operator may not use a wireless communication device while operating a motor vehicle within a school crossing zone or on the property of a public elementary, middle, junior high, or high school served by a school crossing zone, during the time a reduced speed limit is in effect for the school crossing zone, unless:

1. The vehicle is stopped; or
2. The wireless communication device is used with a hands-free device.

Transp. Code 545.4252

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An operator may not use a wireless communication device while operating a school bus or passenger bus with a minor passenger on the bus unless the bus is stopped. This provision does not apply to an operator of a school bus or passenger bus using a wireless communication device in the performance of the operator's duties as a bus driver and in a manner similar to using a two-way radio. *Transp. Code 545.425(c), (e-1)*

Definitions

"Hands-free device" means speakerphone capability, a telephone attachment, or another function or other piece of equipment, regardless of whether permanently installed in or on a wireless communication device or in a motor vehicle, that allows use of the wireless communication device without use of either of the operator's hands, except to activate or deactivate a function of the wireless communication device or hands-free device. The term includes voice-operated technology and a push-to-talk function. *Transp. Code 545.425(a)(1)*

"Electronic message" means data that is read from or entered into a wireless communication device for the purpose of communicating with another person. *Transp. Code 545.4251(a)(1)*

**Disruption of
Transportation**

Any person other than a primary or secondary grade student who intentionally disrupts, prevents, or interferes with the lawful transportation of students to and from school on a vehicle owned or operated by a district or to or from activities sponsored by a school on a vehicle owned and/or operated by a district shall be guilty of a misdemeanor. It is an exception to the application of the offense that, at the time the person engaged in the prohibited conduct, the person was younger than 12 years of age. *Education Code 37.126*

Exhibition of Firearm

For information regarding offenses pertaining to firearms on buses, see GKA(LEGAL).

Collision Reports

Notice to DPS for
Buses With
Advertising

A district shall provide DPS written notification of any collision directly or indirectly involving a school bus operated by or for the district that bears advertising or another paid announcement. *37 TAC 14.65(a)(2)* [See CNB for rules related to school bus advertising.]

Notice must be received not more than five days from the date of the collision and shall include the following:

1. The name and address of the owner of the school bus;
2. The name and driver's license number of the school bus operator;
3. The date of the collision;
4. The city or county where the collision occurred; and

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5. The investigating police agency.

37 TAC 14.65(c)

Notices to DPS may be delivered by facsimile, electronic mail, or mailed to School Bus Transportation, Texas Department of Public Safety, P.O. Box 4087, Austin, TX 78773-0525. *37 TAC 14.65(d)*

Annual Report to
TEA

A district shall report annually to TEA the number of collisions in which its buses were involved in the past year in a manner prescribed by the commissioner of education. A district shall file annual collision reports to TEA only in the period beginning July 1 and ending July 31 and shall include the following information in the report:

1. The total number of bus collisions;
2. The date each collision occurred;
3. The type of bus, as specified in 19 Administrative Code 103.1231(a), involved in each collision;
4. Whether the bus involved in each collision was equipped with seat belts and, if so, the type of seat belts;
5. The number of students and adults involved in each collision;
6. The number and types of injuries that were sustained by the bus passengers in each collision; and
7. Whether the injured passengers in each collision were wearing seat belts at the time of the collision and, if so, the type of seat belts.

A school district shall report a bus collision involving a school bus, a multifunction school activity bus, a school activity bus, or a motor bus if:

1. The bus is owned, leased, contracted, or chartered by a school district and was transporting school district personnel, students, or a combination of personnel and students; or
2. The bus was driven by a school district employee or by an employee of the school district's bus contractor with no passengers on board and the collision involved a pedestrian.

Exceptions

A school district shall not report a bus collision involving a school bus, a multifunction school activity bus, a school activity bus, or a motor bus if:

1. The bus was driven by a school district employee or by an employee of the school district's bus contractor, the collision

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occurred when no passenger other than the school district's driver or bus contractor's driver was on board the bus, and the collision did not involve a pedestrian; or

2. The collision involved a bus chartered by a school district for a school activity trip and no school district personnel or students were on board the bus at the time of the collision.

A school district shall not report a collision that occurred in a vehicle that is owned, contracted, or chartered by a school district and is not a school bus, a multifunction school activity bus, a school activity bus, or a motor bus.

Education Code 34.015(b); 19 TAC 103.1231(b)

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Fair Labor Standards Act

Minimum Wage and Overtime

Unless an exemption applies, a district shall pay each of its employees not less than minimum wage for all hours worked. 29 U.S.C. 206(a)(1)

Unless an exemption applies, a district shall pay an employee not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 in any workweek. 29 U.S.C. 207(a)(1); 29 C.F.R. pt. 778

Breaks for Nonexempt Employees

Rest periods of up to 20 minutes must be counted as hours worked. Coffee breaks or time for snacks are rest periods, not meal periods. 29 C.F.R. 785.18

Bona fide meal periods of 30 minutes or more are not counted as hours worked if the employee is completely relieved from duty. The employee is not relieved from duty if the employee is required to perform any duties, whether active or inactive, while eating. For example, an office employee who is required to eat at his or her desk is working while eating. It is not necessary that an employee be permitted to leave the premises if the employee is otherwise completely freed from duties during the meal period. 29 C.F.R. 785.19

Compensatory Time
Accrual

Nonexempt employees may receive, in lieu of overtime compensation, compensatory time off at a rate of not less than one and one-half hours for each hour of overtime work, pursuant to an agreement or understanding arrived at between the employer and employee before the performance of the work. Such agreement or understanding may be informal, such as when an employee works overtime knowing that the employer rewards overtime with compensatory time.

An employee may accrue not more than 240 hours of compensatory time. If the employee's overtime work included a public safety activity, an emergency response activity, or a seasonal activity, the employee may accrue not more than 480 hours of compensatory time. After the employee has reached these limits, the employee shall be paid overtime compensation for additional overtime work.

Payment for Accrued Time

Compensation paid to an employee for accrued compensatory time shall be paid at the regular rate earned by the employee at the time of payment. An employee who has accrued compensatory time off shall be paid for any unused compensatory time upon separation from employment at the rates set forth at 29 U.S.C. 207(o)(4).

Use

An employee who has requested the use of compensatory time shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the district.

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The Fair Labor Standards Act (FLSA) does not prohibit a district from compelling the use of accrued compensatory time.

29 U.S.C. 207(o); Christensen v. Harris Cnty., 529 U.S. 576 (2000); Houston Police Officers' Union v. City of Houston, 330 F.3d 298 (5th Cir. 2003)

Exempt Employees

The minimum wage and overtime provisions do not apply to any employee employed in a bona fide executive, administrative, or professional capacity. *29 U.S.C. 213(a)(1)*

*Academic
Administrators*

The term "employee employed in a bona fide administrative capacity" includes an employee:

1. Compensated on a salary or fee basis at the established weekly threshold, exclusive of board, lodging, or other facilities; or on a salary basis which is at least equal to the entrance salary for teachers in the district by which employed; and
2. Whose primary duty is performing administrative functions directly related to academic instruction or training in a district or department or subdivision thereof.

"Performing administrative functions directly related to academic instruction or training" means work related to the academic operations and functions in a school rather than to administration along the lines of general business operations. Such academic administrative functions include operations directly in the field of education. Jobs relating to areas outside the educational field are not within the definition of academic administration.

Employees engaged in academic administrative functions include:

1. The superintendent or other head of an elementary or secondary school system, and any assistants, responsible for administration of such matters as curriculum, quality and methods of instructing, measuring and testing the learning potential and achievement of students, establishing and maintaining academic and grading standards, and other aspects of the teaching program;
2. The principal and any vice principals responsible for the operation of an elementary or secondary school;
3. Academic counselors who perform work such as administering school testing programs, assisting students with academic problems and advising students concerning degree requirements; and
4. Other employees with similar responsibilities.

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Jobs relating to building management and maintenance, jobs relating to the health of the students, and academic staff such as social workers, psychologists, lunchroom managers, or dietitians do not perform academic administrative functions, although such employees may qualify for another exemption.

29 C.F.R. 541.204

Salary Basis

To qualify as an exempt executive, administrative, or professional employee, the employee must be compensated on a salary basis, unless the employee is a teacher. Subject to the exceptions listed in the rule, an employee must receive the full salary for any week in which the employee performs any work, without regard to the number of days or hours worked. A district that makes improper deductions from salary shall lose the exemption if the facts demonstrate that the district did not intend to pay exempt employees on a salary basis. *29 C.F.R. 541.600, .602(a), .603*

*Partial-Day
Deductions*

A district employee who otherwise meets the salary basis requirements shall not be disqualified from exemption on the basis that the employee is paid according to a pay system established by statute, ordinance, or regulation, or by a policy or practice established pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the employee's pay to be reduced or the employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one workday when accrued leave is not used by an employee because:

1. Permission for its use has not been sought or has been sought and denied;
2. Accrued leave has been exhausted; or
3. The employee chooses to use leave without pay.

Deductions from the pay of a district employee for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

29 C.F.R. 541.710

*Safe Harbor
Policy*

If a district has a clearly communicated policy that prohibits improper pay deductions and includes a complaint mechanism, reimburses employees for any improper deductions, and makes a good faith commitment to comply in the future, the district will not lose the exemption unless the district willfully violates the policy by con-

tinuing to make improper deductions after receiving employee complaints.

The best evidence of a clearly communicated policy is a written policy that was distributed to employees before the improper pay deductions by, for example, providing a copy of the policy to employees upon hire, publishing the policy in an employee handbook, or publishing the policy on a district's intranet.

29 C.F.R. 541.603(d)

Teachers

The term "employee employed in a bona fide professional capacity" includes any employee with a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an elementary or secondary school system by which the employee is employed. The salary basis requirements do not apply to teaching professionals.

Exempt teachers include:

1. Regular academic teachers;
2. Teachers of kindergarten or nursery school pupils;
3. Teachers of gifted or disabled children;
4. Teachers of skilled and semi-skilled trades and occupations;
5. Teachers engaged in automobile driving instruction;
6. Home economics teachers; and
7. Vocal or instrumental music instructors.

Those faculty members who are engaged as teachers but also spend a considerable amount of their time in extracurricular activities such as coaching athletic teams or acting as moderators or advisors in such areas as drama, speech, debate, or journalism are engaged in teaching. Such activities are a recognized part of the schools' responsibility in contributing to the educational development of the student.

The possession of an elementary or secondary teacher's certificate provides a clear means of identifying the individuals contemplated as being within the scope of the exemption for teaching professionals. Teachers who possess a teaching certificate qualify for the exemption regardless of the terminology (e.g., permanent, conditional, standard, provisional, temporary, emergency, or unlimited) used by the state to refer to different kinds of certificates. However, a teacher who is not certified may be considered for

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exemption, provided that such individual is employed as a teacher by the employing school or school system.

29 C.F.R. 541.303

Wage and Hour
Records

A district shall maintain and preserve payroll or other records for nonexempt employees containing the information required by the regulations under the FLSA. *29 C.F.R. 516.2(a)*

**Payday Law
Exemption**

The Texas Payday Law does not apply to the state or a political subdivision. *Labor Code 61.003*

PROFESSIONAL DEVELOPMENT
REQUIRED STAFF DEVELOPMENT

DMA
(LEGAL)

Staff Development

Educator

The staff development provided by a district to an educator other than a principal must be conducted in accordance with standards developed by the district and designed to improve education in the district.

Principal

The staff development provided by a district to a principal shall be governed by Education Code 21.3541 and rules adopted under that section. [See DNB]

Education Code 21.451(a), (a-1)

Professional
Development Policy

A board shall annually review the SBEC continuing education and training clearinghouse published under Education Code 21.4514 and adopt a professional development policy that must:

1. Be guided by the recommendations for training in the clearinghouse;
2. Note any differences in the policy adopted by the district or school from the recommendations in the clearinghouse; and
3. Include a schedule of all training required for educators or other school personnel at the district or school.

To the extent of any conflict, a frequency requirement for the completion of training provided by statute prevails over a frequency requirement for that training included in the professional development policy.

Education Code 21.4515(a), (b)

**Requirements for
Training**

In designing staff development for educators other than principals, a district must use procedures that, to the greatest extent possible, ensure the training included in the staff development:

1. Incorporates proactive instructional planning techniques using a framework that:
 - a. Provides flexibility in the ways:
 - (1) Information is presented;
 - (2) Students respond or demonstrate knowledge and skills; and
 - (3) Students are engaged;
 - b. Reduces barriers in instruction;
 - c. Provides appropriate accommodations, supports, and challenges; and

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- d. Maintains high achievement expectations for all students, including students with disabilities and students of limited English proficiency; and
2. Integrates inclusive and evidence-based instructional practices for all students, including students with disabilities.

Staff development shall be predominantly campus-based, related to achieving campus performance objectives, and developed and approved by the campus-level committee.

A district may use district-wide staff development that has been developed and approved through the district-level decision process. [See BQA and BQB, as appropriate]

Education Code 21.451(a-2), (b), (c)

Optional Training

Staff development may include training in:

1. Technology and digital learning; and
2. Positive behavior intervention and support strategies, including classroom management, district discipline policies, and the Student Code of Conduct.

Technology and digital learning training must:

1. Discuss basic technology proficiency expectations and methods to increase an educator's digital literacy; and
2. Assist an educator in the use of digital technology in learning activities that improve teaching, assessment, and instructional practices.

Staff development may include instruction as to what is permissible under law, including opinions of the United States Supreme Court, regarding prayer in public school.

Education Code 21.451(d)(1), (d-3), (g)

Required Training

Staff development must include training on:

1. Suicide prevention;
2. Strategies for establishing and maintaining positive relationships among students, including conflict resolution; and
3. Preventing, identifying, responding to, and reporting incidents of bullying.

Required training above must be provided in accordance with the board's professional development policy and use a best practice-based program recommended by the Health and Human Services

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Commission under Education Code 38.351 [see FFEB]. Required training may include two or more topics listed together.

Education Code 21.451(d)(3), (d-1)

*Instruction of
Students with
Disabilities*
Definition

“Student with a disability” means a student who is:

1. Eligible to participate in a school district’s special education program under Education Code 29.003;
2. Covered by Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794); or
3. Covered by the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

Education Code 21.001(3-a)

Requirements

Staff development must include training that is evidence-based, as defined by Section 8101, Every Student Succeeds Act (20 USC 7801), and that:

1. Relates to the instruction of students with disabilities, including students with disabilities who also have other intellectual or mental health conditions; and
2. Is designed for educators who work primarily outside the area of special education.

A district is required to provide the training to an educator who works primarily outside the area of special education only if the educator does not possess the knowledge and skills necessary to implement the individualized education program developed for a student receiving instruction from the educator. A district may determine the time and place at which the training is delivered.

In developing or maintaining the training, a district must consult with persons with expertise in research-based practices for students with disabilities, including colleges, universities, private and nonprofit organizations, regional education service centers, qualified district personnel, and any other persons identified as qualified by the district, regardless of whether the training is provided at the campus or district level.

Education Code 21.451(d)(2), (e)-(f)

*Suicide
Prevention*

The required suicide prevention training may be satisfied through independent review of suicide prevention training material that complies with the guidelines developed by the Texas Education Agency (TEA) and is offered online. *Education Code 21.451(d-2); 19 TAC 153.1013(d)*

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Suicide prevention programs on TEA's list of recommended best practice-based programs [see FFEB] must include components that provide for training school counselors, teachers, nurses, administrators, and other staff, as well as law enforcement officers and social workers who regularly interact with students, to:

1. Recognize students at risk of attempting suicide, including students who are or may be the victims of or who engage in bullying;
2. Recognize students displaying early warning signs and a possible need for early mental health or substance abuse intervention, which warning signs may include declining academic performance, depression, anxiety, isolation, unexplained changes in sleep or eating habits, and destructive behavior toward self and others;
3. Intervene effectively with students described above by providing notice and referral to a parent or guardian so appropriate action, such as seeking mental health or substance abuse services, may be taken by a parent or guardian; and
4. Assist students in returning to school following treatment of a mental health concern or suicide attempt.

A district shall provide training described in the components above for teachers, school counselors, principals, and all other appropriate personnel. A district is required to provide the training at an elementary school campus only to the extent that sufficient funding and programs are available. A school district may implement a program on TEA's list of recommended best practice-based programs [see FFEB] to satisfy this training requirement.

If a district provides the training, a district shall require completion in accordance with the district's professional development policy and maintain records that include district employees who participated in the training.

A district may satisfy a requirement to implement a program in the area of substance abuse prevention and intervention by providing instruction related to youth substance use and abuse education under Education Code 38.040. [See EHAC]

Education Code 38.351(e), (g), (g-1), (h); 19 TAC 153.1013

Staff Development
Account

A district that receives resources from the commissioner of education's staff development account must pay to the commissioner for deposit in the account an amount equal to one-half of the cost of the resources provided to the district. *Education Code 21.453(c)*

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**Child Abuse,
Trafficking, and
Maltreatment**

A district's methods for increasing awareness of issues regarding sexual abuse, sex trafficking, and other maltreatment of children [see District Improvement Plan at BQ and Sexual Abuse, Trafficking, and Maltreatment Policies and Programs at FFG] must include training concerning prevention techniques for and recognition of sexual abuse, sex trafficking, and all other maltreatment of children, including the sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities.

The training must be provided in accordance with the district's professional development policy and as part of new employee orientation to all new employees.

The training must include:

1. Factors indicating a child is at risk for sexual abuse, trafficking, or other maltreatment;
2. Warning signs indicating a child may be a victim of sexual abuse, trafficking, or other maltreatment;
3. Internal procedures for seeking assistance for a child who is at risk for sexual abuse, trafficking, or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional;
4. Techniques for reducing a child's risk of sexual abuse, trafficking, or other maltreatment; and
5. Information on community organizations that have relevant research-based programs and that are able to provide training or other education for district staff, students, and parents.

A district must maintain records that include staff members who participated in the training.

To the extent that resources are not yet available from TEA or the commissioner of education, districts shall implement the policies and trainings with existing or publicly available resources. The district may also work in conjunction with a community organization to provide the training at no cost to the district.

Education Code 38.0041(c)-(f); 19 TAC 103.1401(d)

**Trauma-Informed
Care**

A district's efforts to increase awareness and implementation of trauma-informed care must include training to new and existing employees in accordance with the district's professional development policy. [See BQ, FFBA] *Education Code 38.036(c)*

Mental Health

A district shall require each district employee who regularly interacts with students enrolled at the district to complete an evidence-

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based mental health training program designed to provide instruction to participants regarding the recognition and support of children and youth who experience a mental health or substance use issue that may pose a threat to school safety.

A district may not require a district employee who has previously completed mental health training offered by a local mental health authority under Health and Safety Code 1001.203 to complete the required training.

Education Code 22.904

To complete the required evidence-based mental health training program, personnel who regularly interact with students shall participate and complete the general training program, participate and complete the training program related to local school district practices and procedures, and submit and maintain supporting documentation of completion. *19 TAC 153.1015(b)*

Records

School districts shall require each district employee to provide the certificate of completion of the general training program to the school district.

Documentation of the training program related to local school district practices and procedures may be satisfied when the employee submits to the district an acknowledgement form signed by the employee who received the current training and a copy of the local procedures and practices that are published in the district handbook and/or district improvement plan.

Documentation of training for the mental health training program must be kept by the school district and made available to TEA upon request, which may include a reporting process, for the duration of the employee's employment with the district.

19 TAC 153.1015(f)(1)-(3)

Student Discipline

Each principal or other appropriate administrator who oversees student discipline shall, at least once every three school years, attend professional development training regarding Education Code Chapter 37, Subchapter G. The professional development shall include training relating to the distinction between a discipline management technique used at the principal's discretion under Education Code 37.002(a) and the discretionary authority of a teacher to remove a disruptive student under Education Code 37.002(b) [see FOA].

The professional development training may be provided in coordination with an education service center through the use of distance

learning methods, such as telecommunications networks, and using available TEA resources.

Education Code 37.0181

Test Administration

The commissioner may require training for district employees involved in the administration of assessment instruments. The commissioner may only require the employee at each district campus who oversees the administration of the assessment instruments to annually receive the training. The district employee who oversees test administration on a district campus may, with discretion, require other district employees involved in the administration of assessment instruments to repeat the training. *Education Code 39.0304(a), (b-1), (b-2)*

Cybersecurity

Employees identified by the district with access to a district computer system or database and who use a computer to perform at least 25 percent of the employee's required duties must complete a cybersecurity training program selected by the board. The district, in consultation with its cybersecurity coordinator, shall determine how frequently employees must complete the training. [See CQB] *Gov't Code 2054.5191(a-1); Education Code 11.175(h-1)*

Special Programs

Teacher Literacy
Achievement
Academies
(Reading
Academies)

A district shall ensure that:

1. Not later than the 2022-23 school year, each classroom teacher in kindergarten or first, second, or third grade and each principal at a campus with kindergarten or first, second, or third grade has attended a teacher literacy achievement academy developed under Education Code 21.4552; and
2. Each classroom teacher and each principal initially employed in a grade level or at a campus described above for the 2022-23 school year or a subsequent school year has attended a teacher literacy achievement academy developed under Education Code 21.4552 by the end of the teacher's or principal's first year of placement in that grade level or campus.

Education Code 28.0062(a)(2)

[See EHAB for kindergarten-grade 3 reading standards.]

Gifted and Talented
Education

A district shall ensure that:

1. Prior to assignment in the program or within one semester of assignment, teachers who provide instruction and services that are a part of the program for gifted/talented students [see EHBB] have a minimum of 30 hours of professional learning that includes nature and needs of gifted/talented students, as-

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sessing student needs, and curriculum and instruction for gifted/talented students;

2. Teachers who provide instruction and services that are a part of the program for gifted/talented students receive a minimum of six hours annually of professional learning in gifted/talented education; and
3. Administrators and counselors who have authority for program decisions have a minimum of six hours of professional learning that includes nature and needs of gifted/talented students and program options with an update after legislative sessions.

19 TAC 89.2

**Elective Bible
Course**

A teacher of an elective Bible course offered under Education Code 28.011 [see EMI] must hold a certificate in language arts, social studies, or history that qualifies the teacher to teach at the grade level at which the course is offered with, where practical, a minor in religious or biblical studies. The teacher must successfully complete staff development training developed by the commissioner for elective Bible courses. An elective Bible course may be taught only by a teacher who has successfully completed the commissioner's training under Education Code 21.459. *Education Code 28.011(f)*

**Texas English
Language
Proficiency
Assessment
System Training**

The employee assigned to oversee the administration of the Texas English Language Proficiency Assessment System (TELPAS) at a district campus may, with discretion, require other district employees involved in administering the TELPAS to complete training or online calibration activities described by Education Code 21.4571(a). An employee may not be required to complete a training or online calibration activity in one sitting. *Education Code 21.4571(b), (c)*

**Automated External
Defibrillators**

A district shall, in accordance with its professional development policy, make available to employees and volunteers instruction in the principles and techniques of cardiopulmonary resuscitation and the use of an automated external defibrillator (AED).

Each school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer, must:

1. Participate in the instruction; and

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2. Receive and maintain certification in the use of an AED from the American Heart Association, the American Red Cross, or a similar nationally recognized association.

Education Code 22.902

**Extracurricular
Activity Safety**

The following persons must satisfactorily complete an extracurricular activity safety training program in accordance with the district's professional development policy:

1. A coach, trainer, or sponsor for an extracurricular athletic activity; and
2. A director responsible for a school marching band.

The safety training program must include:

1. Certification of participants by the American Red Cross, the American Heart Association, or a similar organization or by the University Interscholastic League;
2. Current training in:
 - a. Emergency action planning;
 - b. Communicating effectively with 9-1-1 emergency service operators and other emergency personnel; and
 - c. Recognizing symptoms of potentially catastrophic injuries, including head and neck injuries, concussions, injuries related to second impact syndrome, asthma attacks, heatstroke, cardiac arrest, and injuries requiring use of a defibrillator; and
3. A safety drill that incorporates the training and simulates various injuries described above.

Education Code 33.202(b), (c); 19 TAC 76.1003

Records

A superintendent shall maintain complete and accurate records of the district's compliance and the district shall make available to the public proof of compliance for each person employed by or volunteering for the district who is required to receive safety training.

A campus that is determined by a superintendent to be out of compliance with the safety training requirements shall be subject to the range of penalties determined by the UIL.

Education Code 33.206; 19 TAC 76.1003(e)

Steroids

A district shall require that each employee who serves as an athletic coach at or above the seventh grade level for an extracurricular athletic activity sponsored or sanctioned by the UIL complete:

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1. The educational program developed by the UIL regarding the health effects of steroids; or
2. A comparable program developed by the district or a private entity with relevant expertise.

Education Code 33.091(c-1)

Concussions

At least once every two years, the following employees shall take a training course from an authorized provider:

1. A coach of an interscholastic athletic activity shall take a course approved by the UIL that provides for not less than two hours of training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects.
2. An athletic trainer who serves as a member of a district's concussion oversight team shall take a course concerning the subject matter of concussions that meets the requirements set by the Texas Department of Licensing and Regulation (TDLR).
3. A school nurse or licensed health-care professional, other than an athletic trainer, who serves as a member of a district's concussion oversight team shall take a course approved by the UIL for coaches or that meets the requirements set by TDLR for athletic trainers, or a course concerning the subject matter of concussions that has been approved for continuing education credit by the appropriate licensing authority for the profession.

The employee must submit proof of timely completion of an approved course to the superintendent or designee. A school nurse or licensed health-care professional who is not in compliance with these training requirements may not serve on a concussion oversight team in any capacity. [See FM]

Education Code 38.158

**Seizure Recognition
and Related First Aid**

A school nurse employed by a district must complete a TEA-approved online course of instruction for school nurses regarding managing students with seizure disorders that includes information about seizure recognition and related first aid.

A district employee, other than a school nurse, whose duties at the school include regular contact with students must complete a TEA-approved online course of instruction for school personnel regard-

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ing awareness of students with seizure disorders that includes information about seizure recognition and related first aid.

Education Code 38.033(a), (b)

[See FFAF for information about a seizure management and treatment plan.]

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Identification

Child Find

A district shall ensure that all children residing within the district who have disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services are identified, located, and evaluated. This requirement applies to:

1. Homeless children;
2. Children who are wards of the state;
3. Children attending private schools;
4. Highly mobile children (including migrant children); and
5. Children who are suspected of being in need of special education but who are advancing from grade to grade.

20 U.S.C. 1412(a)(3)(A); 34 C.F.R. 300.111(a)(1)(i), (c)

*Private School
Students*

A district shall conduct a timely and meaningful consultation with private school representatives regarding the child find process and the provision of special education and related services to children enrolled in private schools in the district.

A district shall undertake activities similar to those undertaken for public school children and shall complete the child find process for children enrolled in private schools in a time period comparable to that for other students attending public schools in the district.

20 U.S.C. 1412(a)(10)(A)(ii)-(iv) [See EHBAC regarding students in nondistrict placement.]

*Preschool
Students*

A district shall develop a system to notify district residents with children who are at least three and younger than six and who are eligible for enrollment in a special education program of the availability of the program. *Education Code 29.009*

**Requests and
Referrals for
Evaluation**

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. *20 U.S.C. 1414(a)(1)(E)*

Multi-tiered System

Referral of students for a full individual and initial evaluation (FIIE) must be a part of the district's multi-tiered system of academic and behavioral supports. Students not making progress in the general education classroom should be considered for all interventions and support services available to all students; such as tutorial, compensatory, response to evidence-based intervention, and other academic or behavior support services.

The district cannot require a student to participate in interventions and support services for any specific length of time prior to a referral being made or an FIIE being conducted.

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District Obligation to Refer	If the student continues to experience difficulty in the general education classroom with the provision of interventions and support services or at any time district personnel suspect a disability and a possible need for special education and related services, district personnel must refer the student for an FIIE. A referral or request for an FIIE may be initiated at any time by school personnel, the student's parents or legal guardian, or another person involved in the education or care of the student. While an FIIE is being conducted, a student must continue to receive any necessary interventions and support services to target their academic or behavioral needs. <i>19 TAC 89.1011(a)</i>
Prior Written Notice <i>Parent</i>	If a parent submits a written request to a district's director of special education services or to a district administrative employee, such as a campus principal, for a FIIE of a student, the district shall, not later than the 15th school day after the date the district receives the request: 1. Provide the parent with prior written notice of its proposal to conduct an evaluation consistent with 34 C.F.R. 300.503, a copy of the procedural safeguards notice required by 34 C.F.R. 300.504, a copy of the Overview of Special Education for Parents form created by the Texas Education Agency (TEA), and an opportunity to give written consent for the evaluation; or 2. Provide the parent with prior written notice of its refusal to conduct an evaluation consistent with 34 C.F.R. 300.503, a copy of the Overview of Special Education for Parents form created by TEA, and a copy of the procedural safeguards notice required by 34 C.F.R. 300.504.
<i>District</i>	When a district initiates the referral for an FIIE of a student, the district must provide the parent with the information and materials described at item 1 above. <i>19 TAC 89.1011(b)-(c); Education Code 29.004(c); 20 U.S.C. 1414(a)(1); 34 C.F.R. 300.301</i>
Notice of Rights	A reasonable time before a district proposes or refuses to initiate the identification, evaluation, or educational placement of a student or the provision of a free appropriate public education (FAPE) to a student, the district shall provide written notice to the student's parent or guardian. <i>20 U.S.C. 1415(b)(3); 34 C.F.R. 300.503(a)</i> [See EHBAE]

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Initial Evaluation Required	A district shall conduct an FIE before the initial provision of special education and related services. <i>20 U.S.C. 1414(a)(1)(A)</i>
<i>Consent for Initial Evaluation</i>	Before a district conducts an initial evaluation, it shall make reasonable efforts to obtain informed parental consent. If the parent does not provide consent for an initial evaluation, or if the parent fails to respond to a request to provide consent, a district may, but is not required to, pursue the initial evaluation by utilizing due process procedures [see EHBAE], except to the extent inconsistent with state law relating to such parental consent. Parental consent to initial evaluation shall not be construed as consent for placement for special education and related services. <i>20 U.S.C. 1414(a)(1)(D)(i)(I); 34 C.F.R. 300.300(b)</i>
Wards of the State	If the child is a ward of the state and is not residing with the child's parent, a district shall make reasonable efforts to obtain the informed consent from the parent for an initial evaluation, unless: 1. Despite reasonable efforts to do so, the district cannot discover the whereabouts of the parent; 2. The rights of the parent have been terminated; or 3. The rights of the parent to make educational decisions have been subrogated and an individual appointed by a judge to represent the student has given consent for an initial evaluation. <i>20 U.S.C. 1414(a)(1)(D)(iii); 34 C.F.R. 300.300(a)(2)</i>
<i>Time Frame for Completion of Written Report</i>	A district must complete the written report of a full individual and initial evaluation: 1. Not later than the 45th school day following the date on which the district receives written consent for the evaluation from the student's parent. If a student has been absent from school during that period on three or more school days, the period must be extended by a number of school days equal to the number of school days during that period on which the student has been absent; or 2. For students under five years of age by September 1 of the school year and not enrolled in public school and for students enrolled in a private or homeschool setting, not later than the 45th school day following the date on which the district receives written consent for the evaluation from the student's parent.

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If a district receives written consent for the evaluation from the student's parent at least 35 but less than 45 school days before the last instructional day of the school year, the written report of a FIIE of a student must be provided to the student's parent not later than June 30 of that year.

If a district receives written consent for the evaluation from the student's parent at least 35 but less than 45 school days before the last instructional day of the school year but the student was absent three or more school days between the time that the school district received written consent and the last instructional day of the school year, the timeline in item 1 above applies to the date the written report of the FIIE must be completed.

If the district received the written consent for the evaluation from the student's parent less than 35 school days before the last day of the school year, the timeline in item 1, above, applies to the date the written report of the FIIE must be completed.

19 TAC 89.1011(d)-(e)

For purposes of the timelines under this provision, "school day" does not include a day that falls after the last instructional day of the spring school term and before the first instructional day of the subsequent fall school term. In the case of a school that operates under a school year calendar without spring and fall terms, a school day does not include a day that falls after the last instructional day of one school year and before the first instructional day of the subsequent school year. *19 TAC 89.1011(i)-(j)*

These time frames do not apply if the parent repeatedly fails or refuses to produce the child for the evaluation. *34 C.F.R. 300.301(d)(1)*

Transfer
Students

A district shall ensure that evaluations of children who transfer from one district to another in the same academic year are coordinated with the children's prior and subsequent schools, as necessary and as expeditiously as possible, to ensure prompt completion of evaluations. *34 C.F.R. 300.304(c)(5)*

If a student was in the process of being evaluated for special education eligibility by a district and enrolls in another district before the previous district completed the FIIE, the new district must coordinate with the previous district as necessary and as expeditiously as possible to ensure a prompt completion of the evaluation in accordance with 34 C.F.R., 300.301(d)(2) and (e) and 300.304(c)(5).

The timelines above do not apply in such a situation if:

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1. The new school district is making sufficient progress to ensure a prompt completion of the evaluation; and
2. The parent and the new school district agree to a specific time when the evaluation will be completed.

19 TAC 89.1011(f); Education Code 29.004; 20 U.S.C. 1414(a)(1)(C), (b)(3)(D); 34 C.F.R. 300.301(c)-(e)

*Student
Communication*

The evaluation shall be conducted using procedures that are appropriate for the student's most proficient method of communication. *Education Code 29.004(b)*

*Psychological
Examinations*

If a district determines that an additional examination or test is required for the initial and individual evaluation, the district shall provide the information required by Education Code 29.0041(a) and shall obtain additional parental consent. If a parent does not give consent within 20 calendar days after the district provided the information, the parent's consent is considered denied.

The time required for a district to provide information and seek consent may not be counted toward the time frame for completion of an evaluation. [See Time Frame for Completion of Written Report, above]

Education Code 29.0041

**Eligibility and
Reevaluations**

A student is eligible to participate in a district's special education program if:

1. The student is between the ages of 3 and 21, inclusive;
2. The student has one or more of the disabilities listed in federal regulations, state law, or both; and
3. The student's disability(ies) prevents the student from being adequately or safely educated in the public schools without the provision of special services.

20 U.S.C. 1401(3); Education Code 29.003(b); 19 TAC 89.1035

Disability Definitions

To be eligible to receive special education services, a student must be a "child with a disability," as defined in 34 C.F.R. 300.8(a), subject to the provisions of 34 C.F.R. 300.8(c), Education Code Subchapter A, and 19 Administrative Code 89.1040. The provisions in 19 Administrative Code 89.1040 specify criteria to be used in determining whether a student's condition meets one or more of the definitions in federal regulations or in state law. *19 TAC 89.1040(a)*

[For additional information on special education of students with dyslexia and related disorders, see EHB.]

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Visual and Auditory Impairments	Students with visual impairments or who are deaf or hard of hearing shall be eligible to participate in a district's special education program from birth. <i>19 TAC 89.1035(b); Education Code 30.002(e), .081</i>
<i>Birth Through Age Two</i>	Children from birth through the age of two with visual impairments (VI), who are deaf or hard of hearing (DHH), or who are deaf-blind (DB) must be enrolled at the parent's request by a district when the district becomes aware of a child needing services. The appropriate instructional arrangement [see EHBA] for students from birth through the age of two with VI, DHH, or DB shall be determined in accordance with the individualized family services plan, current attendance guidelines, and the agreement memorandum between TEA and Texas Health and Human Services Commission Early Childhood Intervention (ECI) Services. <i>19 TAC 89.1005(d)</i>
Determination of Initial Eligibility	Upon completion of the administration of assessments and other evaluation measures, a team of qualified professionals and the parent shall make the determination of whether the child has a disability and of the educational needs of the child. A district shall provide a copy of the evaluation report and the documentation of determination of eligibility at no cost to the parent. <i>20 U.S.C. 1414(b)(4); 34 C.F.R. 300.306(a)</i> The admission, review, and dismissal (ARD) [see EHBAB] committee must make its decisions regarding a student's initial eligibility determination and, if appropriate, individualized education program (IEP) and placement within 30 calendar days from the date of the completion of the written FIIE report. If the 30th day falls during the summer and school is not in session, the ARD committee must meet not later than the 15th school day of the following school year to finalize decisions concerning the student's initial eligibility determination, and, if appropriate, IEP and placement. If the 30th day falls during the summer and school is not in session but an FIIE report indicates that the student would need extended school year services during that summer, the ARD committee must meet as expeditiously as possible after completion of the report.
<i>Parent Copy</i>	A copy of the written FIIE report must be provided to the parent as soon as possible after completion of the report but no later than five school days prior to the initial ARD committee meeting, which will determine a student's initial eligibility, or not later than June 30 if the district received the written consent for the evaluation from the student's parent at least 35 but less than 45 school days before the last instructional day of the school year. <i>19 TAC 89.1011(g)-(h); Education Code 29.004(a-1)</i>

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[For additional information regarding the evaluation and identification process when dyslexia is a suspected disability, see EHB.]

Consent for
Services

*Initial Provision of
Services*

A district must obtain informed consent from the parent for the initial provision of special education and related services. If the parent of a child fails to respond to a request for, or refuses to consent to, the initial provision of services, the district:

1. May not use the procedures in 34 C.F.R. part 300 subpart E (including the mediation and due process procedures) in order to obtain agreement or a ruling that the services may be provided to the child;
2. Will not be considered to be in violation of the requirement to make FAPE available to the child for the failure to provide the services for which the district requests consent; and
3. Is not required to convene an ARD meeting or develop an IEP for the child for the services.

*Revoking
Consent*

If, at any time after the provision of initial services, the parent of a child revokes consent in writing for the continued provision of services, the district:

1. May not continue to provide services to the child, but must provide prior written notice before ceasing services;
2. May not use the procedures in 34 C.F.R. part 300 subpart E in order to obtain agreement or a ruling that the services may be provided to the child;
3. Will not be considered to be in violation of the requirement to make FAPE available to the child because of the failure to provide the child with further services; and
4. Is not required to convene an ARD meeting or develop an IEP for further provision of services.

34 C.F.R. 300.300(b)

Reevaluations

A district shall ensure that each child with a disability is reevaluated if the district determines that the educational or related services needs of the child, including improved academic achievement and functional performance, warrant a reevaluation, or if the child's parent or teacher requests a reevaluation.

Reevaluation shall occur:

1. No more than once a year, unless the parent and the district agree otherwise; and

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2. At least once every three years, unless the parent and district agree that a reevaluation is unnecessary.

A district shall obtain informed parental consent before conducting a reevaluation, except that informed parental consent is not needed if the district can demonstrate that it has taken reasonable measures to obtain consent and the child's parent has failed to respond.

20 U.S.C. 1414(a)(2), (c)(3); 34 C.F.R. 300.303

Evaluation for
Change in Eligibility

A district must evaluate a child with a disability before determining that the child is no longer a child with a disability. However, an evaluation is not required before the termination of eligibility due to graduation from secondary school with a regular diploma or due to exceeding the age eligibility for FAPE under state law. If a child's eligibility terminates under the aforementioned circumstances, a district must provide a summary of academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child's postsecondary goals. *34 C.F.R. 300.305(e); 20 U.S.C. 1414(c)(5)*

[See EIF(LEGAL) at Summary of Academic Achievement and Evaluation.]

Independent
Evaluation

The parents have a right to obtain an independent educational evaluation of their child. If a parent requests an independent evaluation, a district shall provide the parents with information regarding where one can be obtained and the district's criteria for independent evaluations.

The results of a parent-initiated independent educational evaluation, whether at public or private expense, must be considered by the district if it meets the district's criteria, in any decision made with respect to providing FAPE to the child.

*At Public
Expense*

If a parent requests an independent evaluation at public expense, the district shall, without unnecessary delay, either:

1. File a due process complaint to request a hearing to show that its evaluation is appropriate; or
2. Ensure that an independent evaluation is provided at public expense, unless the district demonstrates that the evaluation obtained by the parent did not meet district criteria.

*At Private
Expense*

If a district initiates a hearing, and the final decision is that the district's evaluation is appropriate, the parent still has a right to an independent evaluation, but not at public expense.

34 C.F.R. 300.502

SPECIAL EDUCATION
IDENTIFICATION, EVALUATION, AND ELIGIBILITY

EHBAA
(LEGAL)

**Prescription
Medication**

An employee of a district is prohibited from requiring a child to obtain a prescription for a substance covered under the federal Controlled Substances Act (21 U.S.C. 801 et seq.) as a condition of attending school, receiving an evaluation for special education, or receiving special education and related services.

Observations

An employee is not prohibited from consulting or sharing classroom-based observations with parents regarding a student's academic and functional performance, behavior in the classroom or school, or the need for evaluation for special education or related services.

20 U.S.C. 1412(a)(25)

**Transition Services
Defined**

“Transition services” means a coordinated set of activities for a child with a disability that:

1. Is designed to be within a results-oriented process, that is focused on improving the academic and functional achievement of the child to facilitate the child’s movement from school to post-school activities, including postsecondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation.
2. Is based on the individual child’s needs, taking into account the child’s strengths, preferences, and interests.
3. Includes instruction, related services, community experiences, the development of employment and other post-school adult living objectives, and if appropriate, acquisition of daily living skills and functional vocational evaluation.

20 U.S.C. 1401(34); 34 C.F.R. 300.43

**Individual Transition
Planning**

14 Years of Age

Not later than the first individualized education program (IEP) to be in effect when a student turns 14 years of age, the admission, review, and dismissal (ARD) committee must consider, and if appropriate, address the following issues in the IEP:

1. Appropriate student involvement in the student’s transition to life outside the public school system;
2. Appropriate involvement in the student’s transition by the student’s parents and other persons invited to participate by the student’s parents or the district in which the student is enrolled;
3. Appropriate postsecondary education options, including preparation for postsecondary-level coursework;
4. An appropriate functional vocational evaluation;
5. Appropriate circumstances for facilitating a referral of a student or the student’s parents to a governmental agency for services or public benefits, including a referral to a governmental agency to place the student on a waiting list for public benefits available to the student, such as a waiver program established under Section 1915(c), Social Security Act [42 U.S.C. 1396n(c)]; and
6. The use and availability of appropriate supplementary aids, services, curricula, and other opportunities to assist the student in developing decision-making skills; and supports and services to foster the student’s independence and self-deter-

mination, including a supported decision-making agreement under Estates Code Chapter 1357.

Beginning not later than the first IEP to be in effect when the student turns 14 years of age, or younger if determined appropriate by the ARD committee, the IEP must include:

1. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills; and
2. The transition services, including courses of study, needed to assist the student in reaching the postsecondary goals .

18 Years of Age

Beginning not later than the first IEP to be in effect when the student turns 18 years of age, the ARD committee must consider and, if appropriate, address the following issues in the student's IEP:

1. Involvement in the student's transition and future by the student's parents and other persons, if the parent or other person:
 - a. Is invited to participate by the student or the district in which the student is enrolled; or
 - b. Has the student's consent to participate pursuant to a supported decision-making agreement under Estates Code Chapter 1357; and
2. The availability of age-appropriate instructional environments, including community settings or environments that prepare the student for postsecondary education or training, competitive integrated employment, or independent living, in coordination with the student's transition goals and objectives.

Annual Review

A student's ARD committee shall review at least annually the issues described above and, if necessary, update the portions of the student's IEP that address those issues.

[See EHBAB regarding membership of ARD committee for transition services meetings.]

19 TAC 89.1055(k)-(o); 20 U.S.C. 1414(d)(1)(A)(i)(VIII), 1414(d)(6); 34 C.F.R. 300.320(b); Education Code 29.011(a-1), .0111

Transition and
Employment
Designee

The transition and employment designee required of each district must complete the required training as developed by the commissioner of education and provide information about transition requirements and coordination among parents, students, and appro-

priate state agencies to ensure that school staff can communicate and collaborate effectively. *19 TAC 89.1075(i)*

Transition and
Employment Guide

The Texas Education Agency (TEA) is required to develop a transition and employment guide for students enrolled in special education programs and their parents to provide information on statewide services and programs that assist in the transition to life outside the public school system. A school district shall:

1. Post the transition and employment guide on the district's website if the district maintains a website;
2. Provide written information and, if necessary, assistance to a student or parent regarding how to access the electronic version of the guide at:
 - a. The first meeting of the student's ARD committee at which transition is discussed; and
 - b. The first committee meeting at which transition is discussed that occurs after the date on which the guide is updated; and
3. On request, provide a printed copy of the guide to a student or parent.

Education Code 29.0112(a), (e)

Graduation

Graduation under 19 Administrative Code 89.1070(b)(1), or reaching maximum age eligibility described by 19 Administrative Code 89.1035 (Age Ranges for Student Eligibility) terminates a student's eligibility for special education services. For students who graduate and receive a diploma according to 19 Administrative Code 89.1070(b)(2) or (b)(3)(A), (B), or (C), the ARD committee must determine needed special education services upon the request of the student or parent to resume services, as long as the student meets the age requirements. *19 TAC 89.1070(a), (j)* [See EHBAA]

Graduation from high school with a regular diploma constitutes a change in placement that requires written prior notice to parents.

A district is not required to conduct an evaluation before termination of eligibility due to graduation from secondary school with a regular high school diploma or due to exceeding the age eligibility for FAPE under state law.

A district shall provide the child with a summary of the child's academic achievement and functional performance, which shall in-

clude recommendations on how to assist the child in meeting the child's postsecondary goals.

[See EIF]

20 U.S.C. 1414(c)(5); 34 C.F.R. 300.102(a)(3), .305(e)(2)

**Driving with
Disability Program**

A district shall provide information regarding 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 who receive special education services or who are covered by Section 504 and their parents.

The information shall be provided to each student who is 16 years of age or older and annually until the earlier of the student's graduation from high school or 21st birthday.

Education Code 29.0113(a)-(b)

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**Parental Consent
Not Required**

An employee of a district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used for a purpose related to the promotion of student safety under Education Code 29.022. *Education Code 26.009(b)*

**Video Surveillance of
Special Education
Settings**

In order to promote student safety, on receipt of an authorized written request, a district shall provide equipment, including a video camera, to the campus in the district specified in the request.

**Classroom or Other
Setting**

A campus that receives equipment shall place, operate, and maintain one or more video cameras in self-contained classrooms and other special education settings in which a majority of the students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least 50 percent of the instructional day, provided that:

1. A campus that receives equipment as a result of the request by a parent or staff member is required to place equipment only in classrooms or settings in which the parent's child is in regular attendance or to which the staff member is assigned, as applicable; and
2. A campus that receives equipment as a result of the request by a board of trustees, principal, or assistant principal is required to place equipment only in classrooms or settings identified by the requestor, if the requestor limits the request to specific classrooms or settings subject to Education Code 29.022.

Education Code 29.022(a)

Definitions

"Incident" means an event or circumstance that:

Incident

1. Involves alleged "abuse" or "neglect," as described in Family Code 261.001, of a student by a staff member of the district or alleged "physical abuse" or "sexual abuse," as described in Family Code 261.410, of a student by another student; and
2. Allegedly occurred in a self-contained classroom or other special education setting in which video surveillance under Education Code 29.022 and 19 Administrative Code 103.1301 is conducted.

*Other Special
Education Setting*

"Other special education setting" means a classroom on a separate campus (i.e., a campus that serves only students who receive special education and related services) of a district—including a room attached to the classroom or setting used for time-out—in which a

majority of the students in regular attendance are provided special education and related services, are assigned to the setting for at least 50 percent of the instructional day, and have one of the following instructional arrangements/settings described in the student attendance accounting handbook:

1. Residential care and treatment facility—separate campus; or
2. Off home campus—separate campus.

Parent

“Parent” means a person described in Education Code 26.002, whose child receives special education and related services in one or more self-contained classrooms or other special education settings. “Parent” also means a student who receives special education and related services in one or more self-contained classrooms or other special education settings and who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Family Code, Chapter 31, unless the student has been determined to be incompetent or the student's rights have been otherwise restricted by a court order.

School Business Day

“School business day” means a day that campus or district administrative offices are open.

Self-contained Classroom

“Self-contained classroom” means a classroom on a regular campus (i.e., a campus that serves students in general education and students in special education), including a room attached to the classroom used for time-out, but not including a classroom that is a resource room instructional arrangement under Education Code 48.102, in which a majority of the students in regular attendance are provided special education and related services for at least 50 percent of the instructional day and have one of the following instructional arrangements/settings described in the student attendance accounting handbook:

1. Self-contained (mild/moderate/severe) regular campus;
2. Full-time early childhood (preschool program for children with disabilities) special education setting;
3. Residential care and treatment facility—self-contained (mild/moderate/severe) regular campus;
4. Residential care and treatment facility—full-time early childhood special education setting;
5. Off home campus—self-contained (mild/moderate/severe) regular campus; or
6. Off home campus—full-time early childhood special education setting.

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<i>Staff Member</i>	"Staff member" means a teacher, a related service provider, a paraprofessional, a counselor, or an educational aide assigned to work in the self-contained classroom or other special education setting.
<i>Time-out</i>	"Time-out" has the meaning assigned by Education Code 37.0021.
<i>Video Camera</i>	"Video camera" means a video surveillance camera with audio recording capabilities.
<i>Video Equipment</i>	"Video equipment" means one or more video cameras and any technology and equipment needed to place, operate, and maintain video cameras as required by Education Code 29.022 and 19 Administrative Code 103.1301. "Video equipment" also means any technology and equipment needed to store and access video recordings as required. <i>19 TAC 103.1301(b); Education Code 29.022</i>
<i>Administrative Coordinator</i>	Each district shall designate an administrator at the primary administrative office of the district with responsibility for coordinating the provision of equipment to schools and campuses. <i>Education Code 29.022(a-2)</i>
<i>Authorized Requestors</i>	The following people may request in writing that equipment be provided to a campus at which one or more children receive special education services in a qualifying classroom or setting: 1. A parent of a child who receives special education services for the campus at which the child receives those services; 2. The board of trustees for one or more specified campuses; 3. The principal or assistant principal for their campus; and 4. A staff member assigned to work with one or more children receiving special education services for the campus at which the staff member works. <i>Education Code 29.022(a-1)</i>
<i>Processing the Request</i>	A written request must be submitted and acted on as follows: 1. A parent, staff member, or assistant principal must submit a request to the principal or the principal's designee of the campus addressed in the request, and the principal or designee must provide a copy of the request to the district's designated administrator; 2. A principal must submit a request by the principal to the district's designated administrator; and

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3. A board of trustees must submit a request to the district's designated administrator, and the administrator must provide a copy of the request to the principal or the principal's designee of the campus addressed in the request.

A campus shall operate and maintain the camera in the classroom or setting as long as the classroom or setting continues to satisfy these requirements, for the remainder of the school year in which the campus received the request, unless the requestor withdraws the request in writing.

Education Code 29.022(a-3)-(b)

Video Camera
Coverage

The video cameras must be capable of:

1. Covering all areas of the classroom or setting, including a room attached to the classroom or setting used for time-out; and
2. Recording audio from all areas of the classroom or setting, including a room attached to the classroom or setting used for time-out.

The inside of a bathroom or any area in the classroom or other special education setting in which a student's clothes are changed may not be visually monitored, except for incidental coverage of a minor portion of a bathroom or changing area because of the layout of the classroom or setting.

Education Code 29.022(c)-(c-1)

Written Notice

Before a campus activates a video camera in a classroom or special education setting, the campus shall provide written notice of the placement to all campus staff and to the parents of each student attending class or engaging in school activities in the classroom or setting.

If for any reason a campus will discontinue operation of a video camera during a school year, not later than the fifth school day before the date the operation of the video camera will be discontinued, the campus must notify the parents of each student in regular attendance in the classroom or setting that operation of the video camera will not continue unless requested by a person eligible to make a request. Not later than the 10th school day before the end of each school year, the campus must notify the parents of each student in regular attendance in the classroom or setting that operation of the video camera will not continue during the following

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school year unless a person eligible to make a request for the next school year submits a new request.

Education Code 29.022(b), (d)

Retention Period

A district shall retain video recorded from a video camera for at least three months after the date the video was recorded.

If a person requests to view a video recording from a video camera, a district must retain the recording from the date of receipt of the request until the person has viewed the recording and a determination has been made as to whether the recording documents an alleged incident. If the recording documents an alleged incident, the district or campus shall retain the recording until the alleged incident has been resolved, including the exhaustion of all appeals.

Education Code 29.022(e)-(e-1)

Gifts, Grants, and Donations

A district may solicit and accept gifts, grants, and donations from any person to implement the requirements of Education Code 29.022 and 19 Administrative Code 103.1301. A district is not permitted to use Individuals with Disabilities Education Act, Part B, funds or state special education funds to implement these requirements. *19 TAC 103.1301(d)*

No Waiver of Immunity

The requirements described by Education Code 29.022 do not:

1. Waive any immunity from liability of a district, or of district officers or employees; or
2. Create any liability for a cause of action against a district or against district officers or employees.

No Monitoring

A district may not:

1. Allow regular or continual monitoring of video recorded under Education Code 29.022; or
2. Use video for teacher evaluation or for any other purpose other than the promotion of safety of students receiving special education services.

Education Code 29.022(g)-(h)

Confidentiality

A video recording of a student made under this provision is confidential and may not be released or viewed except as provided below.

Limited Release

A district shall release a recording for viewing by:

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1. An employee who is involved in an alleged incident that is documented by the recording and has been reported to the district, on request of the employee;
2. A parent of a student who is involved in an alleged incident that is documented by the recording and has been reported to the district or campus, on request of the parent;
3. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged or suspected abuse or neglect of a child under Family Code 261.406;
4. A peace officer, a school nurse, a district administrator trained in de-escalation and restraint techniques as provided by commissioners rule, or a human resources staff member designated by the board in response to a report of an alleged incident or an investigation of district personnel or a report of alleged abuse committed by a student; or
5. Appropriate agency or State Board for Educator Certification personnel or agents as part of an investigation.

A contractor or employee performing job duties relating to the installation, operation, or maintenance of video equipment or the retention of video recordings who incidentally views a video recording does not violate these confidentiality provisions.

Education Code 29.022(i)-(i-1); 19 TAC 103.1301(h)-(i)

Duty to Report

If a person described by item 4 or 5, above, views a video recording and has cause to believe that the recording documents possible abuse or neglect of a child under Family Code Chapter 261, the person must submit a report to the Texas Department of Family and Protective Services or other authority in accordance with the local policy adopted under 19 Administrative Code 61.1051 (Reporting Child Abuse and Neglect) and Family Code Chapter 261.

Note: 19 Administrative Code 61.1051 was repealed and the requirements were recodified at 19 Administrative Code 103.1401. [See FFG]

19 TAC 103.1301(j); Education Code 29.022(j)

*Use in
Disciplinary
Actions Against
District Personnel*

If a person described by items 3, 4, or 5, above, views the recording and believes that it documents a possible violation of district or campus policy, the person may allow access to the recording to appropriate legal and human resources personnel of the district to the extent not limited by the Family Educational Rights and Privacy

Act (FERPA) or other law. A recording believed to document a possible violation of district policy relating to the neglect or abuse of a student may be used in a disciplinary action against district personnel and must be released in a legal proceeding at the request of a parent of the student involved in the incident documented by the recording. A recording believed to document a possible violation of district policy relating to the neglect or abuse of a student must be released for viewing by the district employee who is the subject of the disciplinary action at the request of the employee. *19 TAC 103.1301(k)*

*Federal Law /
FERPA*

19 Administrative Code 103.1301(j) (child abuse reporting) and (k) (disciplinary actions against personnel) do not limit the access of a student's parent to a record regarding the student under FERPA or other law. To the extent any provisions in Education Code 29.022 and 19 Administrative Code 103.1301 conflict with FERPA or other federal law, federal law prevails. *19 TAC 103.1301(l)*

District Policy

A district must adopt written policies relating to the placement, operation, and maintenance of video cameras under Education Code 29.022 and 19 Administrative Code 103.1301. At a minimum, the policies must include:

1. A statement that video surveillance is for the purpose of promoting student safety in certain self-contained classrooms and other special education settings;
2. Information on how a person may appeal an action by the district that the person believes to be in violation of this section or a policy adopted in accordance with this section, including the appeal and expedited review processes under 19 Administrative Code 103.1303 (Commissioner's Review of Actions Concerning Video Cameras in Special Education Settings) and the appeals process under Education Code 7.057;
3. A requirement that the district provide a response to a request made under this section not later than the seventh school business day after receipt of the request by the person to whom it must be submitted under Education Code 29.022(a-3) (at Limited Release, above) that authorizes the request or states the reason for denying the request;
4. Except as provided by item 6 of this provision, a requirement that a campus begin operation of a video camera in compliance with this provision not later than the 45th school business day, or the first school day after the 45th school business day if that day is not a school day, after the request is authorized unless the Texas Education Agency (TEA) grants an extension of time;

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5. A provision permitting the parent of a student whose admission, review, and dismissal (ARD) committee has determined that the student's placement for the following school year will be in a classroom or other special education setting in which a video camera may be placed under this section to make a request for the video camera by the later of:
 - a. The date on which the current school year ends; or
 - b. The 10th school business day after the date of the placement determination by the ARD committee;
6. A requirement that, if a request is made by a parent in compliance with item 5 of this provision, unless TEA grants an extension of time, a campus begins operation of a video camera in compliance with this provision not later than the later of:
 - a. The 10th school day of the fall semester; or
 - b. The 45th school business day, or the first school day after the 45th school business day if that day is not a school day, after the date the request is made;
7. The procedures for requesting video surveillance and the procedures for responding to a request for video surveillance;
8. The procedures for providing advanced written notice to the campus staff and the parents of the students assigned to a self-contained classroom or other special education setting that video and audio surveillance will be conducted or cease in the classroom or setting, including procedures for notice, in compliance with Education Code 29.022(b), of the opportunity to request continued video and audio surveillance if video and audio surveillance will otherwise cease;
9. A requirement that video cameras be operated at all times during the instructional day when one or more students are present in a self-contained classroom or other special education setting in which video cameras are placed;
10. A statement regarding the personnel who will have access to video equipment or video recordings for purposes of operating and maintaining the equipment or recordings;
11. A requirement that a campus continue to operate and maintain any video camera placed in a self-contained classroom or other special education setting for as long as the classroom or setting continues to satisfy the requirements in Education Code 29.022(a), for the remainder of the school year in which

the campus received the request, unless the requester withdraws the request in writing;

12. A requirement that video cameras placed in a self-contained classroom or other special education setting be capable of recording video and audio of all areas of the classroom or setting, except that no visual monitoring of bathrooms and areas in which a student's clothes are changed may occur. Incidental visual coverage of the inside of a bathroom or any area of the classroom or other special education setting in which a student's clothes are changed is permitted only to the extent that such coverage is the result of the layout of the classroom or setting. Audio recording of the inside of a bathroom or any area of the classroom or other special education setting in which a student's clothes are changed is required;
13. A statement that video recordings must be retained for at least three months after the date the video was recorded and that video recordings will be maintained in accordance with the requirements of Education Code 29.022(e-1), when applicable;
14. A statement that the regular or continual monitoring of video is prohibited and that video recordings must not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety;
15. At the district's discretion, a requirement that campuses post a notice at the entrance of any self-contained classroom or other special education setting in which video cameras are placed stating that video and audio surveillance are conducted in the classroom or setting;
16. The procedures for reporting an allegation to the district that an incident occurred in a self-contained classroom or other special education setting in which video surveillance under Education Code 29.022 and 19 Administrative Code 103.1301 is conducted;
17. The local grievance procedures for filing a complaint alleging violations of Education Code 29.022, and/or 19 Administrative Code 103.1301; and
18. A statement that video recordings made under Education Code 29.022 and 19 Administrative Code 103.1301 are confidential and a description of the limited circumstances under which the recordings may be viewed.

19 TAC 103.1301(g)

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Governmental Record	A video recording under this section is a governmental record only for purposes of Penal Code 37.10.
Operation of Camera	These provisions apply to the placement, operation, and maintenance of a video camera in a self-contained classroom or other special education setting during the regular school year and extended school year services. A video camera placed under this section is not required to be in operation for the time during which students are not present in the classroom or other special education setting. <i>Education Code 29.022(s)-(t)</i>
Exclusions	A district is not required to provide video equipment to a campus of another district or charter school or to a nonpublic school. <i>19 TAC 103.1301(c)</i>
Dispute Resolution	The special education dispute resolution procedures in 34 Code of Federal Regulations 300.151-.153 and 300.504-.515 do not apply to complaints alleging that a district has failed to comply with Education Code 29.022 and 19 Administrative Code 103.1301. Complaints alleging violations of those sections must be addressed through the district's local grievance procedures or other dispute resolution channels. <i>19 TAC 103.1301(e)</i>
Denial of Request	The following standards and procedures apply to a denial of a request for placement of a video camera under Education Code 29.022(a), or to the denial of a request to release a video or to view a video made under Education Code 29.022(i) or (l)(2).
<i>Exhaustion of Administrative Remedies</i>	Once a request for placement of a video camera or a request to release a video is administratively denied, the requester must exhaust administrative remedies through the district's grievance process even if the requester opts for the expedited review process. However, a district, parent, staff member, or administrator may request an expedited review even before the local remedies are exhausted. After local remedies are exhausted by filing a grievance with the board and obtaining a board determination, the requester may appeal the denial to the commissioner of education under Education Code 7.057 by filing a petition for review.
<i>Proper Request</i>	In a case where there is a denial of a request for the placement of a video camera, the commissioner will determine whether the person requesting placement is a person allowed to request placement under Education Code 29.022(a-1) (see Limited Release, above) and whether the requester made a proper request under Education Code 29.022(a-3) (see Processing the Request, above).

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<i>Cost</i>	The commissioner will not consider the cost to the district of installing cameras or releasing video.
<i>Release Determination</i>	In a case where there is a denial of a request to release a video, the commissioner will determine whether the requester is a person allowed to receive a video under Education Code 29.022(i) (described at Limited Release, above).
<i>Timelines for Petition for Review</i>	The following timelines are established for filing a petition for review: 1. A petition for review shall be filed with the commissioner within 10 calendar days of the decision of the board denying the request being first communicated to the requester or requester's counsel, whichever occurs first. The petition for review shall be made in accordance with 19 Administrative Code 157.1073(c) (hearings brought under Education Code 7.057) and may include a request for expedited review. 2. The district's answer and local record shall comply with 19 Administrative Code 157.1052(b) and (c) and 19 Administrative Code 157.1073(d) and shall be filed with the commissioner within 10 calendar days of the district receiving notification from the commissioner of the appeal. 3. The procedures specified in 19 Administrative Code 157.1059; .1061; and .1073(e)-(h), (j), and (k) apply to a case brought to the commissioner under this section.
<i>Expedited Review</i>	A request for expedited review is governed by the following. 1. The expedited review process is designed to allow a requester to promptly receive a preliminary judgment from the commissioner as to a decision to deny a request for the installation of cameras or a decision to deny a request to release a video while at the same time respecting the school grievance process. The expedited review process does not apply to a request to only view a video. Invoking the expedited review process results in a prompt initial determination. However, the final commissioner's determination is to be based on a substantial evidence review of the district's grievance record. This allows for a full record to be developed at the district level and does not require the requester and the district to make an evidentiary record before TEA in Austin, Texas. Because the requirements of Education Code 7.057 are met when the board's decision is heard by the commissioner, an appeal to district court is allowed under Education Code 7.057(d). Education Code 29.022 does not by itself allow an appeal to district court.

2. A district, parent, staff member, or administrator may request an expedited review. Any request for an expedited review shall include the names, telephone numbers, and addresses of all interested parties to the request. "Interested parties" are all persons who brought the grievance, all persons who have testified or provided written statements as part of the grievance process, and the district. The request for expedited review shall specify whether the district denied a request for the placement of a video camera or the district denied a request to release a video and briefly describe why that decision is either correct or incorrect.
3. A request for expedited review shall be filed with the commissioner no earlier than 14 business days after a request for placement of a video camera or a request to release a video is administratively denied under Education Code 29.022(i) or (l)(2) (see Limited Release and Process, above), and no later than the fifth business day after a board resolves a grievance as to a request for placement of a video camera or a request to release a video. A request for expedited review shall be filed with the commissioner electronically as provided on TEA's Division of Hearings and Appeals website or by U.S. Mail, facsimile, hand-delivery, or by a commercial delivery service.
4. Whenever an interested party files a document with the commissioner, with the exception of the request for expedited review, the interested party shall send the same document to all other interested parties by the same method that the document was sent to the commissioner. Hand-delivery of the document by the next day may be substituted for service by facsimile delivery.
5. If a request for expedited review is timely filed, the commissioner will establish a briefing schedule and will send to all interested parties a notice that an expedited review has been filed, which will include relevant statutes and rules. Any interested party who knows of any additional interested parties who have not been notified will promptly inform the commissioner in writing.
6. All briefing shall clearly state the facts relied upon. Documents relevant to the issues presented may be attached to a brief. All briefing shall provide the reasons why the commissioner should or should not grant the request for expedited review. Citations to statutes, rules, commissioner decisions, and case law are important to identify the legal basis for the claims made.

SPECIAL EDUCATION
VIDEO/AUDIO MONITORING

EHBAF
(LEGAL)

7. All interested parties who are in favor of granting the request for expedited review shall file briefing at the time specified for the requester of the expedited review.
8. All interested parties who are opposed to granting the request for expedited review shall file briefing at the same time.
9. Briefing is not limited to the issues specifically raised in the pleadings in the case. However, no new arguments may be raised in the reply briefs. Reply briefs may contain new citations to the record and legal authority as to issues previously raised.
10. A preliminary judgment shall be issued based on the briefing of the interested parties. The preliminary judgment will be sent to the requestor, the district, and all interested parties. If it is determined that a district is not likely to prevail on the issue of a request for the placement of video cameras or the issue of a request to view a video under full review, the district will fully comply with Education Code 29.022.
11. After a preliminary judgment is made, a final judgment will be made in accordance with the procedures set forth in 19 Administrative Code 103.1303(b)(1)-(5) (the Denial of Request Review process).

19 TAC 103.1303(b)

Extension of Time

A request by a district for an extension of time to begin the operation of a video camera under Education Code 29.022 shall be made and decided using the following procedures.

Request

Any request by a district for an extension of time to begin the operation of a video camera shall be filed with the commissioner prior to the 45th school business day after a request to begin operating a video camera is received. However, a district should request an extension of time as soon as it determines that an extension of time should be filed.

A request for an extension of time to begin the operation of a video camera shall specify why an extension of time should be granted. The request shall include affidavits supporting any factual claims made in the request and reference any legal authority as to why the request should be granted. The request may include a request for expedited review. The request shall name the individual who requested the installation of cameras and provide the individual's address and telephone number. Immediately following the individual's address and telephone number there shall appear in bold type: "You have been identified as the individual who requested the operation of a video camera that is the subject of this request to the

commissioner of education to extend the statutory timeline. You may, but are not required to, participate in the proceedings before the commissioner concerning the school district's request for an extension of time. It is entirely up to you whether and to what extent you wish to participate in these proceedings. The procedures governing these proceedings are found at 19 Texas Administrative Code 103.1303(c) and Texas Education Code 29.022."

A request for an extension of time to begin the operation of a video camera shall list the names, telephone numbers, and addresses of all interested parties to the request. All interested parties include all parents of students in the classroom or other special education setting for which a video camera has been requested and all staff who provided services in a classroom for which a video camera has been requested.

Filing Documents

All documents in a case shall be filed with the Division of Hearings and Appeals, Texas Education Agency, 1701 N. Congress Ave., Austin, Texas 78701, facsimile number (512) 475-3662. Documents shall be filed electronically as provided on the division's website or by mail, delivery, or facsimile. All documents must be actually received by the Division of Hearings and Appeals by the date specified in this section. The mailbox rule does not apply to filings in a case filed under this subsection. Electronic filing is strongly encouraged.

All filings in a case shall be sent to the district, the individual who initially requested the installation of the cameras, and all interested parties who have filed a request to receive documents filed in the case by the same method as the request is filed with the commissioner. Due to the requirements of FERPA, the names, telephone numbers, and addresses of parents and other publicly identifiable student information may not be given to the interested parties. The copies of the filings sent to interested parties shall be redacted to remove all personally identifiable student information.

Filing Responses

Any response to a request for an extension of time to begin the operation of a video camera shall be filed with the commissioner by an interested party within 10 calendar days of the filing of the request. If no response to the request is timely filed, the commissioner shall issue a final decision within 20 calendar days of the filing of the request.

A response to a request for an extension of time to begin the operation of a video camera shall specify why an extension of time should or should not be granted. The response shall include affidavits concerning any factual claims made in the request and reference any legal authority as to why the request should or should not

be granted. The response may include a request for expedited review.

*Expedited
Review*

A request for expedited review must be filed with the commissioner within 10 calendar days of the filing of the request for an extension of time to begin the operation of a video camera. If a request for expedited review is made, all interested parties shall be notified that they have been identified as interested parties in the request for an extension of time to begin the operation of a video camera. In particular, the interested parties will be informed that it is their choice whether to participate in the proceedings before the commissioner, that it is entirely up to them to determine to what extent they wish to participate in the proceedings, that the procedures governing these proceedings are found in 19 Administrative Code 103.1303 and Education Code 29.022, and that upon their written request filed with the commissioner they will be sent all filings in this case.

If a request for an expedited review is not made, the commissioner shall issue a final decision within 45 calendar days of the filing of the request for an extension of time to begin the operation of a video camera, unless the commissioner determines that an evidentiary hearing would be helpful in deciding the issues raised. If the commissioner decides to hold an evidentiary hearing, the commissioner shall establish the timelines and procedures to be used. Whether to conduct the hearing by telephone or other electronic methods will be considered.

If a request for expedited review is made, the following procedures shall be followed:

1. Any reply by the district to any response to the request shall be filed with the commissioner within 25 calendar days of the filing of the request for an extension of time to begin the operation of a video camera.
2. A preliminary judgment shall be made by the commissioner within 35 calendar days of the filing of the request for an extension of time to begin the operation of a video camera.
3. Any interested party or the district may file objections to the preliminary judgment within 40 calendar days of the filing of the request for an extension of time to begin the operation of a video camera.
4. Any reply to an objection to a preliminary judgment must be filed within 45 calendar days of the filing of a request for an extension of time to begin the operation of a video camera.

5. The commissioner shall issue a final decision within 55 calendar days of the filing of the request for an extension of time to begin the operation of a video camera, unless the commissioner determines that an evidentiary hearing would be helpful in deciding the issues raised. If the commissioner decides to hold an evidentiary hearing, the commissioner shall establish the timelines and procedures to be used. Whether to conduct the hearing by telephone or other electronic methods will be considered.

*Commissioner
Consideration*

In making either a preliminary judgment or a final judgment under this subsection, the commissioner will consider whether granting the requested extension is reasonable considering all factors, including contracting statutes, architectural and structural issues, and the difference in costs to the district if a moderate extension of time is granted.

No Appeal

A commissioner's final decision under this provision is not subject to appeal.

19 TAC 103.1303(c)

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Title III Requirements	A district that receives funds under Title III of the Elementary and Secondary Education Act shall comply with the statutory requirements regarding English learners and immigrant students. <i>20 U.S.C. 6801-7014</i> A district that receives funds under Title I or Title III to provide a language instruction educational program shall, not later than 30 days after the beginning of the school year, inform the parents of an English learner identified for participation in such a program of the information required by 20 U.S.C. 6312(e)(3). <i>20 U.S.C. 6312(e)(3)</i>
Definitions	
Alternative Methods	“Alternative methods” means a temporary instructional plan that meets the affective, linguistic, and cognitive needs of emergent bilingual (EB) students and equips the teacher under a bilingual exception or an English as a second language (ESL) waiver to align closely to the required bilingual or ESL program through the comprehensive professional development plan.
Certified Bilingual Program Teacher	“Certified bilingual program teacher” means a teacher holding bilingual certification and appropriately certified for the grade level and content area. The term “certified bilingual program teacher” is synonymous with the term “professional bilingual educator” used in Education Code 29.063.
Certified English as a Second Language Teacher	“Certified English as a second language teacher” means a teacher appropriately certified in ESL as well as for the grade level and content area. The term “certified English as a second language teacher” is synonymous with the term “professional transitional language educator” used in Education Code 29.063.
Dual Language Immersion Program	“Dual language immersion (DLI) program” means a state-approved bilingual program in accordance with Education Code 29.066 that uses English and a partner language. The two state-approved DLI program models are one-way DLI and two-way DLI.
Emergent Bilingual	“Emergent bilingual (EB)” means a student whose primary language is other than English and whose English language skills are such that the student has difficulty performing ordinary classwork in English. “Emergent bilingual” also means a student identified by the Language Proficiency Assessment Committee (LPAC) who is in the process of acquiring English and has another language as the student’s home language. This term is interchangeable with English learner as used in federal regulations and replaces the term “limited English proficient student.”
English as a Second Language Program	“English as a second language (ESL) program” means a special language program in accordance with Education Code, Chapter 29, Subchapter B, to include both content-based and pull-out pro-

	gram models. Another related term for an ESL program is “English as an additional language program.”
English Proficient Student	“English proficient student” means a former EB student who has met reclassification as English proficient by the LPAC.
Exit	“Exit” refers to the point when an EB student is reclassified as English proficient and ends bilingual or ESL program participation with LPAC recommendation and parental approval. The term “exit” is synonymous with the description in Education Code, Chapter 29, Subchapter B, of a student having been “transferred out” of bilingual or special language programming. For the purpose of meeting the goals of a DLI program, the LPAC recommends that the EB student is reclassified as English proficient but continues participation in the program to further develop biliteracy for the duration of the program for prekindergarten through grade 12.
Language Proficiency Assessment Committee	“Language Proficiency Assessment Committee” means a designated group of committee members as described in 19 Administrative Code 89.1220 (relating to Language Proficiency Assessment Committee) and Education Code 26.063 that ensures the appropriate identification, placement, assessment, services, reclassification, and monitoring of EB students. The LPAC also meets in conjunction with all other committees related to programs and services for which an EB student qualifies.
Parent	“Parent” includes the parent or legal guardian of the student in accordance with Education Code 29.052(2).
Reclassification	“Reclassification” means the process by which the LPAC determines that an EB student has met the appropriate criteria to be classified as English proficient, and the student enters year 1 of monitoring as indicated in the Texas Student Data System Public Education Information Management System. <i>Education Code 29.052; 19 TAC 89.1203(1), (3)-(4), (6), (8)-(9), (11), (13), (16), (19), (22)</i>
District Responsibility	Each district shall: 1. Identify EB students based on criteria established by the state; 2. Provide bilingual education, including bilingual and ESL programs as integral parts of the general program; 3. Seek appropriately certified teaching personnel to ensure that EB students are afforded full opportunity to master the essential knowledge and skills; and

4. Assess academic achievement and linguistic progress in accordance with Education Code Chapter 29, Subchapter B, to ensure accountability for EB students and the schools that serve them.

19 TAC 89.1201(a)

**Identification of
Emergent Bilingual
Students**

Within the first four weeks of the first day of school, the LPAC shall determine and report to the board the number of EB students on each campus and shall classify each student according to the language in which the student possesses primary proficiency. A board shall report that information to the Texas Education Agency (TEA) before November 1 each year. *Education Code 29.053(b)*

Language
Proficiency
Assessment
Committees

A district shall by local board policy establish and operate one or more LPACs. The district shall have on file a policy and procedures for the selection, appointment, and orientation of members of the LPAC(s).

A district shall establish and operate a sufficient number of LPACs to enable them to discharge their duties within four calendar weeks of the enrollment of an EB student.

19 TAC 89.1220(a), (e)

*Membership of
LPAC*

The LPAC shall include:

1. An appropriately certified bilingual educator (for students served through a bilingual program);
2. An appropriately certified ESL educator (for students served through an ESL program);
3. A parent of an (EB) student participating in a bilingual or ESL program; and
4. A campus administrator.

A district may add other members to the committee.

All required members of an LPAC must be present either in person or virtually to make individualized student decisions.

No parent serving on the LPAC shall be an employee of the district.

All members of the LPAC, including parents, shall be acting for the district and shall observe all laws and rules governing confidentiality of information concerning individual students. A district shall be responsible for the orientation of all members, including the parents, of the LPAC.

<i>Meetings</i>	The LPAC may use alternative meeting methods, such as phone or video conferencing and the use of electronic signatures that adhere to district policy. <i>19 TAC 89.1220(b)-(d), (f); Education Code 29.063(a)-(b);</i>
<i>Duties</i>	The LPAC shall have the duties set forth at Education Code 29.063(c) and 19 Administrative Code 89.1220(g)-(i), (k), including duties to review information, classify students, notify parents, and monitor student academic progress.
Home Language Survey	For each new student enrolling for the first time in a Texas public school in any grade from prekindergarten through grade 12, the TEA-developed home language survey shall be administered. This home language survey will serve as the original and only home language survey throughout the student's educational experience in Texas public schools. The district shall: 1. Ensure that the student's parent understands the language used in the survey and its implications; 2. Require that the survey be signed by the student's parent for each student in prekindergarten through grade 8 or by the student in grades 9-12; 3. Ensure the student's parent is aware of the benefits of bilingual and ESL programs; and 4. Maintain the original copy of the survey in the student's permanent record and transfer it to any subsequent Texas public school districts in which the student enrolls. If the response on the home language survey indicates that a language other than English is or was used for communication, the student shall be tested in accordance with 19 Administrative Code 89.1226 (Testing and Classification of Students). If a parent determines an error was made when completing the original home language survey, the parent may request a correction only if the student has not yet been assessed for English proficiency; and corrections are made within two calendar weeks of the student's initial enrollment date in Texas public schools. <i>19 TAC 89.1215(a), (c), (e)</i>
English Language Proficiency Testing	Within four calendar weeks of initial enrollment in a Texas public school, a student with a language other than English indicated on the home language survey shall be administered the state-approved English language proficiency test in accordance with 19 Ad-

ministrative Code 89.1226(c) and shall be identified as an EB student and recommended for placement into the required bilingual or ESL program in accordance with the testing and classification requirements in 19 Administrative Code 89.1226(f). *19 TAC 89.1226(b)*

Emergent Bilingual
Classification

The LPAC may classify a student as EB if:

1. The student's ability in English is so limited or the student's disabilities are so severe that assessment procedures cannot be administered;
2. The student's score or relative degree of achievement on the TEA-approved English proficiency test is below the levels established by TEA as indicative of reasonable proficiency;
3. The student's primary language proficiency score as measured by a TEA-approved test is greater than the student's proficiency in English; or
4. The LPAC determines, based on other information, including a teacher evaluation, parental viewpoint, or student interview, that the student's primary language proficiency is greater than the student's proficiency in English or that the student is not reasonably proficient in English.

Education Code 29.056(c)

Parental Notice and
Consent

Not later than the 10th day after the date of the student's classification as an EB student, the LPAC shall give written notice to the student's parent. *Education Code 29.056(d)*

The district shall notify the parent in English and in the parent's home language that their child has been identified as an EB student and recommended for placement in the required bilingual or ESL program using the TEA-developed identification and placement letter.

The parent shall be provided information describing the bilingual or ESL program recommended, its benefits and goals, and its being an integral part of the school program to ensure that the parent understands the purposes and content of the program and their parental rights.

The placement of a student in the bilingual or ESL program must be approved in writing by the student's parent or through allowable alternatives described in 19 Administrative Code 89.1220, in order to have the student included in the bilingual education allotment (BEA). The parent's approval shall be considered valid for the student's continued participation in the required bilingual or ESL pro-

gram until the student meets the reclassification criteria described in 19 Administrative Code 89.1226(i) (Testing and Classification of Students), the student graduates from high school, or a change occurs in program placement. A change between bilingual and ESL program placement requires new parental approval using the TEA-developed continuation of language program services letter.

If a parent denies program placement at any point, the TEA-developed parental denial of program services letter shall be used to ensure parents are informed of the implications of program denial, including understanding that the child will continue to be identified as an EB student and will continue to be assessed annually using the Texas English Language Proficiency Assessment System (TEL-PAS) until reclassification criteria have been met.

19 TAC 89.1240(a)

Pending completion of the identification process, receipt of LPAC documentation for transferring students, or parental approval of an identified EB student's placement into the bilingual education or ESL program recommended by the LPAC, a district shall place the student in the recommended program. Only EB students with parental approval for program participation will be included in the bilingual education allotment.

A district may place a student in or exit a student from a program without written approval of the student's parent if:

1. The student is 18 years of age or has had the disabilities of minority removed;
2. The parent provides approval through a phone conversation or email that is documented in writing and retained; or
3. An adult who the district recognizes as standing in parental relation to the student provides written approval. This may include a foster parent or employee of a state or local governmental agency with temporary possession or control of the student.

19 TAC 89.1220(j), (m)

*Reclassification
and Exit Approval*

The district shall use the TEA-developed parent notification of reclassification and approval of program exit letter to give written notification to the student's parent of the student's reclassification as English proficient and acquire written approval for their exit from the bilingual or ESL program.

The district shall use the TEA-developed parent notification of reclassification and option to continue in a dual language immersion

program letter to give written notification to the student's parent of the student's reclassification as English proficient and acquire written approval for continued program participation as an English proficient student.

Students meeting reclassification criteria who have been recommended for exit by the LPAC may only exit the bilingual or ESL program with parental approval.

19 TAC 89.1240(b); Education Code 29.056(a)

Participation of
Other Students

With the approval of a district and a student's parents, a student who is not LEP may also participate in a bilingual education program. *Education Code 29.058*

The number of participating non-EB students shall not exceed 40 percent of the number of students enrolled in those bilingual or ESL program models district-wide. *19 TAC 89.1233(c)*

Students with
Disabilities

For students with disabilities, a district shall utilize the state's criteria for identification of EB students as described in 19 Administrative Code 89.1226(f) (relating to Testing and Classification of Students) and shall establish placement procedures that ensure that the placement recommendation by the LPAC, in conjunction with the admission, review, and dismissal (ARD) committee, in a bilingual or English as a second language program is not refused based on the student's disabling condition.

LPAC members shall meet in conjunction with ARD committee members to review progress and provide recommendations regarding the educational needs of each EB student who also qualifies for services in the district's special education program. [See EHBAB] *19 TAC 89.1230*

**Bilingual and ESL
Programs**

Each district that has an enrollment of 20 or more students identified as EB students in any language classification in the same grade level district-wide shall offer a bilingual program for the EB students in prekindergarten through the elementary grades with that language classification. "Elementary grades" shall include prekindergarten through grade 5; grade 6 shall be included when clustered with elementary grades.

A district required to provide a bilingual program shall offer dual-language instruction (English and home or partner language) in prekindergarten through the elementary grades, using one of the four bilingual program models described in 19 Administrative Code 89.1210 (relating to Program Content and Design).

19 TAC 89.1205(a)-(b); Education Code 29.053(c)-(d)

A district shall provide an ESL program to all EB students for whom a district is not required to offer a bilingual program, regardless of the students' grade levels and home language, and regardless of the number of such students, except in cases where a district exercises the option to provide a bilingual education program that is not required by law [see below]. A district required to provide an ESL program shall provide an ESL program using one of the two models described in 19 Administrative Code 89.1210. *19 TAC 89.1205(c)-(d)*

A district is authorized to establish a bilingual program even if the district has fewer than 20 students identified as EB bilingual students in any language classification in the same grade level district-wide and at grade levels in which the bilingual program is not required under 19 Administrative Code 89.1205(a). If a district does operate such a program under this authorization, the district shall adhere to all program requirements in 19 Administrative Code 89.1210, .1227, .1228, and .1229. *19 TAC 89.1205(f)-(g)*

Exceptions and
Waivers

A district shall comply with the requirements for bilingual exceptions and ESL waivers under 19 Administrative Code 89.1207. *Education Code 29.054; 19 TAC 89.1207*

A district that is unable to employ a sufficient number of teachers, including part-time teachers, who meet the certification requirements for the bilingual and ESL programs shall apply on or before November 1 for an exception to the bilingual program or a waiver for the ESL program as provided in 19 Administrative Code 89.1207. *19 TAC 89.1245(b)*

Program Design

A district that is required to offer bilingual education through bilingual or ESL program models shall provide each EB student the opportunity to be enrolled in the required program at their grade level.

A district's bilingual and ESL program models shall comply with the program content and design requirements of 19 Administrative Code 89.1210. A district shall ensure ongoing collaboration between bilingual and ESL programs and the general education programs to provide equitable educational access for all learners.

19 TAC 89.1210(a)-(b)

EB students shall participate with their non-EB peers in general education classes provided in subjects such as art, music, and physical education. A district shall provide students enrolled in the program a meaningful opportunity to participate fully with other non-EB peers in all extracurricular activities. Elective courses included in the curriculum may be taught in a language other than English. *Education Code 29.055, .057(b); 19 TAC 89.1210(f)*

SPECIAL PROGRAMS
BILINGUAL EDUCATION/ESL

EHBE
(LEGAL)

*Bilingual
Education
Program Models*

Bilingual education shall be implemented through at least one of the following program models:

1. Transitional bilingual/early exit;
2. Transitional bilingual/late exit;
3. Dual language immersion/one-way; or
4. Dual language immersion/two-way.

19 TAC 89.1210(c)

*ESL Program
Models*

The ESL program shall be implemented through one of the following program models:

1. An ESL/content-based program model is an English acquisition program that serves students identified EB students through English instruction by a teacher appropriately certified in ESL under Education Code 29.061(c), using content-based language instruction in reading and language arts, mathematics, science, and social studies. The goal of content-based ESL is for program participants to attain full proficiency in English in order to participate equitably in school.
2. An ESL/pull-out program model is an English acquisition program that serves identified EB students through English instruction using content-based language instruction methods provided by an appropriately certified ESL teacher under Education Code 29.061(c), in reading and language arts in a pull-out or inclusionary delivery setting. The goal of ESL pull-out is for program participants to attain full proficiency in English in order to participate equitably in school.

19 TAC 89.1210(d)

Dual Language
Immersion Program

A district may adopt a DLI program for students enrolled in elementary school grades. *Education Code 28.005(c), .0051(c)*

Implementation

Program implementation shall:

1. Begin at prekindergarten, kindergarten, or grade 1 as applicable, according to the district's earliest grade level provided;
2. Continue without interruption incrementally through the elementary grades;
3. Consider expansion to middle school and high school whenever possible; and

4. Include participation of former EB students who have reclassified as English proficient for the duration of the program.

19 TAC 89.1227(e)

Requirements

A DLI program model shall be a full-time program of academic instruction in the program's partner language and English for all program participants, emphasizing the participation of identified EB students. Access to the DLI program shall not be restricted based on race, creed, color, religious affiliation, age, or disability.

A DLI program shall meet the minimum requirements described in 19 Administrative Code 89.1227.

19 TAC 89.1227(b)

*Two-Way DLI
Program
Enrollment*

Student enrollment in a two-way DLI program model is optional for non-EB students. The program shall fully disclose candidate selection criteria and ensure that access to the program is not based on race, creed, color, religious affiliation, age, or disability. Additionally, identified and reclassified EB students and non-EB students shall not be restricted access to the two-way DLI program model based on any linguistic or academic achievement measures in the program's partner language or English.

A district implementing a two-way DLI program model shall develop a policy for enrollment and continuation for students in the program model. The policy must address:

1. Equitable access, including the program's intention to maintain a ratio of 50 percent EB students to 50 percent non-EB students and have no more than two-thirds speakers of the partner language to one-third speakers of English in each classroom;
2. Support of program benefits and goals as stated in 19 Administrative Code 89.1210 (Program Content and Design);
3. The district's commitment to providing equitable access to services for EB students and to ensuring continuity of program for all program participants;
4. The program's language allocation plan for the grade levels in which the program will be implemented; and
5. Expectations for students, families, and district and campus stakeholders.

19 TAC 89.1228(a)-(c)

A district implementing a two-way DLI program model shall obtain written parental approval as follows:

1. For EB students in accordance with 19 Administrative Code 89.1240; and
2. For non-EB students, through a district-developed process.

19 TAC 89.1228(d)

*Two-Way DLI
Program State
Assessment*

A district implementing a two-way DLI program model shall determine the appropriate assessment option for program participants as follows:

1. For EB students, the LPAC shall convene before the administration of the state criterion-referenced test each year to determine the appropriate assessment option for each EB student in accordance with 19 Administrative Code 89.1220(i) (Language Proficiency Assessment Committee).
2. For reclassified EB students and non-EB students, the appropriate assessment option for the administration of the state criterion-referenced test each year is determined by the LPAC or through a district-developed process.

19 TAC 89.1228(e)

*School District
Recognition*

A district may recognize one or more of its campuses that implement an exceptional DLI program if the campus meets all of the following criteria. The school shall:

1. Meet the minimum requirements stated in 19 Administrative Code 89.1227;
2. Receive an acceptable performance rating in the state accountability system; and
3. Not have a bilingual and/or ESL program identified in any stage of intervention under the state's accountability system.

*Student
Recognition*

An individual student participating in a DLI is eligible for local school district recognitions, including a performance acknowledgment in accordance with 19 Administrative Code 74.14. [See EIF]

19 TAC 89.1229

Facilities

Bilingual and ESL programs shall be located in public schools of the district with equitable access to all educational resources rather than in separate facilities. A district may cluster the programs at designated facilities within the district. Recent immigrant EB students shall not remain enrolled in a newcomer center for longer than two years. *Education Code 29.057; 19 TAC 89.1235*

*Cooperation Among
Districts*

A district may join with one or more other districts to provide the required bilingual education or special language programs. The avail-

ability of the programs shall be publicized throughout the districts involved.

A district may allow a nonresident EB student to enroll in or attend its bilingual education or special language programs if the student's district of residence does not provide an appropriate program. The tuition for the student shall be paid by the district in which the student resides.

Education Code 29.059; 19 TAC 89.1205(e)

Documentation

A student's permanent record shall contain the documentation items required by 19 Administrative Code 89.1220(l). Documentation in a student's permanent record shall be forwarded in the same manner as other student records to another school district in which the student enrolls. *19 TAC 89.1220(l)*

For students previously enrolled in a Texas public school, the receiving district shall secure the student records, including the original home language survey and LPAC documentation as described in 19 Administrative Code 89.1220(l), as applicable. All attempts to contact the sending district to request records shall be documented. Multiple attempts to obtain the student's original home language survey shall be made. *19 TAC 89.1215(d)*

Summer Program

If a district is required to offer a bilingual education or special language program, it shall offer a voluntary summer school program for EB children who will be eligible for admission to kindergarten or first grade at the beginning of the next school year.

A school that operates on a semester system shall offer the program during the period school is recessed for the summer and for one-half day for eight weeks or on a similar schedule approved by the board. A school that operates on any other system shall offer 120 hours of instruction on a schedule approved by the board.

The program must be an intensive bilingual education or special language program that meets the standards set by TEA, and the student/teacher ratio may not exceed 18:1. A district shall comply with the requirements of 19 Administrative Code 89.1250 in providing such a program.

Other Programs

A district may establish on a full- or part-time basis other summer school, extended day, or extended week bilingual education or special language programs for EB students and may join with other districts in establishing such programs.

The programs required or authorized by Education Code 29.060 may not be a substitute for programs required to be provided during the regular school year.

Education Code 29.060; 19 TAC 89.1250

Personnel

Teachers assigned to a bilingual education program using one of the following program models must be appropriately certified in bilingual education:

1. Transitional bilingual/early exit program model; or
2. Transitional bilingual/late exit program model.

Education Code 29.061(b)

Teachers assigned to a bilingual education program using a dual language immersion/one-way or two-way program model must be appropriately certified for:

1. Bilingual education for the component of the program provided in a language other than English; and
2. Bilingual education or English as a second language for the component of the program provided in English.

A district that provides a bilingual education program using a dual language immersion/one-way or two-way program model may assign a teacher certified for the language other than English component of the program and a different teacher certified for the English language component.

Education Code 29.061(b-1)-(b-2)

A district shall take all reasonable affirmative steps to assign appropriately certified teachers to the required bilingual and ESL programs. A district that is unable to secure a sufficient number of appropriately certified bilingual education and/or ESL teachers to provide the required programs may request activation of the appropriate permits in accordance with 19 Administrative Code Chapter 230. 19 TAC 89.1245(a); Education Code 29.061(c)

A district that is unable to provide the required bilingual and/or ESL program because of an insufficient number of appropriately certified teachers shall request from the commissioner of education an exception to the bilingual program and/or a waiver for the ESL program and the approval of temporary alternative methods. EB students with parental approval for program participation under a bilingual exception or an ESL waiver will be included in the bilingual education allotment (BEA) designated for temporary alternative methods. The approval of a bilingual exception and/or an ESL

waiver application shall be valid only during the school year for which it was granted, which includes summer school. The bilingual exception and/or ESL waiver application shall be submitted by November 1 and shall adhere to the requirements in 19 Administrative Code 89.1207. [See Exceptions and Waivers, above] 19 TAC 89.1207(a)-(d); *Education Code 29.054*

**Emergent Bilingual
Students and State
Assessments**

In kindergarten-grade 12, an EB student shall participate in the state assessment in accordance with commissioner's rules at 19 Administrative Code Chapter 101, Subchapter AA. [See EKBA]

Program Exit

A district may transfer an EB student out of a bilingual education or special language program for the first time or a subsequent time if the student is able to participate equally in a regular all-English instructional program as determined by:

1. TEA-approved tests administered at the end of each school year to determine the extent to which the student has developed oral and written language proficiency and specific language skills in English;
2. Satisfactory performance on the reading assessment instrument under Education Code 39.023(a) or an English language arts assessment instrument under Education Code 39.023(c), as applicable, with the assessment instrument administered in English, or, if the student is enrolled in the first or second grade, an achievement score at or above the 40th percentile in the reading and language arts sections of an English standardized test approved by TEA; and
3. TEA-approved criterion-referenced tests and the results of a subjective teacher evaluation.

Education Code 29.056(g)

**Post-Exit Monitoring
and Reenrollment**

The LPAC may reenroll the student in the program if later evidence suggests that a student who has been transferred out of a bilingual education or special language program has inadequate English proficiency and achievement. Classification of students for reenrollment must be based on the criteria required by Education Code 29.056. *Education Code 29.056(h)*

The LPAC shall reevaluate a student who is transferred out of a bilingual education or special language program if the student earns a failing grade in a subject in the foundation curriculum during any grading period in the first two school years after the student is transferred to determine whether the student should be reenrolled in a bilingual education or special language program.

During the first two school years after a student is transferred out of a bilingual education or special language program, the LPAC shall review the student's performance and consider:

1. The total amount of time the student was enrolled in bilingual education or special language programs;
2. The student's grades each grading period in each subject in the foundation curriculum;
3. The student's performance on state assessment instruments;
4. The number of credits the student has earned toward high school graduation, if applicable; and
5. Any disciplinary actions taken against the student under Education Code Chapter 37, Subchapter A.

After the evaluation, the LPAC may require intensive instruction for the student or reenroll the student in a bilingual education or special language program.

Education Code 29.0561

Program Evaluation

A district that is required to implement a bilingual education or ESL program shall conduct an annual evaluation in accordance with 19 Administrative Code 89.1265. The annual evaluation report shall be presented to the board before November 1 of each year. The report shall be retained at the district level and must meet the requirements of 19 Administrative Code 89.1265(b)-(c).

A district shall report to parents their child's English proficiency development as a result of participation in the program offered to EB students.

In alignment with the district improvement plan, each school year, the principal of each campus, with assistance from the campus level committee, shall develop, review, and revise the campus improvement plan for the purposes of improving student performance for EB students. [See BQB]

19 TAC 89.1265

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**Distance Learning
and Correspondence
Courses**

Credit toward state graduation requirements may be granted for distance learning and correspondence courses only as follows:

1. The institution offering the correspondence course is The University of Texas at Austin, Texas Tech University, or another public institution of higher education approved by the commissioner of education.
2. Students may earn course credit through distance learning technologies such as satellite, internet, two-way videoconferencing, online courses, the Texas Virtual School Network (TXVSN), and instructional television.
3. The distance learning and correspondence courses must include the state-required essential knowledge and skills for such a course.

19 TAC 74.23

**Texas Virtual School
Network**

The TXVSN is a state-led initiative for online learning authorized by Education Code Chapter 30A. The TXVSN is a partnership network administered by the Texas Education Agency (TEA) in coordination with regional education service centers (ESCs), Texas public school districts and charter schools, institutions of higher education, and other eligible entities.

The TXVSN is comprised of two components—the online school (OLS) program and the statewide course catalog.

19 TAC 70.1001(4)

**Online School
(OLS) Program**

“Online School (OLS) program” is a full-time, virtual instructional program that is made available through an approved course provider and is designed to serve students in grades 3-12 who are not physically present at school. *19 TAC 70.1001(7)*

A TXVSN OLS may serve students in grades 3-12 but may not serve students in kindergarten-grade 2.

A school district that operates a TXVSN OLS that serves students in full-time virtual instruction shall, prior to the start of each academic year, notify TEA of grade levels to be served and the total number of students to be served during that academic year. A school district may not add grade levels after the start of the school year.

A TXVSN OLS or a school district wishing to add additional grade levels to its online program shall certify that the OLS has courses sufficient to comprise a full instructional program for each additional grade level to be served by the OLS prior to serving that grade level.

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School districts approved to serve as TXVSN OLSs shall follow the TEA procedures related to obtaining a campus number for the virtual campus through which they serve their TXVSN OLS students.

School districts serving as TXVSN OLSs must follow all requirements in 19 Administrative Code 70.1011.

19 TAC 70.1011

Statewide Course
Catalog

“Statewide course catalog” is a supplemental online instructional program available through approved providers. *19 TAC 70.1001(10)*

Course Providers

A TXVSN course provider is an entity that provides an electronic course through the TXVSN. Course providers include TXVSN OLSs and providers in the statewide course catalog. *19 TAC 70.1001(8)*

Electronic Course

“Electronic course” means an educational course in which:

1. Instruction and content are delivered primarily over the internet;
2. A student and teacher are in different locations for a majority of the student’s instructional period;
3. Most instructional activities take place in an online environment;
4. The online instructional activities are integral to the academic program;
5. Extensive communication between a student and a teacher and among students is emphasized; and
6. A student is not required to be located on the physical premises of a school district or open-enrollment charter school.

An electronic course is the equivalent of what would typically be taught in one semester. For example: English IA is treated as a single electronic course and English IB is treated as a single electronic course.

Education Code 30A.001(4); 19 TAC 70.1001(1)

OLS Eligibility

To be eligible to serve as a TXVSN OLS, a school district shall:

1. Have a current accreditation status of Accredited under 19 Administrative Code 97.1055 (Accreditation Status);
2. Be rated acceptable under Education Code 39.054;

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3. Be rated at the Standard Achievement level or higher under the state financial accountability rating system under 19 Administrative Code 109.1001 (Financial Accountability Ratings);
4. Have met statutory requirements for timely submission of annual audit and compliance reports, Public Education Information Management System (PEIMS) reports, and timely deposits with the Teacher Retirement System, with all records and reports reflecting satisfactory performance;
5. Be in good standing with other programs, grants, and projects administered through TEA; and
6. Have been approved to operate a TXVSN OLS as of January 1, 2013.

19 TAC 70.1009(a)

*Statewide Course
Catalog Provider
Eligibility*

To be eligible to serve as a course provider in the TXVSN statewide course catalog, a district must be rated acceptable under Education Code 39.054. A Texas school district may provide an electronic course through the TXVSN to a student enrolled in that district or school, a student enrolled in another school district or school in the state, or a student who resides in Texas who is enrolled in a school other than a public school district or charter school. *19 TAC 70.1007(a)*

*General
Requirements*

TXVSN course providers shall:

1. Provide the TXVSN receiver district in which each TXVSN student is enrolled with written notice of a student's performance in the course at least once every 12 weeks;
2. Provide the TXVSN receiver district in which each TXVSN student is enrolled with written notice of a student's performance at least once every three weeks if the student's performance in the course is consistently unsatisfactory, as determined by the TXVSN course provider;
3. Notify students in writing upon enrollment to participate in the TXVSN course with specific dates and details regarding enrollment;
4. Meet all federal and state requirements for educating students with disabilities;
5. Provide a contingency plan for the continuation of instructional services to all TXVSN students allowing them to complete their TXVSN courses in the event that the contract or agreement through which the electronic courses are provided

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are terminated or the TXVSN courses become unavailable to students;

6. Ensure a maximum class size limit of 40 students in a single section of a course and ensure that the class size does not exceed the maximum allowed by law, as applicable, whichever is less; and
7. Meet all reporting requirements established by TXVSN central operations, including timely submission of student performance reports, course completion results, catalog data, data required to verify instructor qualifications, and all data necessary for the TXVSN Informed Choice Report required under 19 Administrative Code 70.1031 (Informed Choice Reports).

19 TAC 70.1007(c)

*Receiver District
Requirements*

A district is eligible to serve as a receiver district in the TXVSN statewide course catalog. Each TXVSN receiver district shall:

1. Register as a receiver district with TXVSN central operations;
2. Assign a qualified staff member to serve as the TXVSN coordinator;
3. Enroll a student who resides in Texas and who is enrolled in a school other than a public school district or charter school upon request by the student and/or parent or guardian; and
4. In accordance with 19 Administrative Code 74.26 (Award of Credit), award credit to a student enrolled in the district who has successfully completed all state and local requirements and received a grade that is the equivalent of 70 on a scale of 100, based upon the essential knowledge and skills for a high school course offered through the TXVSN statewide course catalog.

19 TAC 70.1008

Courses

All electronic courses to be made available through the TXVSN shall be reviewed and approved prior to being offered in accordance with the course requirements at 19 Administrative Code 70.1005. *19 TAC 70.1005(a)*

An electronic course or program that was offered or could have been offered during the 2008-09 school year under former Education Code 29.909, as that section existed on January 1, 2009, may be offered during a subsequent school year through the TXVSN. *Education Code 30A.006*

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Student Eligibility <i>Generally</i>	A student is eligible to enroll in a TXVSN course only if the student: 1. On September 1 of the school year is younger than 21 years of age or is younger than 26 years of age and entitled to the benefits of the Foundation School Program under Education Code 48.003; 2. Has not graduated from high school; and 3. Is otherwise eligible to enroll in a public school in this state. A student is eligible to enroll full-time in courses provided through the TXVSN only if the student: 1. Was enrolled in a public school in this state in the preceding school year; 2. Is a dependent of a member of the United States military who has been deployed or transferred to this state and was enrolled in a publicly funded school outside of this state in the preceding school year; or 3. Has been placed in substitute care in this state, regardless of whether the student was enrolled in a public school in this state in the preceding school year.
Exception for Military Dependents	A student is eligible to enroll in one or more TXVSN courses or enroll full-time in courses provided through the network if the student: 1. Is a dependent of a member of the United States military; 2. Was previously enrolled in high school in this state; and 3. No longer resides in this state as a result of a military deployment or transfer.
Provisional Enrollment	If a student has not provided required evidence of eligibility to enroll, a TXVSN OLS may enroll a student provisionally for 10 school days and withdraw the student from the OLS if the student does not provide the required evidence of eligibility within 10 school days of the provisional enrollment. Upon enrolling a student provisionally, the TXVSN OLS shall notify the student and the student's parents or guardians that the student will be withdrawn if documentation is not provided within the required timeframe. <i>Education Code 30A.002; 19 TAC 70.1013</i>
<i>Enrolled Students</i>	A student who is enrolled in the district as a full-time student may take one or more electronic courses through the TXVSN. <i>Education Code 30A.107(b)</i>

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*Unenrolled
Students*

A student who resides in this state but who is not enrolled in a school district or open-enrollment charter school in this state as a full-time student may, subject to Education Code 30A.155, enroll in electronic courses through the TXVSN. The student:

1. May not in any semester enroll in more than two electronic courses offered through the TXVSN;
2. Is not considered to be a public school student;
3. Must obtain access to a course provided through the network through the school district or open-enrollment charter school attendance zone in which the student resides;
4. Is not entitled to enroll in a course offered by a school district or open-enrollment charter school other than an electronic course provided through the network; and
5. Is not entitled to any right, privilege, activities, or services available to a student enrolled in a public school, other than the right to receive the appropriate unit of credit for completing an electronic course.

Education Code 30A.107(c)

*Enrollment,
Advancement,
and Withdrawal*

A student taking a course through the TXVSN statewide course catalog or a TXVSN OLS program is considered to:

1. Be enrolled in a TXVSN course when he or she begins receiving instruction and actively engages in instructional activities in a TXVSN subject area or course;
2. Have successfully completed a course if the student demonstrates academic proficiency and, for a high school course, earns credit for the course, as determined by the TXVSN teacher; and
3. Be, and must be reported as, withdrawn from the TXVSN when the student is no longer actively participating in the TXVSN course or program.

A student taking a course through the TXVSN statewide course catalog:

1. Shall enroll in each TXVSN course through the TXVSN online registration system;
2. Shall be assigned a grade by the TXVSN teacher after the drop period established by TXVSN central operations;
3. May withdraw from a course taken through the TXVSN after the instructional start date without academic or financial

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penalty within the drop period established by TXVSN central operations; and

4. Shall have the grade assigned by the TXVSN teacher added to the student's record by the student's home district, and for a high school course, added to the student's transcript.

A student enrolled full time in a TXVSN online program in grades 3-8 must demonstrate academic proficiency sufficient to earn promotion to the next grade, as determined by the TXVSN teacher for the educational program.

19 TAC 70.1015

*Compulsory
Attendance*

Texas public school students are not required to be in physical attendance while participating in courses through a TXVSN OLS or the TXVSN course catalog.

Based upon successful completion of a TXVSN course for students in grades 9-12 or a TXVSN OLS instructional program for students in grades 3-8, students are considered to have met attendance requirements for that course or program. A student who has successfully completed the grade level or course is eligible to receive any weighted funding for which the student is eligible.

For audit purposes, TXVSN course providers and TXVSN receiver districts shall maintain documentation to support the students' successful completion and to support verification of compulsory attendance.

"TXVSN receiver district" means a Texas public school district that has students enrolled in the school district who take one or more online courses through the TXVSN statewide course catalog.

19 TAC 70.1001(9), .1017

Local Policy

A district shall adopt a written policy that provides students enrolled in the district with the opportunity to enroll in electronic courses provided through the TXVSN statewide course catalog. The policy must be consistent with the requirements regarding notice, enrollment requests, and students with disabilities as described below.

A district shall, at least once per school year, send to a parent of each district student enrolled at the middle or high school level a copy of the policy. A district may send the policy with any other information that the district sends to a parent.

Education Code 30A.007; 19 TAC 70.1033

Notice

At the time and in the manner that a district informs students and parents about courses that are offered in the district's traditional

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classroom setting, the district shall notify parents and students of the option to enroll in an electronic course offered through the TXVSN.

*Requests to
Enroll*

Except as provided below, a district may not deny the request of a parent of a full-time student to enroll the student in an electronic course offered through the TXVSN.

A district may deny a request to enroll a student in an electronic course if:

1. A student attempts to enroll in a course load that is inconsistent with the student's high school graduation plan or requirements for college admission or earning an industry certification;
2. The student requests permission to enroll in an electronic course at a time that is not consistent with the enrollment period established by the district providing the course; or
3. The district offers a substantially similar course.

The course provider shall make all reasonable efforts to accommodate the enrollment of a student in the course under special circumstances.

If a parent of a student requests permission to enroll the student in a TXVSN course, a district has discretion to select a course provider approved by TEA for the course in which the student will enroll based on factors including the informed choice report required by Education Code 30A.108(b).

Appeals

A parent may appeal to the commissioner a district's decision to deny a request to enroll a student in an electronic course offered through the TXVSN. The commissioner's decision under this subsection is final and may not be appealed.

Education Code 26.0031; 19 TAC 70.1008, .1035

*Students with
Disabilities*

For purposes of the policy, the determination of whether or not an electronic course will meet the needs of a student with a disability shall be made by the student's admission, review, and dismissal (ARD) committee in a manner consistent with state and federal law, including the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794. *Education Code 30A.007(b)*

*Required
Enrollment
Prohibited*

A school district or open-enrollment charter school may not require a student to enroll in an electronic course. *Education Code 30A.107(d)*

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Inducements for Enrollment Prohibited	A course provider may not promise or provide equipment or any other thing of value to a student or a student's parent as an inducement for the student to enroll in an electronic course offered through the TXVSN. The commissioner shall revoke approval of electronic courses offered by a course provider that violates this prohibition. The commissioner's action under this section is final and may not be appealed. <i>Education Code 30A.1052</i>
Course Portability	A student who transfers from one educational setting to another after beginning enrollment in an electronic course is entitled to continue enrollment in the course. <i>Education Code 30A.1051; 19 TAC 70.1015(d)</i>
Student Assessment	All Texas public school students enrolled in the TXVSN are required to take the statewide assessments as required in Education Code 39.023 [see EKB]. The administration of the assessment instrument to the student enrolled in the electronic course must be supervised by a proctor. A district shall report to the commissioner through the Public Education Information Management System (PEIMS) the results of assessment instruments administered to students enrolled in an electronic course offered through the TXVSN separately from the results of assessment instruments administered to other students. All districts participating in the TXVSN OLS program are included in the state's academic accountability system. <i>Education Code 30A.110; 19 TAC 70.1023</i>
Funding	A district in which a student is enrolled is entitled to funding under Education Code Chapter 48 for the student's enrollment in a TXVSN course in the same manner that the district is entitled to funding for the student's enrollment in courses provided in a traditional classroom setting, provided that the student successfully completes the electronic course. Funding is limited to a student's enrollment in not more than three electronic courses during any school year, unless the student is enrolled in a full-time online program that was operating on January 1, 2013. <i>Education Code 30A.153</i> A district may decline to pay the cost for a student of more than three yearlong electronic courses, or the equivalent, during any school year unless the student is enrolled in a full-time online program that was operating on January 1, 2013. If the district declines to pay the cost, a student is able to enroll in additional electronic courses at the student's cost. <i>Education Code 26.0031(c-1)</i>

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Course Cost

A district may charge the course cost for enrollment in a TXVSN course to a student who resides in this state and:

1. Is enrolled in the district as a full-time student with a course load greater than that normally taken by students in the equivalent grade level in other school districts; or
2. Elects to enroll in a TXVSN course for which the district in which the student is enrolled as a full-time student declines to pay the cost as authorized by Education Code 26.0031(c-1).

A district may charge the course cost for enrollment in a TXVSN course during the summer.

A district shall charge the course cost for enrollment in a TXVSN course to a student who resides in this state and is not enrolled in a school district or open-enrollment charter school as a full-time student.

A TXVSN course cost may not exceed the lesser of the cost of providing the course or \$400.

A district may decline to pay the course costs for a student who chooses to enroll in more than three year-long electronic courses, or the equivalent, during any school year. This does not limit the ability of the student to enroll in additional electronic courses offered through the TXVSN at the student's expense.

A district that is not the course provider may charge a student enrolled in the district a nominal fee, not to exceed \$50, if the student enrolls in a TXVSN course that exceeds the course load normally taken by students in the equivalent grade level.

A course provider in the TXVSN statewide course catalog shall receive:

1. No more than 70 percent of the catalog course cost prior to a student successfully completing the course; and
2. The remaining 30 percent of the catalog course cost when the student successfully completes the course.

Education Code 30A.155(a)-(c-1); 19 TAC 70.1025

Educators of
Electronic Courses

Each instructor of an electronic course, including a dual credit course, offered through the TXVSN by a course provider must be certified under Education Code Chapter 21, Subchapter B, to teach that course and grade level or meet the credentialing requirements of the institution of higher education with which they are affiliated and that is serving as a course provider.

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In addition, each instructor must successfully complete one continuing professional development course specific to online learning every three years, and:

1. Successfully complete a professional development course or program approved by TXVSN central operations before teaching an electronic course offered through the TXVSN; or
2. Have a graduate degree in online or distance learning and have demonstrated mastery of the National Standards for Quality Online Teaching; or
3. Have two or more years of documented experience teaching online courses for students in grades 3-12 and have demonstrated mastery of the National Standards for Quality Online Teaching.

Each instructor of an electronic course, including a dual credit course, offered through the TXVSN by a course provider must meet highly qualified teacher requirements under the Elementary and Secondary Education Act, as applicable.

TXVSN course providers shall affirm the preparedness of teachers of TXVSN electronic courses to teach public school-age students in a highly interactive online classroom and shall:

1. Maintain records documenting:
 - a. Valid Texas educator certification credentials appropriate for the instructor's TXVSN assignment;
 - b. Successful initial completion of TXVSN-approved professional development, evidence of prior online teaching, or a graduate degree in online or distance learning; and
 - c. Instructors' demonstrated mastery of the National Standards for Quality Online Teaching prior to teaching through the TXVSN;
2. Conduct and maintain records for background checks;
3. Maintain records of successful completion of continuing professional development;
4. Maintain records documenting successful completion of TXVSN-approved professional development before the end of the school year for any instructor who is hired after the school year has begun; and

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5. Make the records specified in this subsection available to TEA and TXVSN central operations upon request.

19 TAC 70.1027

Revocation

The commissioner may revoke the right to participation in the TXVSN based on any of the following factors:

1. Noncompliance with relevant state or federal laws;
2. Noncompliance with requirements and assurances outlined in the contractual agreements with TXVSN central operations and/or these provisions and Education Code Chapter 30A; or
3. Consistently poor student performance rates as evidenced by results on statewide student assessments, student withdrawal rates, student completion rates, successful completion rates, or campus accountability ratings.

19 TAC 70.1029

Applicability

Unless a district chooses to participate in providing an electronic course or an electronic diagnostic assessment under Education Code Chapter 30A to a student who is located on the physical premises of a school district or open-enrollment charter school, Chapter 30A does not affect the provision of a course to such a student.

Requirements imposed by or under Education Code Chapter 30A do not apply to a virtual course provided by a district only to district students if the course is not provided as part of the TXVSN.

Education Code 30A.004

ACADEMIC ACHIEVEMENT

EI
(LOCAL)

**Certificate of
Coursework
Completion**

The District shall not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. [See EIF, FMH]

Partial Credit

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

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High School Diploma A student may graduate and receive a diploma only if the student:

1. Successfully completes the curriculum requirements identified by the State Board of Education (SBOE) [see State Graduation Requirements, below], has performed satisfactorily on applicable state assessments [see EKB], and complies with the financial aid application requirements in Education Code 28.0256 [see below]; or
2. Successfully completes an individualized education program (IEP) developed under Education Code 29.005. [See EHBAB]

Education Code 28.025(c)

Note: Education Code 28.0256 applies beginning with students enrolled at the 12th grade level during the 2021-22 school year.

FAFSA Required

Before graduating from high school, each student must complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), except as provided below.

A student is not required to comply with the above provision if:

1. The student's parent or other person standing in parental relation submits a signed form indicating that the parent or other person authorizes the student to decline to complete and submit the financial aid application;
2. The student signs and submits the form described above on the student's own behalf if the student is 18 years of age or older or the student's disabilities of minority have been removed for general purposes under Family Code Chapter 31; or
3. A school counselor authorizes the student to decline to complete and submit the financial aid application for good cause, as determined by the school counselor.

If a school counselor notifies a district whether a student has complied with this section for purposes of determining whether the student meets high school graduation requirements under Education Code 28.025, the school counselor may only indicate whether the student has complied with this section and may not indicate the manner in which the student complied, except as necessary for the district to comply with the commissioner's rules.

A school counselor may not indicate that a student has not complied with this section if the district fails to provide the required form

to the student or the student's parent or other person standing in parental relation to the student.

Education Code 28.0256; 19 TAC 74.11(b)

Opt-Out Form

The board shall adopt the standard opt-out form provided by the Texas Education Agency (TEA).

The opt-out form shall be available in English, Spanish, and any other language spoken by a majority of the students enrolled in a bilingual education or special language program in the district. A district is responsible for translations not provided by TEA.

The opt-out form must include the student's signature of intent to decline to complete a financial aid application prior to the student's anticipated graduation date.

19 TAC 74.1023(c)

Notification

A district shall provide students with the notifications regarding the financial aid application requirement, in accordance with 19 Administrative Code 74.1023(d).

*Proof of
Submission*

A district shall require one of the following methods of proof that a student has completed and submitted the FAFSA or TASFA.

For completion and submission of the FAFSA:

1. ApplyTexas Counselor Suite FAFSA data;
2. Notification from the U.S. Department of Education that demonstrates a student has completed and submitted a FAFSA; or
3. A local policy developed by a district for the method by which a student must provide proof that the student has completed a FAFSA.

A district shall develop a local policy for the method by which a student must provide proof that the student has completed a TASFA.

19 TAC 74.1023(e)

*Information
Submission and
Confidentiality*

A district shall report through the Texas Student Data System Public Education Information Management System (TSDS PEIMS) not later than December 1 of each school year for students awarded diplomas in the previous school year the number of students who completed and submitted a financial aid application and the number of students who submitted an exception.

A district shall maintain student financial aid application information securely and ensure compliance with federal law regarding the

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confidentiality of student educational information, including the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g), and any state law relating to the privacy of student information [see FL].

19 TAC 74.1023(f)-(g)

Individual
Graduation
Committee

A student may receive a diploma if the person is eligible for a diploma as determined by an individual graduation committee (IGC) established under Education Code 28.0258. *Education Code 28.025(c-6)*

A student receiving special education services is not subject to the IGC requirements in Education Code 28.0258 or 19 Administrative Code 74.1025. A student's admission, review, and dismissal (ARD) committee determines whether a student is required to achieve satisfactory performance on an end-of-course (EOC) assessment to graduate. *19 TAC 74.1025(n)* [See EHBAB]

For each 11th or 12th grade student who has failed to comply with the EOC assessment instrument performance requirements under Education Code 39.025 for not more than two courses, the district shall establish an IGC at the end of or after the student's 11th grade year to determine whether the student may qualify to graduate. A student may not qualify to graduate as a result of an IGC decision before the student's 12th grade year.

The IGC shall be composed of:

1. The principal or principal's designee;
2. For each EOC assessment instrument on which the student failed to perform satisfactorily, the teacher of the course;
3. The department chair or lead teacher supervising the teacher(s) above; and
4. As applicable:
 - a. The student's parent or person standing in parental relation to the student;
 - b. A designated advocate if the parent is unable to serve; or
 - c. The student, at the student's option, if the student is at least 18 years of age or is an emancipated minor.

The superintendent shall establish procedures for convening the committee.

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The district shall provide an appropriate translator, if available, for a parent, advocate, or student who is unable to speak English.

Education Code 28.0258(a)-(c), (c-2); 19 TAC 74.1025(b)

A district may not establish an initial IGC for eligible students after June 10 or before the start of the next school year. Once the IGC has been established, it is the original IGC for that student.

If a student leaves a district after an original IGC has been established and before that original IGC awards a high school diploma to the student, any other district that later enrolls the student shall request information from the student's original IGC of record and shall implement the original IGC recommendations to the extent possible.

*Alternate
Members*

In the event that the teacher identified in item 2 above is unavailable, the principal shall designate as an alternate member of the committee a teacher certified in the subject of the EOC assessment on which the student failed to perform satisfactorily and who is most familiar with the student's performance in that subject area.

In the event that the individual identified above in item 3 above is unavailable, the principal shall designate as an alternate member of the committee an experienced teacher certified in the subject of the EOC assessment on which the student failed to perform satisfactorily and who is familiar with the content of and instructional practices for the applicable course.

In the event that the student's parent or person standing in parental relation to the student is unavailable to participate in the IGC, the principal shall designate an advocate with knowledge of the student to serve as an alternate member of the committee.

19 TAC 74.1025(c), (e), (g)-(i)

Notice

A district shall ensure a good faith effort is made to timely notify the appropriate person described under item 4 above of the time and place for convening the IGC and the purpose of the committee. The notice must be provided in person or by regular mail or email; clear and easy to understand; and written in English, in Spanish, or, to the extent practicable, in the native language of the appropriate person. *Education Code 28.0258(d)*

*Curriculum
Requirements*

To be eligible to graduate and receive a high school diploma from the IGC, a student must successfully complete the curriculum requirements required for high school graduation. [See State Graduation Requirements, below] *Education Code 28.0258(e)*

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*Additional
Requirements to
Graduate*

A student's IGC shall recommend additional requirements by which the student may qualify to graduate, including additional remediation; and for each EOC assessment instrument on which the student failed to perform satisfactorily:

1. The completion of a project related to the subject area of the course that demonstrates proficiency in the subject area; or
2. The preparation of a portfolio of work samples in the subject area of the course, including work samples from the course that demonstrate proficiency in the subject area.

A student may submit to the IGC coursework previously completed to satisfy a recommended additional requirement.

Education Code 28.0258(f), (g)

In determining whether a student is qualified to graduate, the committee shall consider the criteria at Education Code 28.0258(h) and any other academic information designated for consideration by the board. After considering the criteria, the committee may determine that the student is qualified to graduate. A student may graduate and receive a high school diploma on the basis of the committee's decision only if the student successfully completes all additional requirements recommended by the committee, the student meets applicable curriculum requirements, and the committee's vote is unanimous. The decision of a committee is final and may not be appealed. *Education Code 28.0258(i)*

*Emergent
Bilingual
Students*

For provisions related to an IGC and emergent bilingual students, see EKBA.

Special Education

A student receiving special education services who successfully completes the requirements of his or her IEP, including performance on a state assessment required for graduation, shall receive a high school diploma. A student's ARD committee shall determine if the student will be required to meet satisfactory performance on an assessment for purposes of graduation. *19 TAC 101.3023(a)* [See Graduation of Students Receiving Special Education Services, below, and EKB]

Posthumous
Diploma

Beginning with students who would have graduated at the end of the 2019-20 school year, and on request of the student's parent, a district shall issue a high school diploma posthumously to each student who died while enrolled in the district at the end of the school year in which the student was expected to graduate under the regular schedule of school attendance. The high school diploma may not be issued before the graduation date of the class in which the student was enrolled at the time of death.

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<i>Exception</i>	A district is not required to issue a posthumous diploma if the student was convicted of a felony offense under Penal Code Title 5 or 6 or adjudicated as having engaged in conduct constituting a felony offense under Penal Code Title 5 or 6. <i>Education Code 28.0254</i>
Diplomas for Veterans	Notwithstanding any other provision of this policy, a district may issue a high school diploma to a person who is an honorably discharged member of the armed forces of the United States; was scheduled to graduate from high school after 1940 and before 1975 or after 1989; and left school after completing the sixth or a higher grade, before graduating from high school, to serve in: 1. World War II, the Korean War, the Vietnam War, the Persian Gulf War, the Iraq War, or the war in Afghanistan; or 2. Any other war formally declared by the United States, military engagement authorized by the United States Congress, military engagement authorized by a United Nations Security Council resolution and funded by the United States Congress, or conflict authorized by the president of the United States under the War Powers Resolution of 1973, 50 U.S.C. 1541, et seq. <i>Education Code 28.0251</i>
Texas First Early High School Completion Program	A district shall allow a student to graduate and receive a high school diploma under the Texas First Early High School Completion Program if, using the standards established by TEA and the Texas Higher Education Coordinating Board and eligible institutions of higher education, the student demonstrates mastery of and early readiness for college in each of the subject areas described by the standards and in a language other than English, notwithstanding any other local or state requirements. A student who earns a high school diploma through the program is considered to have earned a distinguished level of achievement.
Notice Upon Enrollment	On a student's initial enrollment in high school in a grade level below grade 12 in a district, the district shall provide to the student and the student's parent or guardian information regarding the requirements to earn a high school diploma under the Texas First Early High School Completion Program and the Texas First Scholarship Program. <i>Education Code 28.0253(e)-(g); 19 TAC 21.52(a)</i> The notice must include information about the requirement that a student must provide an official copy of their assessment results

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and transcripts, as applicable, to receive credit for the assessments and credits required to receive early graduation from the program. *19 TAC 21.54*

Personal Graduation Plan

Junior High or
Middle School PGP

A principal of a junior high or middle school shall designate a school counselor, teacher, or other appropriate individual to develop and administer a personal graduation plan (PGP) for each student enrolled in the junior high or middle school who:

1. Does not perform satisfactorily on a state assessment instrument; or
2. Is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade level 9, as determined by a district.

A PGP must:

1. Identify educational goals for the student;
2. Include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies;
3. Include an intensive instruction program described in Education Code 28.0213 [see EHBC];
4. Address participation of the student's parent or guardian, including consideration of the parent's or guardian's educational expectations for the student; and
5. Provide innovative methods to promote the student's advancement, including flexible scheduling, alternative learning environments, online instruction, and other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability.

Education Code 28.0212

*Students
Receiving
Special
Education
Services*

For a student receiving special education services, the student's ARD committee and the district are responsible for developing the student's PGP.

A student's IEP developed under Education Code 29.005 may be used as the student's PGP.

Education Code 28.0212(c); 19 TAC 89.1050(a) [See EHBAB]

High School PGP

A principal of a high school shall designate a school counselor or school administrator to review PGP options with each student entering grade 9 together with that student's parent or guardian. The

PGP options reviewed must include the distinguished level of achievement and endorsements.

Before the conclusion of the school year, the student and the student's parent or guardian must confirm and sign a PGP for the student that identifies a course of study that:

1. Promotes college and workforce readiness and career placement and advancement; and
2. Facilitates the student's transition from secondary to postsecondary education.

A district may not prevent a student and the student's parent or guardian from confirming a PGP that includes pursuit of a distinguished level of achievement or an endorsement.

A student may amend the student's PGP after the initial confirmation of the plan. If a student amends the student's PGP, the school must send written notice to the student's parents regarding the change.

TEA must make available to a district information that explains the advantages of the distinguished level of achievement described by Education Code 28.025(b-15) and each endorsement described by Education Code 28.025(c-1). A district, in turn, shall publish the information from TEA on the internet website of the district and ensure that the information is available to students in grades nine and above and the parents or legal guardians of those students in the language in which the parents or legal guardians are most proficient.

A district is required to provide this information in the language in which the parents or legal guardians are most proficient only if at least 20 students in a grade level primarily speak that language.

Education Code 28.02121

Early Graduation

A parent is entitled to request, with the expectation that the request will not be unreasonably denied, that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation. The decision of a board concerning the request is final and may not be appealed. *Education Code 26.003(a)(3)(C), (b)* [See FMH, FNG]

**State Graduation
Requirements**

Note: For current state graduation requirements, including those for students who entered grade 9 before the 2007-08 school year but that are not otherwise referenced in this policy, see Education Code 28.025 and 19 Administrative Code Chapter 74.

**Students Entering
Grade 9**

To receive a high school diploma, a student entering grade 9 in the 2014-15 school year and thereafter must complete:

1. Requirements of the foundation high school program under 19 Administrative Code 74.12 [see Foundation High School Program, below];
2. Testing requirements for graduation under 19 Administrative Code Chapter 101 [see EKB]; and
3. Demonstrated proficiency, in grade 8 or higher, as determined by the district, in delivering clear verbal messages; choosing effective nonverbal behaviors; listening for desired results; applying valid critical-thinking and problem-solving processes; and identifying, analyzing, developing, and evaluating communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional presentations.

A student shall enroll in the courses necessary to complete the curriculum requirements for the foundation high school program and the curriculum requirements for at least one endorsement.

Education Code 28.025(c); 19 TAC 74.11(a), (d)

***Foundation High
School Program***

A student must earn at least 22 credits to complete the foundation high school program and must demonstrate proficiency in the following core courses:

1. English language arts — 4 credits;
2. Mathematics — 3 credits;
3. Science — 3 credits;
4. Social Studies — 3 credits;
5. Languages other than English — 2 credits;
6. Physical Education — 1 credit;
7. Fine Arts — 1 credit; and
8. Elective courses — 5 credits.

19 TAC 74.12(a)-(b)

Endorsements

A student shall specify in writing an endorsement the student intends to earn upon entering grade 9. *19 TAC 74.13(a)*

A student may earn any of the following endorsements:

1. Science, technology, engineering, and mathematics (STEM);
2. Business and industry;
3. Public services;
4. Arts and humanities; and
5. Multidisciplinary studies.

A district must make at least one endorsement available to students. A district that offers only one endorsement curriculum must offer multidisciplinary studies.

To earn an endorsement a student must demonstrate proficiency in the curriculum requirements for the foundation high school program and, in accordance with 19 Administrative Code 74.13(e), earn:

1. A fourth credit in mathematics;
2. An additional credit in science; and
3. Two additional elective credits.

A course completed as part of the four courses needed to satisfy an endorsement requirement may also satisfy a requirement under the foundation high school program, including an elective requirement. The same course may count as part of the set of four courses for more than one endorsement.

A district shall permit a student to enroll in courses under more than one endorsement before the student's junior year and to choose, at any time, to earn an endorsement other than the endorsement the student previously indicated.

A student must earn at least 26 credits to earn an endorsement, but a student is not entitled to remain enrolled to earn more than 26 credits.

A district may define advanced courses and determine a coherent sequence of courses for an endorsement area, provided that prerequisites in 19 Administrative Code Chapters 110-117, 127, and 130 are followed.

19 TAC 74.13(a)-(d); Education Code 28.025

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For more information on endorsements, including the requirements for specific endorsements, see 19 Administrative Code 74.13(e)-(g).

Exception

A student may graduate under the foundation high school program without earning an endorsement if, after the student's sophomore year:

1. The student and the student's parent or person standing in parental relation to the student are advised by a school counselor of the specific benefits of graduating from high school with one or more endorsements; and
2. The student's parent or person standing in parental relation to the student files with a school counselor written permission, on a form adopted by TEA, allowing the student to graduate under the foundation high school program without earning an endorsement.

19 TAC 74.11(e)

*Distinguished
Level of
Achievement*

A student may earn a distinguished level of achievement by successfully completing the curriculum requirements for the foundation high school program and the curriculum requirements for at least one endorsement, including four credits in science and four credits in mathematics, including Algebra II. *19 TAC 74.11(f)*

*Algebra II
Notification*

Not later than September 1 of each school year, a district shall notify by regular mail or email the parent of or other person standing in parental relation to each student enrolled in grade 9 or above that the student is not required to complete an Algebra II course to graduate under the foundation high school program. The notification must include information regarding the potential consequences to a student of not completing an Algebra II course, including the impact on eligibility for:

1. Automatic college admission under Education Code 51.803; and
2. Certain financial aid authorized under Title 3 of the Education Code.

Education Code 28.02123

Prerequisites

A student may not be enrolled in a course that has a required prerequisite unless:

1. The student has completed the prerequisite course(s);
2. The student has demonstrated equivalent knowledge as determined by the district; or

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3. The student was already enrolled in the course in an out-of-state, an out-of-country, or a Texas nonpublic school and transferred to a Texas public school prior to successfully completing the course.

A district may award credit for a course a student completed without having met the prerequisites if the student completed the course in an out-of-state, an out-of-country, or a Texas nonpublic school where there was not a prerequisite.

19 TAC 74.11(j)-(k)

*Dual Credit
Courses*

Courses offered for dual credit at or in conjunction with an institution of higher education (IHE) that provide advanced academic instruction beyond, or in greater depth than, the essential knowledge and skills for the equivalent high school course required for graduation may satisfy graduation requirements, including requirements for required courses, advanced courses, and courses for elective credit as well as requirements for endorsements. *19 TAC 74.11(i)*

*Core Curriculum
College Courses*

A district shall permit a student to comply with the curriculum requirements under the foundation high school program by successfully completing appropriate courses in the core curriculum of an IHE. A student who has completed the core curriculum of an IHE in accordance with Education Code 61.822, as certified by the IHE in accordance with Education Code 4.28:

1. Is considered to have earned an endorsement by successfully completing the appropriate courses for that endorsement;
2. Is considered to have earned a distinguished level of achievement under the foundation high school program; and
3. Is entitled to receive a high school diploma.

19 TAC 74.11(o)

*Languages Other
Than English*

Students may earn credit for languages other than English in accordance with 19 Administrative Code 74.12(b)(5).

A student who successfully completes a dual language immersion program may satisfy one credit of the two credits required in a language other than English in accordance with 19 Administrative Code 74.12(b)(5)(F).

19 TAC 74.12(b)(5)

A student who successfully completes a course in American Sign Language while in elementary school may satisfy one credit of the two credits required in a language other than English. *19 TAC 74.12(b)(5)(G)*

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*Physical
Education*

The required credit may be selected from one full credit or a combination of two half credits from two different courses from the following courses:

1. Lifetime Fitness and Wellness Pursuits;
2. Lifetime Recreation and Outdoor Pursuits; and
3. Skill-Based Lifetime Activities.

*Other Physical
Education
Activities*

In accordance with local district policy, the required physical education credit may be earned through completion of any TEKS-based course that meets the requirement for 100 minutes of moderate to vigorous physical activity per five-day school week and that is not being used to satisfy another specific graduation requirement. [See Restrictions, below]

In accordance with local district policy, credit for any physical education course may be earned through participation in the following activities:

1. Athletics;
2. Junior Reserve Officer Training Corps (JROTC); and
3. Appropriate private or commercially sponsored physical activity programs conducted on or off campus. A district must apply to the commissioner for approval of such programs, which may be substituted for state graduation credit in physical education. Such approval may be granted under the following conditions:
 - a. Olympic-level participation and/or competition includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in the program must be certified by the superintendent to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.
 - b. Private or commercially sponsored physical activities include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of at least five hours per week must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

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In accordance with local district policy, up to one credit for any one of the required physical education courses may be earned through participation in any of the following activities:

1. Drill team;
2. Marching band; and
3. Cheerleading.

Restrictions

All substitution activities permitted by local district policy must include at least 100 minutes of moderate to vigorous physical activity per five-day school week.

No more than four substitution credits may be earned through any combination of substitutions listed above.

Credit may not be earned more than once for the Lifetime Fitness and Wellness Pursuits course or the Skill-Based Lifetime Activities course. Credit may not be earned more than twice for the Lifetime Recreation and Outdoor Pursuits course.

Student with
Disability or
Illness

A student who is unable to participate in physical activity due to disability or illness may substitute an academic elective credit in English language arts, mathematics, science, social studies, or a course that is offered for credit as provided by Education Code 28.002(g-1) for the required physical education credit. A credit allowed to be substituted may not also be used by the student to satisfy a graduation requirement other than completion of the physical education credit. The determination regarding a student's ability to participate in physical activity must be made by:

1. The student's ARD committee if the student receives special education services under Education Code Chapter 29, Subchapter A;
2. The committee established for the student under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794) if the student does not receive special education services under Education Code Chapter 29, Subchapter A but is covered by the Rehabilitation Act of 1973; or
3. A committee, established by the district, of persons with appropriate knowledge regarding the student if each of the committees described above is inapplicable. This committee must follow the same procedures required of an ARD or a Section 504 committee.

19 TAC 74.12(b)(6); Education Code 28.025(b-10)-(b-11)

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*Community-
Based Fine Arts
Programs*

In accordance with local district policy, the required fine arts credit may be earned through participation in a community-based fine arts program not provided by the school district in which the student is enrolled.

In accordance with local policy, credit may be earned through participation in the community-based fine arts program only if the program meets each of the following requirements:

1. The district must apply to the commissioner for approval of the community-based fine arts program;
2. The board must certify that the program provides instruction in the essential knowledge and skills for fine arts as defined by 19 Administrative Code Chapter 117, Subchapter C;
3. The district must document student completion of the approved activity;
4. The program must be organized and monitored by appropriately trained instructors;
5. The fine arts program may be provided on or off a school campus and outside the regular school day; and
6. Students may not be dismissed from any part of the regular school day to participate in the community-based fine arts program.

The district shall require that instructors of the community-based fine arts program provide the district, at its request, the information necessary to obtain the criminal history record information required for school personnel in accordance with 19 Administrative Code Chapter 153, Subchapter DD, if the community-based program is offered on campus.

Education Code 28.025(b-9); 19 TAC 74.12(b)(7)(B), .1030

*Performance
Acknowledgments*

In accordance with the requirements of 19 Administrative Code 74.14, a student may earn a performance acknowledgment on the student's transcript for:

1. Outstanding performance:
 - a. In a dual credit course;
 - b. In bilingualism and biliteracy;
 - c. On a College Board advanced placement test or international baccalaureate examination;

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- d. On an established, valid, reliable, and nationally norm-referenced preliminary college preparation assessment instrument used to measure a student's progress toward readiness for college and the workplace; or
 - e. On an established, valid, reliable, and nationally norm-referenced assessment instrument used by colleges and universities as part of their undergraduate admissions process; or
2. Earning a state-recognized or nationally or internationally recognized business or industry certification or license.

Education Code 28.025(c-5); 19 TAC 74.14

Students Who
Entered Grade 9
Before the 2014-15
School Year

*Minimum High
School Program*

All credit for graduation must be earned no later than grade 12. 19 TAC 74.61(b), .71(b)

A student entering grade 9 prior to the 2014-15 school year who does not choose to complete the curriculum requirements for high school graduation under the foundation high school program must enroll in the courses necessary to complete the curriculum requirements for the Recommended High School Program or the Advanced/Distinguished Achievement High School Program, unless the student, the student's parent or other person standing in parental relation to the student, and a school counselor or school administrator agree in writing signed by each party that the student should be permitted to take courses under the Minimum High School Program, and the student:

1. Is at least 16 years of age;
2. Has completed two credits required for graduation in each subject of the foundation curriculum under Education Code 28.002(a)(1); or
3. Has failed to be promoted to the 10th grade one or more times as determined by the school district.

Students with
Disabilities

If an ARD committee makes decisions that place a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum High School Program.

Applicability

A student who was permitted to take courses under the Minimum High School Program prior to the 2009-10 school year may remain in the Minimum High School Program.

19 TAC 74.61(c), (d), .71(c), (d)

Requirements

A student must earn at least 22 credits to complete the Minimum High School Program.

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A student who entered grade 9 in the 2012-13 or 2013-14 school year must demonstrate proficiency in the program requirements listed at 19 Administrative Code 74.72.

A student who enters grade 9 before the 2012-13 school year must meet the applicable program requirements in 19 Administrative Code Chapter 74, Subchapters D-F.

Education Code 28.025; 19 TAC 74.62, .72

*Recommended
High School
Program*

A student who entered grade 9 in the 2012-13 or 2013-14 school year must earn at least 26 credits to complete the Recommended High School Program. A student must demonstrate proficiency in the program requirements listed at 19 Administrative Code 74.73. *Education Code 28.025; 19 TAC 74.63, .73*

*Advanced /
Distinguished
Achievement
High School
Program*

A student who entered grade 9 in the 2012-13 or 2013-14 school year must earn at least 26 credits to complete the Advanced/Distinguished Achievement High School Program. A student must demonstrate proficiency in the program requirements listed at 19 Administrative Code 74.74. *Education Code 28.025; 19 TAC 74.64, .74*

Substitutions

No substitutions are allowed for high school graduation requirements in the Recommended and Advanced/Distinguished Achievement High School Programs, except as provided by State Board rule. *19 TAC 74.63(d), .64(e), .73(d), .74(e)*

AP or IB Courses

College Board advanced placement and international baccalaureate courses may be substituted for required courses in appropriate areas. These courses may be used as electives in all three high school graduation programs. *19 TAC 74.61(k), .71(i)*

Reading

A district may offer a maximum of 3 credits of reading for state graduation elective credit for identified students if the district:

1. Adopts policies to identify students in need of additional reading instruction;
2. Has procedures that include assessment of individual student needs and ongoing evaluation of each student's progress; and
3. Monitors instructional activities to ensure that student needs are addressed.

Reading credits may be selected from Reading I, II, or III.

19 TAC 74.61(h), .71(f)

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College Courses

A student may comply with the curriculum requirements under the Minimum, Recommended, or Advanced/Distinguished Achievement High School Program for each subject of the foundation curriculum and for languages other than English by successfully completing appropriate courses in the core curriculum of an IHE. 19 TAC 74.61(l), .71(j)

*Physical
Education
Substitutions*

In accordance with local district policy, credit for any physical education course may be earned through participation in the following activities:

Other Physical
Activity

1. Athletics;
2. JROTC; and
3. Appropriate private or commercially sponsored physical activity programs conducted on or off campus. A district must apply to the commissioner for approval of such programs, which may be substituted for state graduation credit in physical education. Such approval may be granted under the following conditions:
 - a. Olympic-level participation and/or competition includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in the program must be certified by the superintendent to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.
 - b. Private or commercially sponsored physical activities include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of at least five hours per week must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

In accordance with local district policy, up to one credit for any one of the physical education courses listed in 19 Administrative Code Chapter 74 [see EHAC] may be earned through participation in any of the following activities:

1. Drill team;
2. Marching band; and
3. Cheerleading.

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Restrictions	All substitution activities must include at least 100 minutes per five-day school week of moderate to vigorous physical activity. No more than four substitution credits may be earned through any combination of substitutions listed above.
<i>Student with Disability or Illness</i>	A student who is unable to participate in physical activity due to disability or illness may substitute an academic elective credit in English language arts, mathematics, science, or social studies for the required physical education credit. A credit allowed to be substituted may not also be used by the student to satisfy a graduation requirement other than completion of the physical education credit. The determination regarding a student's ability to participate in physical activity must be made by: 1. The student's ARD committee if the student receives special education services under Education Code Chapter 29, Subchapter A; 2. The committee established for the student under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794) if the student does not receive special education services under Education Code Chapter 29, Subchapter A but is covered by the Rehabilitation Act of 1973; or 3. A committee, established by the district, of persons with appropriate knowledge regarding the student if each of the committees described above is inapplicable. This committee must follow the same procedures required of an ARD or a Section 504 committee.
<i>Student with Physical Limitations</i>	If a student entering grade 9 during the 2007-08 school year or thereafter is unable to comply with all of the requirements for a physical education course due to a physical limitation certified by a licensed medical practitioner, a modification to a physical education course does not prohibit the student from earning a Recommended or Advanced/Distinguished High School Program diploma. A student with a physical limitation must still demonstrate proficiency in the relevant knowledge and skills in a physical education course that do not require physical activity. <i>Education Code 28.025(b-10)-(b-11); 19 TAC 74.62(b)(7), .63(b)(7), .64(b)(7), .72(b)(6), .73(b)(6), .74(b)(6)</i>
Transfers from Out-of-State or Nonpublic Schools	Out-of-state or out-of-country transfer students (including foreign exchange students) and transfer students from Texas nonpublic schools are eligible to receive Texas diplomas but shall complete all applicable high school graduation requirements. Any course credits required for graduation that are not completed before enrollment may be satisfied through credit by examination, correspon-

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	dence courses, distance learning, or completing the course, according to the provisions of 19 Administrative Code 74.26. <i>19 TAC 74.11(g)</i> [See EHDB, EHDC, EHDE, and EI]
Graduation of Students Receiving Special Education Services	Modified curriculum and modified content refer to any reduction of the amount or complexity of the required knowledge and skills in 19 Administrative Code Chapters 110-117, 126-128, and 130. Substitutions that are specifically authorized in statute or rule must not be considered modified curriculum or modified content. <i>19 TAC 89.1070(k)</i>
Modified Curriculum and Content	
Employability and Self-Help Skills	Employability and self-help skills are those skills directly related to the preparation of students for employment, including general skills necessary to obtain or retain employment. <i>19 TAC 89.1070(i)</i>
Summary of Academic Achievement and Evaluation	A summary of academic achievement and functional performance must be provided prior to exit from public school for students who meet one of the following conditions: 1. A student who has met requirements for graduation specified in 19 Administrative Code 89.1070(b)(1) or who has exceeded the maximum age eligibility as described by 19 Administrative Code 89.1035; or 2. A student who has met requirements for graduation specified in 19 Administrative Code 89.1070(b)(2) or (b)(3)(A), (B), or (C). A student meeting this condition is entitled to an evaluation as described by 34 C.F.R. 300.305(e)(1). The summary of performance must include recommendations on how to assist the student in meeting the student's postsecondary goals, as required by 34 C.F.R. 300.305(e)(3). This summary must also consider, as appropriate, the views of the parent and student and written recommendations from adult service agencies on how to assist the student in meeting postsecondary goals. Students who meet graduation requirements under 19 Administrative Code 89.1070(b)(2) or (b)(3)(A), (B), or (C) and who will continue enrollment in public school to receive special education services aligned to their transition plan will be provided the summary of performance upon exit from the public school system. These students are entitled to participate in commencement ceremonies and receive a certificate of attendance after completing four years of high school. <i>19 TAC 89.1070 (f)-(h)</i>
<i>Graduation Criteria</i>	A student who receives special education services may graduate and be awarded a diploma if the student meets one of the following conditions:

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1. The student has demonstrated mastery of the required state standards (or district standards if greater) in 19 Administrative Code Chapters 110-117, 126-128, and 130; satisfactorily completed credit requirements for graduation under the foundation high school program applicable to students in general education; and demonstrated satisfactory performance as established in Education Code Chapters 28 and 39, on the required EOC assessment instruments, which could include meeting the requirements of 19 Administrative Code 89.1070(d).
2. The student has demonstrated mastery of the required state standards (or district standards if greater) in 19 Administrative Code Chapters 110-117, 126-128, and 130; the student has satisfactorily completed credit requirements for graduation under the foundation high school program specified in 19 Administrative Code 74.12 applicable to students in general education; and the student's ARD committee has determined that satisfactory performance, beyond what would otherwise be required in 19 Administrative Code 89.1070(b)(1) and (d), on the required EOC assessment instruments is not required for graduation.
3. The student has satisfactorily completed credit requirements for graduation under the foundation high school program, one or more of which contain modified curriculum that is aligned to the standards applicable to students in general education; demonstrated mastery of the required state standards (or district standards if greater) in 19 Administrative Code Chapters 110-117, 126-128, and 130 in accordance with modified content and curriculum expectations established in the student's IEP; and demonstrated satisfactory performance on the required EOC assessment instruments, unless the student's ARD committee has determined that satisfactory performance on the required EOC assessment instruments is not required for graduation. The student must also successfully complete the student's IEP and meet one of the following conditions:
 - a. Consistent with the IEP, the student has obtained full-time employment, based on the student's abilities and local employment opportunities, in addition to mastering sufficient self-help skills to enable the student to maintain the employment without direct and ongoing educational support of the local school district;
 - b. Consistent with the IEP, the student has demonstrated mastery of specific employability skills and self-help

skills that do not require direct ongoing educational support of the local school district; or

- c. The student has access to services or other supports that are not within the legal responsibility of public education, including employment or postsecondary education established through transition planning.

When a student receives a diploma under item 2 or 3(a), (b), or (c), above, the ARD committee must determine needed educational services upon the request of the student or parent to resume services, as long as the student meets the age eligibility requirements.

19 TAC 89.1070(b), (j)

Endorsements

A student who is enrolled in a special education program may earn an endorsement on the student's transcript by:

1. Successfully completing, with or without modification of the curriculum:
 - a. The curriculum requirements identified by the SBOE for the foundation high school program; and
 - b. The additional endorsement curriculum requirements prescribed by the SBOE; and
2. Successfully completing all curriculum requirements for that endorsement adopted by the SBOE:
 - a. Without modification of the curriculum; or
 - b. With modification of the curriculum, provided that the curriculum, as modified, is sufficiently rigorous as determined by the student's ARD committee.

The ARD committee of a student in a special education program shall determine whether the student is required to achieve satisfactory performance on an end-of-course assessment instrument to earn an endorsement on the student's transcript.

Education Code 28.025(c-7)-(c-8), 19 TAC 89.1070(c)

**Graduation of
Military Dependents**

Course Waiver

District officials shall waive specific courses required for graduation if similar coursework has been satisfactorily completed by a military student in another district or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the district shall provide an alternative means of acquiring required coursework so that graduation may occur on time.

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Transfers During
Senior Year

Should a military student transferring at the beginning or during the student's senior year be ineligible to graduate from the district after all alternatives have been considered, the sending and receiving districts shall ensure the receipt of a diploma from the sending district, if the student meets the graduation requirements of the sending district. In the event that one of the states in question is not a member of this compact, the member state shall use best efforts to facilitate the on-time graduation of the student.

Substitute Passing
Standard

The commissioner shall adopt a passing standard on one or more national norm-referenced achievement tests for purposes of permitting a qualified military dependent to meet that standard as a substitute for completing a specific course otherwise required for graduation. The passing standard is available only for a student who enrolls in a public school in this state for the first time after completing the ninth grade or who reenrolls in a public school in this state at or above the 10th-grade level after an absence of at least two years from the public schools of this state. Each passing standard in effect when a student first enrolls in a Texas public high school remains applicable to the student for the duration of the student's high school enrollment, regardless of any subsequent revision of the standard.

Education Code 162.002 art. VII, A, C [See FDD]

**Graduation of
Student Who Is
Homeless or in
Conservatorship of
DFPS**

If an 11th or 12th grade student who is homeless or in the conservatorship of the Department of Family and Protective Services transfers to a different school district and the student is ineligible to graduate from the district to which the student transfers, the district from which the student transferred shall award a diploma at the student's request, if the student meets the graduation requirements of the district from which the student transferred. *Education Code 28.025(i)*

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**Agreement Between
Districts**

The boards of two or more adjoining school districts or the boards of county school trustees of two or more adjoining counties may, by agreement and in accordance with Education Code 25.032-.034, arrange for the transfer and assignment of any student from the jurisdiction of one board to that of another. In the case of the transfer and assignment of a student under this provision, the participating governing boards shall also agree to the transfer of school funds or other payments proportionate to the transfer of attendance. *Education Code 25.035*

**Initiated by Student
or Parent**

Any student, other than a high school graduate, who is under 21 years of age and eligible for enrollment on September 1, may transfer to another Texas district, provided that both the receiving district and the applicant's parent, guardian, or person having lawful control agree in writing to the transfer.

**Discipline and
Threat Assessment
Records**

In the case of a transfer under this provision, a child's district of residence shall provide the receiving district with the child's disciplinary record and any threat assessment involving the child's behavior conducted under Education Code 37.115 [see FFB].

Effective August 1, 2025, a district shall utilize Sentinel to securely transfer any threat assessment conducted on a student to a receiving district when a student transfers to a new district [see CKA]. All threat assessments for a student are subject to the transfer requirement. Any threat assessments conducted prior to August 1, 2025, that are associated with a student transfer shall be uploaded into Sentinel in a manner determined by the Texas Education Agency (TEA).

Education Code 25.036; 19 TAC 103.1213(e)(1)(B) [See FD for placement of transfer students.]

**Transfer to a District
Offering In-Person
Instruction**

If a district provides notice to the parent or person standing in parental relation to a student enrolled in the district of the district's intent to offer only virtual instruction for more than one grading period during a school year, the student may transfer for that school year to another district that offers in-person instruction during that school year and accepts the student's transfer.

"Virtual instruction" means instructional activities delivered to students primarily over the internet.

A student who transfers to another school district under this section may not be charged tuition. The student is included in the average daily attendance of the district in which the student attends school.

Education Code 25.045

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Basis for Transfer	A board or its designee must make transfer decisions on an individual basis and may not consider as a factor in arriving at any decision regarding assignments any matter relating to the national origin of the student or the student's ancestral language. <i>Education Code 25.032</i> [See FDAA]
Transportation	A board may establish and operate an economical public school transportation system outside the district if students enrolled in the district reside outside the district and the district meets the requirements of Education Code 34.007(a)(3) [see CNA]. <i>Education Code 34.007(a)</i>
Funding for Transfers	Upon the filing and certification of any transfer, the state per capita apportionment shall transfer with the student. For purposes of computing state allotments to districts eligible under the Foundation School Program, the student's attendance prior to the date of transfer shall be counted by the sending district and the student's attendance after transfer shall be counted by the receiving district. <i>Education Code 25.037</i>
Credits and Records	Credits earned in local credit courses may be transferred at the enrolling district's discretion. Transfer students shall not be prohibited from attending school pending receipt of transcripts or academic records from the district the student previously attended. <i>19 TAC 74.26(a)(1)</i>
Nonpublic Schools	Records and transcripts of students from Texas nonpublic schools or from out of state or out of the country (including foreign exchange students) shall be evaluated, and students shall be placed promptly in appropriate classes. A district may use a wide variety of methods to verify the content of courses for which a transfer student has earned credit. <i>19 TAC 74.26(a)(2)</i>
Tuition Fee for Transfer Students	A receiving district may charge a tuition fee to the extent that the district's actual expenditure per student in average daily attendance exceeds the sum of state available school fund apportionment benefits transferred under Education Code 25.037. However, unless a tuition fee is prescribed and set out in a transfer agreement prior to its execution by the parties, no increase in tuition charge shall be made for the year of that transfer that exceeds the tuition charge, if any, of the preceding school year. <i>Education Code 25.038</i>
Transfer by Servicemember Request	On request of a servicemember who is a parent of or person standing in parental relation to a student, the board or the board's designee shall transfer the student to another district campus or to another school district under an agreement under Education Code 25.035 [see Agreement Between Districts, above].

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“Servicemember” means an active duty member of the armed forces of the United States, a reserve component of the armed forces of the United States, or the Texas National Guard.

A transfer under this provision must be to the campus or district, as applicable, selected by the servicemember making the request.

A district is not required to provide transportation to a student who transfers to another campus or district under this provision.

Education Code 25.0344

**Transfer by Peace
Officer Request**

On request of a peace officer who is a parent of or person standing in parental relation to a student, the board or the board’s designee shall transfer the student to another district campus or to another district under an agreement under Education Code 25.035.

“Peace officer” has the meaning assigned by Occupations Code 1701.001.

A transfer under this provision must be to the campus or school district, as applicable, selected by the peace officer making the request.

A district is not required to provide transportation to a student who transfers to another campus or district under this provision.

Education Code 25.0344

**Transfers to
Adjoining States**

Note: The following provision applies to a district located on the border of an adjoining state.

Any student who would be entitled to attend the public school of any district situated on the border of Louisiana, Arkansas, Oklahoma, or New Mexico and who may find it more convenient to attend the public school in a district in one of those contiguous states, may have the state and county per capita apportionment of the available school funds paid to the school district of the contiguous state and may have additional tuition, if necessary, paid by the district of residence on such terms as may be agreed upon by the trustees of the receiving district and the trustees of the residence district. *Education Code 25.040*

**Contracts for
Education Outside
Districts**

Note: The following section applies only to districts that do not offer all grades, kindergarten-grade 12.

A district that does not offer each grade, kindergarten-grade 12, may provide by contract for students residing in the district who are at grade levels not offered by the district to be educated at those

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grade levels in one or more other districts. In each contract, the districts also shall agree to the transfer of school funds or other payments proportionate to the transfer of attendance.

Tuition

The district in which the students reside shall pay tuition to any district with which it has a contract under this section for each of its students attending school in that district at a grade level for which the district has contracted. The amount of the tuition paid may not exceed the greater of the amount provided for by Education Code 25.038 [see above], or an amount specified by commissioner rule [see below].

A district is not required to pay tuition to any district with which it has not contracted for the attendance by any of its students at a grade level for which it has contracted under this provision with another district.

A contract under this provision may not be for a period exceeding five years.

Education Code 25.039

Definitions

“Home district” means a district of residence of a transferring student.

“Receiving district” means a district to which a student is transferring for the purpose of obtaining an education.

“Tuition” means an amount charged to the home district by the receiving district to educate the transfer student.

*Tuition Allotment
of the Home
District*

For the purposes of calculating the tuition allotment of the home district as authorized by Education Code 48.154, the amount of tuition that may be attributed to a home district for a transfer student in payment for that student’s education may not exceed an amount per enrollee calculated for each receiving district. The calculated limit applies only to tuition paid to a receiving district for the education of a student at a grade level not offered in the home district. Tuition may be set at a rate higher than the calculated limit if both districts enter a written agreement, but the calculated tuition limit will be used in the calculation of the tuition allotment for the home district. The calculation will use the most currently available data in an ongoing school year to determine the limit that applies to the subsequent school year. For purposes of this provision, the number of students enrolled in a district will be appropriately adjusted to account for students ineligible for the Foundation School Program funding and those eligible for half-day attendance.

*Calculated
Tuition Limit*

The calculated tuition limit is the sum of the excess maintenance and operations (M&O) revenue per enrollee and the excess debt

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revenue per enrollee, as calculated in 19 Administrative Code 61.1012(b)(2)-(3).

*Notification and
Appeal Process*

In the spring of each school year, the commissioner will provide each district with its calculated tuition limit and a worksheet with a description of the derivation process. A district may appeal to the commissioner if it can provide evidence that the use of projected student counts from the LPE in making the calculation is so inaccurate as to result in an inappropriately low authorized tuition charge and undue financial hardship. A district that used significant nontax sources to make any of its debt service payments during the base year for the computation may appeal to the commissioner to use projections of its tax collections for the year for which the tuition limit will apply. The commissioner's decision regarding an appeal is final.

19 TAC 61.1012

Safe Schools Data

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

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

**School Safety
Transfers**

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

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

**From a Persistently
Dangerous School**

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

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

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

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

For a Victim of a
Violent Criminal
Offense

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

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

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

**Additional Transfer
Options**

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

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

Choice of School
Plan

Transfers shall be made only in compliance with the District's choice of school plan. [See FC(LOCAL)] Transfers may affect a student's school placement in a succeeding school year.

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ATTENDANCE FOR CREDIT

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(LOCAL)

**Absences
Considered**

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

**Attendance
Committees**

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

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

The District shall have at least one attendance committee appointed per campus. The principal shall appoint the members in accordance with legal requirements.

When a hearing is required after the end of the second semester, the principal may appoint other District professional personnel to the attendance committee because of contractual limits on the number of days school counselors and teachers are employed.

**Parental Notice of
Excessive Absences**

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

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

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

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

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

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

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ATTENDANCE FOR CREDIT

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

Personal Illness

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

Best Interest Standard

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

Guidelines on Extenuating Circumstances

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

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

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

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

Imposing Conditions for Awarding Credit or a Final Grade

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

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

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

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ATTENDANCE FOR CREDIT

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

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

Appeal Process

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

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WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

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Consent to Medical Treatment

The school in which a minor student is enrolled may consent to medical, dental, psychological, and surgical treatment of that student, provided all of the following conditions are met:

1. The person having the power to consent as otherwise provided by law cannot be contacted.
2. Actual notice to the contrary has not been given by that person.
3. Written authorization to consent has been received from that person.

Family Code 32.001(a)(4)

Form of Consent

Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment. The consent must contain:

1. The name of the student.
2. The name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed.
3. The name of the person giving consent and the person's relation to the student.
4. A statement of the nature of the medical treatment to be given.
5. The date on which the treatment is to begin.

Family Code 32.002

Minor's Consent to Treatment

A minor may consent to medical, dental, psychological, and surgical treatment furnished by a licensed physician or dentist if the minor:

1. Is 16 years of age and residing separate and apart from the minor's parents, managing conservator, or guardian, with or without the consent of the parents, conservator, or guardian and regardless of the duration of the residence, and is managing his or her own financial affairs, regardless of the source of the income;
2. Consents to the diagnosis and treatment of any infectious, contagious, or communicable disease required to be reported to the Texas Department of State Health Services (DSHS), including all reportable diseases under Health and Safety Code 81.041;

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3. Is unmarried and pregnant, and consents to hospital, medical, or surgical treatment, other than abortion, related to her pregnancy; or
4. Consents to examination and treatment for drug or chemical addiction, drug or chemical dependency, or any other condition directly related to drug or chemical use.

Family Code 32.003; Planned Parenthood of Cent. Mo. v. Danforth, 428 U.S. 52 (1976); Bellotti v. Baird, 443 U.S. 622 (1979)

**Telehealth in
Medicaid Covered
Services**

Telemedicine medical services and telehealth services authorized as Texas Medicaid covered services must meet the conditions specified in 1 Administrative Code 354.1432(5). 1 TAC 354.1432(5)

**Administering
Medication**

Upon adoption of policies concerning the administration of medication to students by district employees, the district, its board, and its employees are immune as described below, provided:

1. The district has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
2. When administering prescription medication, the medication is administered either:
 - a. From a container that appears to be the original container and to be properly labeled; or
 - b. From a properly labeled unit dosage container filled by a registered nurse or another qualified district employee, as determined by district policy, from a container that appears to be the original container and to be properly labeled.

**By Volunteer
Professionals**

If a district provides liability insurance for a licensed physician or registered nurse who provides volunteer services to the district, a board may allow the physician or nurse to administer to any student nonprescription medication or medication currently prescribed for the student by the student's personal physician.

**Immunity from Civil
Liability**

A district, a board, and its employees shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student in accordance with this policy.

Education Code 22.052(a)-(b)

[See DG regarding protection of nurses for refusal to perform acts.]

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**Self-Administration
of Asthma or
Anaphylaxis
Medicine**

A student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:

1. The medicine has been prescribed for that student as indicated by the prescription label on the medicine;
2. The student has demonstrated to the student's physician or other licensed health-care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;
3. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health-care provider; and
4. A parent of the student provides to the school:
 - a. Written authorization, signed by the parent, for the student to self-administer the prescription medicine while on school property or at a school-related event or activity; and
 - b. A written statement, signed by the student's physician or other licensed health-care provider, that states:
 - (1) That the student has asthma or anaphylaxis and is capable of self-administering the medicine;
 - (2) The name and purpose of the medicine;
 - (3) The prescribed dosage for the medicine;
 - (4) The times at which or circumstances under which the medicine may be administered; and
 - (5) The period for which the medicine is prescribed.

The physician's statement must be kept on file in the school nurse's office, or, if there is no school nurse, in the office of the principal of the school the student attends.

[See FFAC for care of students with diagnosed food allergies at risk for anaphylaxis.]

**No Waiver of
Immunity**

The provisions above neither waive any liability or immunity nor create any liability for or a cause of action against a district, a board, or its employees.

Education Code 38.015

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Sunscreen Products	A student may possess and use a topical sunscreen product while on school property or at a school-related event or activity to avoid overexposure to the sun and not for the medical treatment of an injury or illness if the product is approved by the federal Food and Drug Administration for over-the-counter use. This provision does not waive any immunity from liability of a district, its board, or its employees; or create any liability for or a cause of action against a district, its board, or its employees. <i>Education Code 38.021</i>
Dietary Supplements	A district employee commits a Class C misdemeanor offense if the employee: 1. Knowingly sells, markets, or distributes a dietary supplement that contains performance enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's school district duties; or 2. Knowingly endorses or suggests the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance enhancing compounds by a primary or secondary education student with whom the employee has contact as part of the employee's school district duties. <i>Education Code 38.011(a), (c)</i>
Prescription Medication and Special Education Students	An employee of a district is prohibited from requiring a child to obtain a prescription for a substance covered under the federal Controlled Substances Act (21 U.S.C. 801 et seq.) as a condition of attending school, receiving an evaluation for special education, or receiving special education and related services. An employee is not prohibited from consulting or sharing classroom-based observations with parents regarding a student's academic and functional performance, behavior in the classroom or school, or the need for evaluation for special education or related services. <i>20 U.S.C. 1412(a)(25)</i> [See FFEB for information regarding psychotropic drugs and psychiatric evaluations]
Low-THC Cannabis	A district may not enact, adopt, or enforce a rule, ordinance, order, resolution, or other regulation that prohibits the cultivation, production, dispensing, or possession of low-THC cannabis, as authorized by the Texas Compassionate-Use Act. <i>Health and Safety Code 487.201</i>

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**Dextromethorphan
(Certain Cold
Medication)**

A district may not adopt or enforce an ordinance, order, rule, regulation, or policy that governs the sale, distribution, or possession of dextromethorphan. *Health and Safety Code 488.005*

**Maintenance and
Administration of
Opioid Antagonists**

Each district shall adopt and implement a policy regarding the maintenance, administration, and disposal of opioid antagonists at each campus in the district that serves students in grades 6 through 12 and may adopt and implement such a policy at each campus in the district, including campuses serving students in a grade level below grade 6.

The policy adopted must:

1. Provide that school personnel and school volunteers who are authorized and trained may administer an opioid antagonist to a person who is reasonably believed to be experiencing an opioid-related drug overdose;
2. Require that each school campus subject to a policy adopted under this provision have one or more school personnel members or school volunteers authorized and trained to administer an opioid antagonist present during regular school hours;
3. Establish the number of opioid antagonists that must be available at each campus at any given time; and
4. Require that the supply of opioid antagonists at each school campus subject to a policy adopted under this provision must be stored in a secure location and be easily accessible to school personnel and school volunteers authorized and trained to administer an opioid antagonist.

Education Code 38.222(a), (c); 25 TAC 40.84(b)-(c); 19 TAC 103.1103

Definitions

“Authorized health-care provider” means a physician, as defined in Education Code 38.201, or person who has been delegated prescriptive authority by a physician under Occupations Code Chapter 157.

“Campus” means a unit of a district that has an assigned administrator, has enrolled students who are counted for average daily attendance, has assigned instructional staff, provides instructional services to students, has one or more grades in the range from early childhood education through grade 12 or is ungraded, and complies with relevant Texas laws.

“Opioid antagonist” as defined in Health and Safety Code 483.101, means any drug that binds to opioid receptors and blocks or otherwise inhibits the effects of opioids acting on those receptors.

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“Opioid-related drug overdose” as defined in Health and Safety Code 483.101, means a condition, evidenced by symptoms of extreme physical illness, decreased level of consciousness, constriction of the pupils, respiratory depression, or coma, that a layperson would reasonably believe to be the result of the consumption or use of an opioid.

25 TAC 40.82(2)-(3), (5)-(6)

Maintenance

Once a district adopts an opioid antagonist medication policy, a campus implementing an opioid policy must stock opioid antagonist medication.

Prescription

A campus must obtain a prescription from a physician or a person who has been delegated prescriptive authority to stock, possess, and maintain the established number of doses of opioid antagonists as determined by a district, on each campus as described in Education Code 38.225 (Prescription of Opioid Antagonists).

The campus must renew this prescription or obtain a new prescription annually.

The number of additional doses may be determined by an individual campus review led by a physician or a person who has been delegated prescriptive authority.

25 TAC 40.85(a)-(b)

Standing Order

A physician or person who has been delegated prescriptive authority under Occupations Code Chapter 157 may prescribe opioid antagonists in the name of a school district. *Education Code 38.225(a); 25 TAC 40.85(c)*

Storage of
Medication

The unassigned opioid antagonist medication must be stored in a secure location and be easily accessible, in accordance with the manufacturer's guidelines and local policy of the district.

Disposal

Used, unassigned opioid antagonists are considered infectious waste and must be disposed of according to the school's blood-borne pathogen control policy.

Expired, unassigned opioid antagonists must be disposed of in accordance with the Federal Drug Administration's disposal of unused medications guidelines and local policy of the district.

25 TAC 40.85(d)-(f)

Reporting
Requirement

The campus must submit the report no later than the 10th business day after the date a school personnel member or school volunteer administers an opioid antagonist in accordance with the unassigned opioid antagonist medication policy.

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The report shall be submitted to the following individuals and entities:

1. The district;
2. The physician or other person who prescribed the opioid antagonist; and
3. The commissioner of DSHS.

Notifications to the commissioner of DSHS must be submitted on the designated electronic form available on DSHS School Health Program website found at dshs.texas.gov.

25 TAC 40.87(b)-(c)

The school shall report the following information:

1. The age of the person who received the administration of the opioid antagonist;
2. Whether the person who received the administration of the opioid antagonist was a student, a school personnel member or school volunteer, or a visitor;
3. The physical location where the opioid antagonist was administered;
4. The number of doses of opioid antagonist administered;
5. The title of the person who administered the opioid antagonist; and
6. Any other information required by the commissioner of education.

Education Code 38.223(b)

Records Retention

Records relating to implementing and administering the district unassigned opioid antagonist medication policy must be retained per the campus record retention schedule. *25 TAC 40.87(a)*

Training

A district that adopts an opioid antagonist policy is responsible for training school personnel and school volunteers in the administration of an opioid antagonist. *Education Code 38.224(a)*

Training must include information on:

1. Recognizing the signs and symptoms of an opioid-related drug overdose;
2. Responding to an opioid-related drug overdose and administering an opioid antagonist;

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3. Implementing emergency procedures, after administering an opioid antagonist;
4. Understanding the medical purpose and misuse of opioids; and
5. Properly disposing of used or expired opioid antagonists.

Training must:

1. Be provided annually in a formal training session or through online education, including practicing the administration of an opioid antagonist with an opioid antagonist trainer device; and
2. Be provided in accordance with the policy adopted under Education Code 21.4515.

Each campus must maintain training records and must make available upon request a list of school personnel and school volunteers who are trained and authorized to administer the unassigned opioid antagonist medication on the campus.

25 TAC 40.86(b)-(c)

Gifts, Grants, and
Donations

A district may accept gifts, grants, donations, and federal and local funds to implement these provisions. *Education Code 38.226*

Immunity

A person who in good faith takes, or fails to take, any action under Education Code Chapter 38, Subchapter E-1 is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act as described by Education Code 38.227. *Education Code 38.227*

**Maintenance and
Administration of
Epinephrine Auto-
Injectors**

Note: The following provisions apply only to a district that adopts an unassigned epinephrine auto-injector policy.

A district may adopt and implement a policy regarding the maintenance, administration, and disposal of epinephrine auto-injectors at each campus in the district.

If a policy is adopted, the policy:

1. Must provide that school personnel and school volunteers who are authorized and trained may administer an epinephrine auto-injector to a person who is reasonably believed to be experiencing anaphylaxis on a school campus; and
2. May provide that school personnel and school volunteers who are authorized and trained may administer an epinephrine auto-injector to a person who is reasonably believed to be ex-

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periencing anaphylaxis at an off-campus school event or while in transit to or from a school event.

A district that adopts a policy must require that each campus have one or more school personnel members or school volunteers authorized and trained to administer an epinephrine auto-injector present during all hours the campus is open. The supply of epinephrine auto-injectors at each campus must be stored in a secure location and be easily accessible to school personnel and school volunteers authorized and trained to administer an epinephrine auto-injector.

Education Code 38.208

A district that chooses to adopt and implement a written unassigned epinephrine auto-injector policy under Education Code Chapter 38, Subchapter E is not required to create an additional policy for care of certain students at risk for anaphylaxis under Education Code 38.0151 [see FFAF]. 25 TAC 40.62(c)

A district may develop, as part of the policy, provisions for additional doses to be stocked and utilized at off-campus school events, or in transit to or from school events. 25 TAC 40.65(a)(2)

Definitions

*All Hours the
Campus Is Open*

“All hours the campus is open” is defined as, at a minimum, during regular on-campus school hours, and when school personnel are physically on site for school-sponsored activities.

Campus

A “campus” is defined as a unit of a school district that has an assigned administrator, has enrolled students who are counted for average daily attendance, has assigned instructional staff, provides instructional services to students, has one or more grades in the range from early childhood education through grade 12 or is ungraded, and complies with relevant Texas laws.

*Unassigned
Epinephrine
Auto-Injector*

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, issued by a physician or person who has been delegated prescriptive authority under Occupations Code Chapter 157.

25 TAC 40.63(1), (4), (11)

Prompt Notification

Local emergency medical services must be promptly notified by the school when an individual is suspected of experiencing anaphylaxis and when an epinephrine auto-injector is administered. If the trained school personnel or school volunteer is the only individual available to notify emergency medical services, the trained individ-

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ual should administer the unassigned epinephrine auto-injector before notifying emergency medical services.

The parent, legal guardian, or emergency contact must be promptly notified by the school when an unassigned epinephrine auto-injector is utilized on their child as soon as is feasible during the emergency response to suspected anaphylaxis.

25 TAC 40.65(e)-(f)

Records

School records of the administration of the unassigned epinephrine auto-injector and suspected anaphylaxis must be provided to the parent or guardian of the recipient upon request.

Records relating to implementation and administration of the school's unassigned epinephrine auto-injector policy shall be retained per the record retention schedule for records of public school districts found in 13 Administrative Code 7.125 [see CPC].

25 TAC 40.65(f)-(g)

Reports

Not later than the 10th business day after the date a school personnel member or school volunteer administers an epinephrine auto-injector in accordance with district policy, the school shall send a report to the school district; the physician who prescribed the epinephrine auto-injector; and the commissioner of state health services.

The report must include the following information:

1. The age of the person who received the administration of the epinephrine auto-injector;
2. Whether the person who received the administration of the epinephrine auto-injector was a student, a school personnel member or school volunteer, or a visitor;
3. The physical location where the epinephrine auto-injector was administered;
4. The number of doses of epinephrine auto-injector administered;
5. The title of the person who administered the epinephrine auto-injector; and
6. Any other information required by the commissioner of education.

Education Code 38.209

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Notifications to the commissioner of DSHS shall be submitted on the designated electronic form available on the DSHS School Health Program website. *25 TAC 40.68(b)*

Assignment of
Trained Individuals

At each campus in which a school adopts an unassigned epinephrine auto-injector policy, the principal may assign school personnel or school volunteers to be trained to administer unassigned epinephrine auto-injectors or seek school personnel or school volunteers who volunteer to be trained to administer unassigned epinephrine auto-injectors.

In order to increase the number of trained individuals in the administration of unassigned epinephrine auto-injectors, schools may distribute to school personnel or school volunteers in the district, at least once per school year, a notice that includes a description of the request seeking volunteers to be trained to administer an epinephrine auto-injector to a person believed to be experiencing anaphylaxis and a description of the training that the school personnel or school volunteers will receive in the administration of epinephrine with an auto-injector.

25 TAC 40.66(a)-(b)

Signed Statement

Trained school personnel or school volunteers who administer the unassigned epinephrine auto-injector must submit a signed statement indicating that they agree to perform the service of administering an unassigned epinephrine auto-injector to a student or individual that may be experiencing anaphylaxis. *25 TAC 40.66(c)*

Training

A district that adopts an unassigned epinephrine auto-injector written policy is responsible for training school personnel and school volunteers in the administration of an unassigned epinephrine auto-injector.

Training must include information on:

1. Recognizing the signs and symptoms of anaphylaxis;
2. Administering an epinephrine auto-injector;
3. Implementing emergency procedures, if necessary, after administering an epinephrine auto-injector; and
4. Properly disposing of used or expired epinephrine auto-injectors.

Training must be provided in accordance with the district professional development policy [see DMA].

Education Code 38.210(a), (b)

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Each assigned school personnel or school volunteer shall receive initial training and an annual refresher training.

Training:

1. Shall be consistent with the most recent Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs published by the federal Centers for Disease Control and Prevention;
2. May be provided in a formal face-to-face training session or through an online education course;
3. Must include information on properly inspecting unassigned epinephrine auto-injectors for usage and expiration; and
4. Must include information about promptly notifying local emergency medical services.

25 TAC 40.67(1)-(2), (5)

The initial training must include hands-on training with an epinephrine auto-injector trainer. The annual refresher training must include a hands-on demonstration of administration skills.

Each school campus shall maintain training records and make available upon request a list of those school personnel or school volunteers trained and authorized to administer the unassigned epinephrine auto-injector on the campus.

25 TAC 40.67(3)-(4), (6)

Standing Orders

A physician or person who has been delegated prescriptive authority under Occupations Code Chapter 157 may prescribe epinephrine auto-injectors in the name of a district in accordance with law. *Education Code 38.211(a)*

A district shall obtain a prescription from an authorized health-care provider each year, to stock, possess, and maintain at least one unassigned adult epinephrine auto-injector pack (two doses) on each school campus.

A school may choose to stock unassigned pediatric epinephrine auto-injector packs, based on the need of the school's population.

25 TAC 40.65(a)-(a)(1)

Epinephrine
Coordinator

The superintendent will designate appropriate school personnel to coordinate and manage policy implementation, including training of school personnel, and the acquisition or purchase, usage, expiration, and disposal of unassigned epinephrine auto-injectors. Throughout the school calendar year, the designated school per-

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	sonnel must coordinate with each campus to ensure that the unassigned epinephrine auto-injectors are checked monthly for expiration and usage and the findings are documented. <i>25 TAC 40.65(b)</i>
Notice to Parents	If a district implements a policy for the maintenance, administration, and disposal of epinephrine auto-injectors, the district shall provide written notice of the policy to a parent or guardian of each student enrolled in the district. Notice must be provided before the policy is implemented by the district and before the start of each school year. <i>Education Code 38.212</i> A district shall provide electronic or written notice to the parent or guardian of each student. If a district changes or discontinues the policy under this subchapter, written or electronic notice detailing the change or discontinuation must be provided to the parent or guardian of each student within 15 calendar days. <i>25 TAC 40.69</i>
Storage	Unassigned epinephrine auto-injectors shall be stored in a secure, easily accessible area for an emergency, in accordance with manufacturer's guidelines. It is recommended that the school administrator develop a map to be placed in high traffic areas that indicates the location of the unassigned epinephrine auto-injectors on each school campus. It is recommended that the map also indicates the locations of the automated external defibrillator (AED). <i>25 TAC 40.65(h)</i>
Replacement	The district shall develop a plan to replace, as soon as reasonably possible, any unassigned epinephrine auto-injector that is used or close to expiration. <i>25 TAC 40.65(i)</i>
Disposal	Used unassigned epinephrine auto-injectors shall be considered infectious waste and shall be disposed of according to the school's bloodborne pathogen control policy. Expired unassigned epinephrine auto-injectors shall be disposed of according to the school's medication disposal policy. <i>25 TAC 40.65(j)-(k)</i> [See DBB]
Gifts, Grants, and Donations	A district may accept gifts, grants, donations, and federal and local funds to implement its policy. <i>Education Code 38.213</i>

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**Maintenance and
Administration of
Medication for
Respiratory Distress**

Note: The following provisions apply only to a district that adopts a policy on medication for respiratory distress.

A district may adopt and implement a policy regarding the maintenance, administration, and disposal of unassigned medication for respiratory distress at each campus in the district. *Education Code 38.208(a-1); 25 TAC 40.44(a)*

If a policy is adopted, the policy must provide that school personnel and school volunteers who are authorized and trained may administer medication for respiratory distress to a person reasonably believed to be experiencing respiratory distress on a school campus, or at a school-sponsored or school-related activity on or off school property. *Education Code 38.208(b-1); 25 TAC 40.44(a)(1)(C)*

In developing the policy, a district may consider performing a review to include:

1. Consultation with school nurses, the local school health advisory committee, local health-care providers, or any department or organization involved with student well-being;
2. Campus geography; and
3. Student population size.

19 TAC 40.44(b)

An adopted unassigned medication for respiratory distress policy must be publicly available. *25 TAC 40.44(d)*

Definitions

“School personnel” means an employee of a district. The term includes a member of the board.

“School volunteer” means a person providing services for or on behalf of a district, on the premises of the district or at a school-sponsored or school-related activity on or off school property, who does not receive compensation in excess of reimbursement for expenses.

“Unassigned medication for respiratory distress” means albuterol, levalbuterol, or another medication based on the best available medical evidence for the treatment of respiratory distress that is:

1. Delivered by metered-dose inhaler (MDI) with a spacer (valved holding chamber) or by a nebulizer as a rescue medication;
2. Prescribed by an authorized health-care provider in the name of the district;

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3. Issued with a non-patient-specific standing delegation order for the administration of a medication for respiratory distress; and
4. Issued by an authorized health-care provider.

Education Code 38.201(3-a), (6), 22.053(b); 25 TAC 40.42(8), (10), (12)

Each Campus
During Regular
School Hours

Each district that adopts a policy must require that each campus have one or more school personnel or school volunteers authorized and trained to administer unassigned medication for respiratory distress present during regular school hours, which means at least 30 minutes before the first bell to 30 minutes after the last bell of the school day. *Education Code 38.208(d-1); 25 TAC 40.42(5), 40.44(a)(1)(C)*

A “campus” is defined as a geographic unit of a district that:

1. Has an assigned administrator;
2. Has enrolled students who are counted for average daily attendance;
3. Has assigned instructional staff;
4. Provides instructional services to students;
5. Has one or more grades in the range from early childhood education through grade 12 or is ungraded; and
6. Is subject to Texas laws.

25 TAC 40.42(2)

Medication
Inventory

Subject to the availability of funding, a district that adopts a policy must allow for treatment of multiple students and secure or obtain at least:

1. One MDI with appropriate spacers (valved holding chambers) to accommodate the developmental needs of the student population; or
2. At least five vials of nebulizer solution with appropriate nebulizer-required equipment to accommodate the developmental needs of the student population.

25 TAC 40.44(a)(2)

In addition to the minimum number of doses described above, the number of additional doses may be determined by an individual campus review led by an authorized health-care provider. *25 TAC 40.45(b)(2)*

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Designated
Campus
Administrator

A district that adopts a policy must include in the policy the designated campus administrator to coordinate and manage policy implementation for each campus, which includes:

1. Conducting a review at the campus to determine the need for additional doses;
2. Training school personnel and school volunteers;
3. Acquiring or purchasing, maintaining, storing, and using unassigned medication for respiratory distress, subject to available campus funding; and
4. Disposing of expired unassigned medication for respiratory distress.

25 TAC 40.44(c)(1)

Notification
Procedures

Each district that adopts a policy must include in the policy the procedures for notifying a parent, prescribing authorized health-care provider, and the student's primary health-care provider when unassigned medication for respiratory distress is administered. *25 TAC 40.44(c)(4)*

Referral Required

If unassigned medication for respiratory distress is administered to a student whose parent or guardian has not provided notification to the school that the student has been diagnosed with asthma, the school must refer the student to the student's primary care provider on the day the medication for respiratory distress is administered and inform the student's parent or guardian regarding the referral. The referral must include:

1. The symptoms of respiratory distress observed;
2. The name and dosage of the unassigned medication for respiratory distress administered to the student;
3. Any patient care instructions given to the student; and
4. Information about the purpose and use of an asthma action plan and medical authorization for schools, including a blank copy of the plan and authorization the provider completes and returns to the school.

If a student who has received medication for respiratory distress does not have a primary care provider or the parent or guardian of the student has not engaged a primary care provider for the student, the student's parent or guardian must receive information to assist the parent or guardian in selecting a primary care provider for the student.

Education Code 38.208(b-2)-(b-3); 25 TAC 40.44(c)(6)-(7)

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Storage	The supply of medication for respiratory distress at each campus must be stored in accordance with the manufacturer's guidelines and local policy of the district in a secure location and be easily accessible to authorized school personnel and school volunteers. <i>Education Code 38.208(e-1); 25 TAC 40.45(d)</i> The location of the unassigned medication for respiratory distress must be specified in the policy. <i>25 TAC 40.44(c)(3)</i>
Disposal	The policy must include a plan to check inventory of unassigned medication for respiratory distress for expiration at least twice during the school year, to replace, as soon as reasonably possible, and to document the findings. <i>25 TAC 40.44(c)(5)</i> Expired unassigned medication for respiratory distress and other used or expired supplies must be disposed of in accordance with the manufacturer's guidelines and local policy of the district. <i>25 TAC 40.45(e)</i>
Records Retention	Records relating to implementing and administering the district's unassigned medication for respiratory distress policy must be retained per the campus record retention schedule. <i>25 TAC 40.47(a)</i>
Training	Each district that adopts a policy for the administration of medication for respiratory distress is responsible for training school personnel and school volunteers in the administration of medication for respiratory distress. Each authorized school personnel or school volunteer must receive initial training and an annual refresher training. The training must: 1. Include information on recognizing the signs and symptoms of respiratory distress; 2. Include information on administering medication for respiratory distress; 3. Include information on implementing emergency procedures, if necessary, after administering medication for respiratory distress; 4. Include information on proper sanitization, reuse, and disposal of medication for respiratory distress; 5. Cover the authorized health-care provider's standing order; 6. Include processes to follow-up with the prescribing authorized health-care provider and the student's primary health-care provider; 7. Provide information on the report required after administering unassigned medication [see below];

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8. Include information on the district's adopted unassigned medication for respiratory distress policy;
9. Incorporate hands-on training with unassigned medication for respiratory distress; and
10. Inform school personnel or school volunteers of the purpose and use of asthma action plans.

Education Code 38.210(a-1); 25 TAC 40.46(a)

Training must be provided in a formal training session or through online education and must be provided in accordance with the district professional development policy [see DMA]. *Education Code 38.210(b)*

The policy must include a list of trained and authorized school personnel and school volunteers available to administer unassigned medication for respiratory distress. *25 TAC 40.44(c)(2)*

Each campus must maintain training records and must make available upon request a list of school personnel and school volunteers trained and authorized to administer unassigned medication for respiratory distress at the campus or at a school-sponsored event. *25 TAC 40.46(b)*

Reporting
Requirement

Not later than the 10th business day after the date a school personnel member or school volunteer administers medication for respiratory distress to a person experiencing respiratory distress, the school shall report the following information to the district, the physician or other person who prescribed the medication for respiratory distress, and the commissioner of state health services:

1. The age of the person who received the administration of the medication for respiratory distress;
2. Whether the person who received the administration of the medication for respiratory distress was a student, a school personnel member or school volunteer, or a visitor;
3. The dosage of the medication for respiratory distress administered;
4. The title of the person who administered the medication for respiratory distress; and
5. Any other information required by the commissioner.

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Notifications to the commissioner of state health services must be submitted on the designated electronic form available on the DSHS School Health Program website found at dshs.texas.gov.

Education Code 38.2091; 25 TAC 40.47

**No Negative Fiscal
Impact**

The policy may not require a district to purchase prescription medication for respiratory distress or require any other expenditure related to the maintenance or administration of medication for respiratory distress that would result in a negative fiscal impact on the district or school. *Education Code 38.208(f)*

Standing Order

A physician or person who has been delegated prescriptive authority under Occupations Code Chapter 157 may prescribe medication for respiratory distress in the name of a school district. *Education Code 38.211(a)*

Each district campus in a district that adopts a policy for the administration of medication for respiratory distress must obtain a prescription from an authorized health-care provider to stock, possess, and maintain unassigned medication for respiratory distress at each campus and any equipment necessary to administer the medication. The campus must renew this prescription or obtain a new prescription annually. *25 TAC 40.45(b)*

Notice to Parents

If a district implements a policy for the maintenance, administration, and disposal of medication for respiratory distress, the district shall provide written or electronic notice of the policy to a parent or guardian of each student enrolled in the district. Notice must be provided before the policy is implemented by the district and before the start of each school year. *Education Code 38.212; 25 TAC 40.48(a)*

If a district changes or discontinues the unassigned medication for respiratory distress policy, the campus must provide written or electronic notice detailing the change or discontinuation of the policy to a parent or guardian of each student within 15 calendar days after the change or discontinuation. *25 TAC 40.48(b)*

**Refusal to
Administer**

A school personnel member or school volunteer may not be subject to any penalty or disciplinary action for refusing to administer or receive training to administer epinephrine auto-injectors or medication for respiratory distress, as applicable, in accordance with a policy for the maintenance and administration of epinephrine auto-injectors or a policy for medication for respiratory distress. *Education Code 38.208(d-2)*

**Immunity from
Liability**

A person who in good faith takes, or fails to take, any action related to Education Code Chapter 38, Subchapter E, related to the maintenance and administration of epinephrine auto-injectors and medi-

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cation for respiratory distress, is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act as described by Education Code 38.215 and 25 Administrative Code 40.49. *Education Code 38.215; 25 TAC 40.71*

Threat Assessment

Definitions

“Harmful, threatening, or violent behavior” includes behaviors, such as verbal threats, threats of self harm, bullying, cyberbullying, fighting, the use or possession of a weapon, sexual assault, sexual harassment, dating violence, stalking, or assault, by a student that could result in:

1. Specific interventions, including mental health or behavioral supports;
2. In-school suspension;
3. Out-of-school suspension; or
4. The student’s expulsion or removal to a disciplinary alternative education program (DAEP) or a juvenile justice alternative education program (JJAEP).

“Team” means a threat assessment and safe and supportive school team established by the board under Education Code 37.115.

Education Code 37.115(a)

Threat Assessment
and Safe and
Supportive Schools
Team

The board shall establish a threat assessment and safe and supportive school team to serve at each campus of the district and shall adopt policies and procedures for the teams.

The team is responsible for developing and implementing the safe and supportive school program in compliance with Texas Education Agency (TEA) rules at the district campus served by the team.

The policies and procedures adopted under Education Code 37.115 must:

1. Be consistent with the model policies and procedures developed by the Texas School Safety Center (TxSSC) [see Education Code 37.220];
2. Require each team to complete training provided by the TxSSC or a regional education service center (ESC) regarding evidence-based threat assessment programs;
3. Require each team established under this section to report the required information regarding the team’s activities to TEA [see Reporting to TEA, below];
4. Require each district campus to establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate school employee; and

5. Provide for:
 - a. A district employee who reports a potential threat to a team to elect for the employee's identity to be confidential and not subject to disclosure Government Code Chapter 552 (Public Information Act), except as necessary for the team, the district, or law enforcement to investigate the potential threat; and
 - b. The district to maintain a record of the identity of a district employee who elects for the employee's identity to be confidential.

Membership The superintendent shall ensure, to the greatest extent practicable, that the members appointed to each team have expertise in counseling, behavior management, mental health and substance use, classroom instruction, special education, school administration, school safety and security, emergency management, and law enforcement. A team may serve more than one campus of a district, provided that each district campus is assigned a team.

Oversight
Committee The superintendent may establish a committee, or assign to an existing committee established by the district, the duty to oversee the operations of teams established for the district. A committee with oversight responsibility must include members with expertise in human resources, education, special education, counseling, behavior management, school administration, mental health and substance use, school safety and security, emergency management, and law enforcement.

Team Duties Each team shall:

1. Conduct a threat assessment that includes assessing and reporting individuals who make threats of violence or exhibit harmful, threatening, or violent behavior in accordance with district policies and procedures; and gathering and analyzing data to determine the level of risk and appropriate intervention, including:
 - a. Referring a student for mental health assessment; and
 - b. Implementing an escalation procedure, if appropriate, based on the team's assessment, in accordance with district policy;
2. Provide guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual; and

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3. Support the district in implementing the district's multihazard emergency operations plan [see CKC].

Use of Sentinel
Assessment
Instrument, Manual,
and Field Guide

Effective August 1, 2025, when conducting a threat assessment, members of a threat assessment team shall utilize the threat assessment instrument, manual, and field guide in Sentinel [see CKA], which are consistent with the model policies published by the TxSSC. *19 TAC 103.1213(e)(1)(A)*

Parental
Participation

Before a team may conduct a threat assessment of a student, the team must notify the parent of or person standing in parental relation to the student regarding the assessment. In conducting the assessment, the team shall provide an opportunity for the parent or person to participate in the assessment, either in person or remotely, and to submit to the team information regarding the student.

After completing a threat assessment of a student, the team shall provide to the parent of or person standing in parental relation to the student the team's findings and conclusions regarding the student.

*Consent for
Mental Health-
Care Service*

A team may not provide a mental health-care service to a student who is under 18 years of age unless the team obtains written consent from the parent of or the person standing in parental relation to the student before providing the mental health-care service. The consent must be submitted on a form developed by the district that complies with all applicable state and federal law. The student's parent or person standing in parental relation to the student may give consent for a student to receive ongoing services or may limit consent to one or more services provided on a single occasion.

Education Code 37.115(c)-(g)

Determination of
Risk

On determination that a student or other individual poses a serious risk of violence to self or others, a team shall immediately report the team's determination to the superintendent. If the individual is a student, the superintendent shall immediately attempt to inform the parent or person standing in parental relation to the student. These requirements do not prevent an employee of the school from acting immediately to prevent an imminent threat or respond to an emergency.

A team identifying a student at risk of suicide shall act in accordance with the district's suicide prevention program. If the student at risk of suicide also makes a threat of violence to others, the team shall conduct a threat assessment in addition to actions taken in accordance with the district's suicide prevention program.

A team identifying a student using or possessing tobacco, drugs, or alcohol shall act in accordance with district policies and procedures related to substance use prevention and intervention.

Education Code 37.115(h)-(j)

Recordkeeping

Materials and information provided to or produced by a team during a threat assessment of a student under this provision must be maintained in the student's school record until the student's 24th birthday. *Education Code 37.115(j-1)*

[For information regarding the transfer of threat assessment records between school districts, see FD and FDA.]

Reporting to TEA

A team must report to TEA in accordance with TEA-developed guidelines the following information regarding the team's activities and other information for each campus the team serves:

1. The occupation of each person appointed to the team;
2. The number of threats and description of the type of threats reported to the team;
3. The outcome of each assessment made by the team, including:
 - a. Any disciplinary action taken, including a change in school placement;
 - b. Any action taken by law enforcement; or
 - c. A referral to or change in counseling, mental health, special education, or other services;
4. The total number, disaggregated by student gender, race, and status as receiving special education services, being at risk of dropping out of school, being in foster care, experiencing homelessness, being a dependent of military personnel, being pregnant or a parent, having limited English proficiency, or being a migratory child, of, in connection with an assessment or reported threat by the team:
 - a. Citations issued for Class C misdemeanor offenses;
 - b. Arrests;
 - c. Incidents of uses of restraint;
 - d. Changes in school placement, including placement in a JJAEP or DAEP;
 - e. Referrals to or changes in counseling, mental health, special education, or other services;

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- f. Placements in in-school suspension or out-of-school suspension and incidents of expulsion;
 - g. Unexcused absences of 15 or more days during the school year; and
 - h. Referrals to juvenile court for truancy; and
5. The number and percentage of school personnel trained in:
- a. A best-practices program or research-based practice under Education Code 38.351 [see FFEB], including the number and percentage of school personnel trained in suicide prevention or grief and trauma-informed practices;
 - b. Mental health or psychological first aid for schools;
 - c. Training relating to the safe and supportive school program; or
 - d. Any other program relating to safety identified by the commissioner.

Education Code 37.115(k)

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**Removal Under
Student Code of
Conduct**

The Student Code of Conduct must specify conditions that authorize or require a principal or other appropriate administrator to transfer a student to a disciplinary alternative education program (DAEP). *Education Code 37.001(a)(2)*

**Mandatory
Placement in DAEP**

A student shall be removed from class and placed in a DAEP if the student engages in conduct described in Education Code 37.006 that requires placement, subject to the requirements of Education Code 37.009(a) [see Process for Removal and Mitigating Factors, below]. *Education Code 37.006*

[For additional factors that must be considered in each decision concerning suspension, removal to a DAEP, expulsion, or placement in a juvenile justice alternative education program (JJAEP), see FO and the Student Code of Conduct.]

**School-Related
Misconduct**

A student shall be removed from class and placed in a DAEP if the student engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Penal Code 42.06, or terroristic threat under Penal Code 22.07.

A student shall also be removed from class and placed in a DAEP if the student commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct punishable as a felony.
2. Engages in conduct that contains the elements of assault, under Penal Code 22.01(a)(1).
3. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - a. A controlled substance, as defined by the Texas Controlled Substances Act, Health and Safety Code Chapter 481, or by 21 U.S.C. 801, et seq., excluding marijuana, as defined by Health and Safety Code 481.002, or tetrahydrocannabinol, as defined by Department of Public Safety rule;
 - b. A dangerous drug, as defined by the Texas Dangerous Drug Act, Health and Safety Code Chapter 483.
4. Possesses, uses, or is under the influence of, or sells, gives, or delivers to another person marijuana or tetrahydrocannabinol, as defined above;

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5. Possesses, uses, sells, gives, or delivers to another person an e-cigarette, as defined by Health and Safety Code 161.081 [see FNCD];
6. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Alcoholic Beverage Code 1.04, or commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.
7. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under Health and Safety Code 485.031 through 485.034.
8. Engages in conduct that contains the elements of the offense of public lewdness under Penal Code 21.07.
9. Engages in conduct that contains the elements of the offense of indecent exposure under Penal Code 21.08.
10. Engages in conduct that contains the elements of the offense of harassment under Penal Code 42.07(a)(1), (2), (3), or (7) against an employee of the district.

Education Code 37.006(a)

Exception

Removal to a DAEP for school-related misconduct is not required if the student is expelled for the same conduct. *Education Code 37.006(m)*

Retaliation

Except where a student engages in retaliatory acts against a district employee for which expulsion is mandatory [see FOD], a student shall be removed from class and placed in a DAEP if the student engages in conduct on or off school property containing the elements of retaliation under Penal Code 36.06, against any school employee. *Education Code 37.006(b)*

Conduct Unrelated
to School

In addition to the circumstances listed above, a student shall be removed from class and placed in a DAEP based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student receives deferred prosecution under Family Code 53.03 for conduct defined as a felony offense in Penal Code Title 5 or the felony offense of aggravated robbery under Penal Code 29.03;
2. A court or jury finds that the student has engaged in delinquent conduct under Family Code 54.03 for conduct defined as a felony offense in Penal Code Title 5 or the felony offense of aggravated robbery under Penal Code 29.03; or

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3. The superintendent or designee has a reasonable belief that the student has engaged in conduct defined as a felony offense in Penal Code Title 5 or the felony offense of aggravated robbery under Penal Code 29.03.

Education Code 37.006(c)

*Reasonable
Belief*

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense, a superintendent or a superintendent's designee may consider all available information and must consider the information furnished under Code of Criminal Procedure Article 15.27 other than information requested under Code of Criminal Procedure Article 15.27(k-1). *Education Code 37.006(e); Code of Criminal Procedure 15.27(a)* [See GRAA]

Title 5 Felonies

The following are felony offenses listed in Penal Code, Title 5, Offenses Against the Person.

1. Murder. *Penal Code 19.02*
2. Capital Murder. *Penal Code 19.03*
3. Manslaughter. *Penal Code 19.04*
4. Criminally Negligent Homicide. *Penal Code 19.05*
5. Unlawful Restraint, if:
 - a. The person restrained was younger than 17 years of age; or
 - b. The actor recklessly exposes the victim to a substantial risk of serious bodily injury; restrains an individual the actor knows is a public servant while the public servant is lawfully discharging an official duty or in retaliation or on account of an exercise of official power or performance of an official duty; or while in custody restrains any other person. *Penal Code 20.02*
6. Kidnapping. *Penal Code 20.03*
7. Aggravated Kidnapping. *Penal Code 20.04*
8. Smuggling of Persons. *Penal Code 20.05*
9. Continuous Smuggling of Persons. *Penal Code 20.06*
10. Trafficking of Persons. *Penal Code 20A.02*
11. Continuous Trafficking of Persons. *Penal Code 20A.03*

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12. Continuous Sexual Abuse of Young Child or Disabled Individual. *Penal Code 21.02*
13. Bestiality. *Penal Code 21.09*
14. Indecency with a Child. *Penal Code 21.11*
15. Improper Relationship between Educator and Student. *Penal Code 21.12*
16. Invasive Visual Recording. *Penal Code 21.15*
17. Unlawful Disclosure or Promotion of Intimate Visual Material. *Penal Code 21.16*
18. Voyeurism, if the victim was younger than 14 years of age at the time of the offense. *Penal Code 21.17*
19. Sexual Coercion. *Penal Code 21.18*
20. Assault, if the offense is punishable as a felony. *Penal Code 22.01*
21. Sexual Assault. *Penal Code 22.011*
22. Aggravated Assault. *Penal Code 22.02*
23. Aggravated Sexual Assault. *Penal Code 22.021*
24. Injury to a Child, Elderly Individual, or Disabled Individual. *Penal Code 22.04*
25. Abandoning or Endangering a Child, Elderly Individual, or Disabled Individual. *Penal Code 22.041*
26. Deadly Conduct, if the person knowingly discharges a firearm at or in the direction of one or more individuals, or at or in the direction of a habitation, building, or vehicle and is reckless as to whether the habitation, building, or vehicle is occupied. *Penal Code 22.05*
27. Terroristic Threat, if the actor threatens to commit any offense involving violence to any person or property with intent to:
 - a. Place any person in fear of imminent serious bodily injury if the actor knows the person is a peace officer or judge;
 - b. Prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public

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place if the prevention or interruption causes pecuniary loss of \$1,500 or more to the owner;

- c. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- d. Place the public or a substantial group of the public in fear of serious bodily injury; or
- e. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision. *Penal Code 22.07*

28. Aiding Suicide, if the conduct causes suicide or attempted suicide that results in serious bodily injury. *Penal Code 22.08*

29. Tampering with Consumer Product. *Penal Code 22.09*

30. Harassment by Persons in Certain Facilities or of Public Servant. *Penal Code 22.11*

**Sexual Assault of
Another Student**

A student shall be removed from class and placed in a DAEP or juvenile justice alternative education program (JJAEP) if:

- 1. The student was convicted of, received adjudication for, or was placed on probation for sexual assault of another student who was a young child or disabled individual while the students were assigned to the same campus, regardless of whether the assault occurred on or off school property;
- 2. The parent of the victim of the assault has requested that the student be transferred to a campus other than that to which the victim is assigned; and
- 3. There is only one campus in a district serving the grade level in which the student is enrolled.

Education Code 25.0341, 37.0051(a) [See FDE at Sexual Assault Transfer—Transfer of Assailant]

A limitation imposed by Education Code Chapter 37 on the length of placement in a DAEP or a JJAEP does not apply to a placement under this provision. *Education Code 37.0051(b)*

**Permissive Removal
Non-Title 5 Felony**

A student may be removed from class and placed in a DAEP based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

- 1. The superintendent or designee has a reasonable belief [see Reasonable Belief, above] that the student has engaged in

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conduct defined as a felony offense other than aggravated robbery under Penal Code 29.03, or those offenses listed in Penal Code Title 5 [see above at Title 5 Felonies]; and

2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

Education Code 37.006(d)-(e)

Bullying

A student may be removed from class and placed in a DAEP if the student:

1. Engages in bullying that encourages a student to commit or attempt to commit suicide;
2. Incites violence against a student through group bullying; or
3. Releases or threatens to release intimate visual material of a minor or student who is 18 years of age or older without the student's consent.

Nothing in this provision exempts a school from reporting a finding of intimate visual material of a minor.

Definitions

Bullying

"Bullying" has the meaning assigned by Education Code 37.0832. [See FFI]

**Intimate Visual
Material**

"Intimate visual material" has the meaning assigned by Civil Practice and Remedies Code 98B.001.

Education Code 37.0052

**One Year After
Conduct**

A principal or other appropriate administrator may, but is not required to, remove a student to a DAEP for off-campus conduct, for which removal would otherwise be required, if the principal or other appropriate administrator did not have knowledge of the conduct before the first anniversary of the date the conduct occurred. *Education Code 37.006(n)*

**Certain
Organization and
Gang Membership
and Solicitation**

A board or an educator shall recommend placing in DAEP any student who commits the misdemeanor offenses described in Education Code 37.121(a) and (c), regarding membership in or solicitation to join a public school fraternity, sorority, secret society, or gang [see FNCC]. *Education Code 37.121(b)*

Older Students

A person who is 21 years of age or older and is admitted by a district for the purpose of completing the requirements for a diploma is not eligible for placement in a DAEP if the person engages in conduct that would require or authorize such placement for a student under the age of 21. If the student engages in such conduct, the

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	district shall revoke the student's admission. <i>Education Code 25.001(b-1)</i>
Placement of Younger Students	A student who is younger than 10 shall be removed from class and placed in a DAEP if the student engages in conduct for which expulsion would be required by Section 37.007. <i>Education Code 37.006(f), .007(e)</i> [See FOD]
Students Younger Than Six	Notwithstanding any other provision of the Education Code, a student who is younger than six years of age may not be removed from class and placed in a DAEP, except that a student younger than six years of age who has been expelled pursuant to the Gun Free Schools Act [see FOD] shall be provided educational services in a DAEP. <i>Education Code 37.006(l), .007(e)(2)</i>
Process for Removal Conference	Not later than the third class day after a student is removed by a teacher or by the school principal or other appropriate administrator, the campus behavior coordinator (CBC) or other appropriate administrator shall schedule a conference among the CBC or other appropriate administrator, the student's parent or guardian, the teacher removing the student from class, if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. The student may not be returned to the regular class pending the conference.
Mitigating Factors	Before ordering removal, the CBC must consider whether the student acted in self-defense, the intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, and whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, regardless of whether the decision of the behavior coordinator concerns a mandatory or discretionary action.
Order	Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the CBC, after considering any mitigating factors under Education Code 37.001(a)(4) [see FO], shall order the placement of the student for a period consistent with the Student Code of Conduct.
Appeal	If district policy allows a student to appeal to the board or the board's designee a decision of the CBC or other appropriate administrator, the decision of the board or the board's designee is final and may not be appealed. <i>Education Code 37.009(a)</i> [See Student Code of Conduct]

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**Right to Request a
Special Education
Evaluation**

On the placement of a student in a DAEP, the district shall provide information to the student's parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student under Education Code 29.004 [see EHBA]. *Education Code 37.006(p)*

Term of Removal

The period of the placement after removal may not exceed one year unless, after a review, a district determines that the student is a threat to the safety of other students or to district employees. *Education Code 37.009(a)*

A board or designee shall set a term for a student's placement in a DAEP. If the period of placement is inconsistent with the guidelines in the Student Code of Conduct, the order must give notice of the inconsistency. The period of placement in a DAEP may not exceed one year unless, after a review, a district determines that the student is a threat to the safety of other students or to district employees or extended placement is in the best interest of the student. *Education Code 37.009(d)*

**Beyond Grading
Period or 60 Days**

If placement in a DAEP is to extend beyond 60 days or the end of the next grading period, whichever is earlier, the student's parent or guardian is entitled to notice of and an opportunity to participate in a proceeding before a board or designee.

No Appeal

Any decision of a board or designee concerning placement beyond 60 days or the end of the next grading period is final and cannot be appealed.

Education Code 37.009(b)

**Beyond End of
School Year**

Before a student may be placed in a DAEP for a period that extends beyond the end of the school year, a board or designee must determine that:

1. The student's presence in the regular classroom program or at the student's regular campus presents a danger of physical harm to the student or another individual; or
2. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

Education Code 37.009(c)

Order of Removal

A board or designee shall deliver to the student and the student's parent or guardian a copy of the order placing the student in a DAEP. *Education Code 37.009(g)*

Not later than the second business day after the date of the removal conference, a board or designee shall deliver a copy of the order placing the student in a DAEP and any information required

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under Family Code 52.04 to the authorized officer of the juvenile court in the county in which the juvenile resides. *Education Code 37.010(a)*

Activities

The terms of a placement under Education Code 37.006 must prohibit the student from attending or participating in school-sponsored or school-related activities. *Education Code 37.006(g)*

In addition to any notice required under Code of Criminal Procedure 15.27 [see GRAA], a principal or designee shall inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in conduct for which DAEP placement must or may be ordered.

Each educator shall keep the information confidential from any person not entitled to the information, except that the educator may share the information with the student's parent or guardian as provided by state or federal law. An educator's certificate may be suspended or revoked for intentional failure to keep such information confidential.

Education Code 37.006(o)

DAEP at Capacity

If a DAEP is at capacity at the time a CBC is deciding placement for a student who engaged in conduct described under Education Code 37.006(a)(2)(C-1) (possession or use of marijuana), (C-2) (possession, use, delivery of an e-cigarette), (D) (delivery of alcohol), or (E) (abuse of volatile chemical), the student shall be placed in in-school suspension; and if a position becomes available in the program before the expiration of the period of the placement, transferred to the program for the remainder of the period.

Placement of
Student Who
Engaged in Violent
Conduct

If a DAEP is at capacity at the time a CBC is deciding placement for a student who engaged in conduct described under Education Code 37.007 that constitutes violent conduct [see below at Determination of Violent Conduct], a student who has been placed in the program for conduct described under Education Code 37.006(a)(2)(C-1), (C-2), (D), or (E) (above) may be removed from the program and placed in in-school suspension to make a position in the program available for the student who engaged in violent conduct. If removed from the program and a position in the program becomes available before the expiration of the period of the placement, the student shall be returned to the program for the remainder of the period.

Determination of
Violent Conduct

Violent conduct means an act by a student against another person that is intended to result in physical harm, bodily injury, or assault or a threat that reasonably places the other person in fear of immi-

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nent physical harm, bodily injury, or assault. A CBC may determine whether a specific instance of conduct listed below rises to the level of violent conduct for purposes of determining placement in a DAEP.

1. The student engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Penal Code 42.06, or terroristic threat under Penal Code 22.07.
2. While on or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property, the student engages in conduct that contains the elements of the offense of assault under Penal Code 22.01(a)(1), including when committed as an act of retaliation against an employee or volunteer, as described in Education Code 37.007(d).
3. While on or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in conduct that contains the elements of the offense of deadly conduct under Penal Code 22.05.
4. While within 300 feet of school property, or when committed as an act of retaliation against an employee or volunteer, whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:
 - a. Conduct that contains the elements of the offense of unlawful carrying of weapons under Penal Code 46.02;
 - b. An offense relating to prohibited weapons under Penal Code 46.05;
 - c. Aggravated assault under Penal Code 22.02;
 - d. Sexual assault under Penal Code 22.011;
 - e. Aggravated sexual assault under Penal Code 22.021;
 - f. Arson under Penal Code 28.02;
 - g. Murder under Penal Code 19.02;
 - h. Capital murder under Penal Code 19.03;
 - i. Criminal attempt to commit murder or capital murder under Penal Code 15.01;
 - j. Indecency with a child under Penal Code 21.11;

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- k. Aggravated kidnapping under Penal Code 20.04;
 - l. Aggravated robbery under Penal Code 29.03;
 - m. Manslaughter under Penal Code 19.04;
 - n. Criminally negligent homicide under Penal Code 19.05;
 - o. Continuous sexual abuse of a young child or an individual with disabilities under Penal Code 21.02;
 - p. Selling, giving, delivering to another person, possessing, using, or being under the influence of a controlled substance or dangerous drug, excluding marijuana or tetrahydrocannabinol; or
 - q. Possessing a firearm, as defined by 18 U.S.C. 921.
5. The student engages in conduct against another student, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property, that contains the elements of:
- a. The offense of aggravated assault under Penal Code 22.02;
 - b. Sexual assault under Penal Code 22.011;
 - c. Aggravated sexual assault under Penal Code 22.021;
 - d. Murder under Penal Code 19.02;
 - e. Capital murder under Penal Code 19.03; or
 - f. Criminal attempt to commit murder or capital murder under Penal Code 15.01.
6. While placed in a DAEP and on the program campus, the student engages in documented serious misbehavior despite documented behavioral interventions.

Education Code 37.009(a-1)-(a-2); 19 TAC 103.1205

**Completion of
Proceedings Upon
Withdrawal**

If a student withdraws from a district before an order for placement in a DAEP is entered, the principal or board, as appropriate, may complete the proceedings and enter an order. If the student re-enrolls in the district the same or subsequent school year, the district may enforce the order at that time except for any period of the placement that has been served by the student in another district that honored the order. If the principal or board fails to enter an order after the student withdraws, the next district in which the stu-

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dent enrolls may complete the proceedings and enter an order. *Education Code 37.009(i)*

**Enrollment in
Another District**

If a student placed in a DAEP enrolls in another district before the expiration of the placement, a board shall provide to the district in which the student enrolls a copy of the placement order at the same time it provides other records. The district in which the student enrolls shall inform each educator who will have responsibility for, or will be under the direction and supervision of an educator who will have responsibility for, the instruction of the student of the contents of the placement order. Each educator shall keep the information confidential from any person not entitled to the information, except that the educator may share the information with the student's parent or guardian as provided by state or federal law.

The district in which the student enrolls may continue the placement or allow the student to attend regular classes without completing the period of placement. [See FO] The district in which the student enrolls may take any of these actions if:

1. The student was placed in a DAEP by an open-enrollment charter school and the charter school provides the district a copy of the placement order; or
2. The student was placed in a DAEP by a district in another state and:
 - a. The out-of-state district provides a copy of the placement order; and
 - b. The grounds for placement are the same as grounds for placement in the enrolling district.

Education Code 37.008(j)

**Out-of-State
Placement**

If a student was placed in a DAEP in another state for more than one year and the enrolling district continues the placement under Education Code 37.008(j), the enrolling district shall reduce the period of placement so that the aggregate period does not exceed one year unless the enrolling district determines that:

1. The student is a threat to the safety of other students or to district employees; or
2. Extended placement is in the best interest of the student.

Education Code 37.008(j-1)

**Court-Ordered
Placement**

Unless a board and the juvenile board for the county in which a district's central administrative office is located have entered into a memorandum of understanding concerning the juvenile probation

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department's role in supervising and providing other support services for students in DAEP programs:

1. A court may not order a student expelled under Section 37.007 to attend a school district DAEP as a condition of probation;
2. A court may not order a student to attend a DAEP without a district's consent, until the student has successfully completed any sentencing requirements, if the court has ordered the student to attend a DAEP as a condition of probation once during a school year and the student is referred to juvenile court again during that school year.

Education Code 37.010(c)-(d)

School Activities

Any court placement in a DAEP must prohibit the student from attending or participating in school-sponsored or school-related activities. *Education Code 37.010(e)*

Placement After
Court Disposition

After the student has successfully completed any court disposition requirements, including conditions of deferred prosecution or conditions required by the prosecutor or probation department, a district may not refuse to admit the student if the student meets the requirements for admission into the public schools. A district may place the student in the DAEP.

Notwithstanding Education Code 37.002(d) [see FOA], the student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

Education Code 37.010(f)

**Not Guilty/
Insufficient
Evidence/Charges
Dropped**

The office of the prosecuting attorney or the office or official designated by the juvenile board shall, within two working days, notify the school district that removed a student to a DAEP under Education Code 37.006 if:

1. Prosecution of a student was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated; or
2. A court or jury found the student not guilty or made a finding the child did not engage in delinquent conduct or conduct indicating a need for supervision and the case was dismissed with prejudice.

On receipt of the notice, the superintendent or designee shall review the student's placement in the DAEP. The student may not be returned to the regular classroom pending the review. The superin-

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tendent or designee shall schedule a review of the student's placement with the student's parent or guardian not later than the third class day after the superintendent or designee receives notice from the office or official designated by the court.

After reviewing the notice and receiving information from the student's parent or guardian, the superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

Education Code 37.006(h); Code of Criminal Procedure 15.27(g)

Appeal After
Placement Upheld

The student or the student's parent or guardian may appeal a superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. A board shall, at the next scheduled meeting, review the notice provided by the office of the prosecuting attorney or the office or official designated by the juvenile board; receive information from the student, the student's parent or guardian, and the superintendent or designee; and confirm or reverse the superintendent's decision. The board shall make a record of the proceedings.

If a board confirms the decision, the board shall inform the student and the student's parent or guardian of the right to appeal to the commissioner of education. The student may not be returned to the regular classroom pending the appeal to the commissioner.

Education Code 37.006(i)-(j)

120-Day Review of
Status

A student placed in a DAEP shall be provided a review of the student's status, including a review of the student's academic status, by a board's designee at intervals not to exceed 120 days. In the case of a high school student, the board's designee, with the student's parent or guardian, shall review the student's progress toward meeting high school graduation requirements and shall establish a specific graduation plan for the student. The district is not required to provide a course in the DAEP, except as required by Education Code 37.008(l). [See FOCA] At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of the teacher who removed the student without that teacher's consent. The teacher may not be coerced to consent.

Education Code 37.009(e)

Additional
Proceedings

If, during the term of placement, a student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted and the prin-

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cipal or board, as appropriate, may enter an additional order. *Education Code 37.009(j)*

Reporting

A district may include the number of students removed to a DAEP in its annual performance report. *Education Code 39.306(e)(5)*
[See AIB]

Note: See FOF for provisions concerning students with disabilities.

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**Students with
Disabilities Under
Section 504**

A district shall conduct an evaluation in accordance with 34 C.F.R. 104.35(b) before taking any action with respect to any significant change in placement of a student with a disability who needs or is believed to need special education and related services. *34 C.F.R. 104.35(a)*

A district may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that the district would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to such disciplinary action. *29 U.S.C. 705(20)(C)(iv)*

Note: The provisions below apply only to students eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA).

**Students Receiving
Special Education
Services**

ARD Committee
Required

Except as set forth below, the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal (ARD) committee. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations. *Education Code 37.004(a)-(b)*

The methods adopted in the Student Code of Conduct [see FO] for discipline management and for preventing and intervening in student discipline problems must provide that a student who is enrolled in the special education program may not be disciplined for bullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct. *Education Code 37.001(b-1)*

DAEP Placement
Not Solely for
Educational
Purposes

A student with a disability who receives special education services may not be placed in a disciplinary alternative education program (DAEP) solely for educational purposes. A teacher in a DAEP who has a special education assignment must hold an appropriate certificate or permit for that assignment. *Education Code 37.004(c)-(d)*

**Removal for 10 Days
or Less**

School personnel may remove a student with a disability who violates a student code of conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days, to the extent those alternatives are applied to children without disabilities. *20 U.S.C. 1415(k)(1)(B); 34 C.F.R. 300.530(b)(1)*

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Services During Removal	A district is required to provide services during the period of removal if the district provides services to a child without disabilities who is similarly removed. <i>34 C.F.R. 300.530(d)</i>
Subsequent Removals of 10 Days or Less	School personnel may remove the student for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement (see below). <i>34 C.F.R. 300.530(b)(1)</i>
Services During Removal	After a student has been removed from his or her current placement for 10 school days in the same school year, during any subsequent removal of 10 consecutive school days or less, school personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's individualized education program (IEP). <i>20 U.S.C. 1415(k)(1)(D); 34 C.F.R. 300.530(d)(4)</i>
Notice of Procedural Safeguards	Not later than the date on which the decision to take the disciplinary action is made, a district shall notify the student's parents of the decision and of all procedural safeguards [see EHBAE]. <i>20 U.S.C. 1415(k)(1)(H)</i>
Removals That Are a Change in Placement	Any disciplinary action that would constitute a change in placement may be taken only after the student's ARD committee conducts a manifestation determination review. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations, including laws or regulations requiring the provision of functional behavioral assessments; positive behavioral interventions, strategies, and supports; behavioral intervention plans; and the manifestation determination review [see Manifestation Determination, below]. <i>Education Code 37.004(b)</i>
Behavior Assessment and Intervention	If a district takes a disciplinary action regarding a student with a disability who receives special education services that constitutes a change in placement under federal law, the district shall: 1. Not later than the 10th school day after the change in placement: a. Seek consent from the student's parent or person standing in parental relation to the student to conduct a functional behavioral assessment of the student, if a functional behavioral assessment has never been conducted

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on the student or the student's most recent functional behavioral assessment is more than one year old; and

- b. Review any previously conducted functional behavioral assessment of the student and any behavior improvement plan or behavioral intervention plan developed for the student based on that assessment; and
2. As necessary, develop a behavior improvement plan or behavioral intervention plan for the student if the student does not have a plan or, if the student has a behavior improvement plan or behavioral intervention plan, revise the student's plan.

Education Code 37.004(b-1)

Change in
Placement

For purposes of disciplinary removal of a student with a disability, a change in placement occurs if a student is:

1. Removed from the student's current educational placement for more than 10 consecutive school days; or
2. Subjected to a series of removals that constitute a pattern because:
 - a. The series of removals total more than 10 school days in a school year;
 - b. The student's behavior is substantially similar to the student's behavior in the previous incidents that resulted in the series of removals; and
 - c. Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

The district determines, on a case-by-case basis, whether a pattern of removals constitutes a change in placement. The district's determination is subject to review through due process and judicial proceedings.

34 C.F.R. 300.536

School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student who violates a code of student conduct. *20 U.S.C. 1415(k)(1)(A)*

Manifestation
Determination

Within 10 school days of any decision to change the placement of a student because of a violation of a code of student conduct, a district, parents, and relevant members of the ARD committee (as determined by the parent and the district) shall review all relevant information in the student's file, including the student's IEP, any

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teacher observations, and any relevant information provided by the parents to determine whether the conduct in question was:

1. Caused by, or had a direct and substantial relationship to, the student's disability; or
2. The direct result of the district's failure to implement the IEP.

If the district, the parent, and relevant members of the ARD committee determine that either of the above is applicable, the conduct shall be determined to be a manifestation of the student's disability.

If the district, the parent, and relevant members of the ARD committee determine the conduct was the direct result of the district's failure to implement the IEP, the district must take immediate steps to remedy those deficiencies.

20 U.S.C. 1415(k)(1)(E); 34 C.F.R. 300.530(e)

Not a Manifestation

If the determination is that the student's behavior was not a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to the student in the same manner and for the same duration as for students without disabilities. The ARD committee shall determine the interim alternative educational setting. *20 U.S.C. 1415(k)(1)(C), (k)(2); 34 C.F.R. 300.530(c)*

Expulsion

In a county with a juvenile justice alternative education program (JJAEP) [see FODA], a district must invite the administrator of the JJAEP or the administrator's designee to an ARD committee meeting convened to discuss the discretionary expulsion under Education Code 37.007 of a student with a disability. The district must provide written notice of the meeting at least five school days before the meeting or a shorter timeframe agreed to by the student's parents. A copy of the student's current IEP must be provided to the JJAEP representative with the notice. If the JJAEP representative is unable to attend the ARD committee meeting, the representative must be given the opportunity to participate in the meeting through alternative means, including conference telephone calls. The JJAEP representative may participate in the meeting to the extent that the meeting relates to the student's placement in the JJAEP and implementation of the student's current IEP in the JJAEP. *19 TAC 89.1052*

*Services During
Removal*

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.

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2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

34 C.F.R. 300.530(d)(1)-(2)

For a student with a disability who was expelled under a discretionary expulsion under Education Code 37.007, an ARD committee meeting must be convened to reconsider placement of the student in the JJAEP if the JJAEP provides written notice to the district of specific concerns that the student's education or behavioral needs cannot be met in JJAEP.

The district must invite the JJAEP administrator or the administrator's designee to the meeting and must provide written notice of the meeting at least five school days before the meeting or a shorter timeframe agreed to by the student's parents. If the JJAEP representative is unable to attend the ARD committee meeting, the representative must be given the opportunity to participate in the meeting through alternative means, including conference telephone calls. The JJAEP may participate in the meeting to the extent that the meeting relates to the student's continued placement in JJAEP.

19 TAC 89.1052

Manifestation

If the district, the parents, and relevant members of the ARD committee determine that the conduct was a manifestation of the student's disability, the ARD committee shall:

1. Conduct a functional behavioral assessment (FBA), unless the district had conducted an FBA before the behavior that resulted in the change in placement occurred, and implement a behavioral intervention plan (BIP) for the student; or
2. If a BIP has already been developed, review the BIP and modify it, as necessary, to address the behavior.

Except as provided at Special Circumstances, below, the ARD committee shall return the student to the placement from which the student was removed, unless the parent and the district agree to a change in placement as part of the modification of the BIP.

20 U.S.C. 1415(k)(1)(F); 34 C.F.R. 300.530(f)

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**Special
Circumstances**

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of the Texas Education Agency (TEA) or a school district;
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of TEA or a school district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of TEA or the district.

20 U.S.C. 1415(k)(1)(G); 34 C.F.R. 300.530(g)

The ARD committee shall determine the interim alternative education setting. *20 U.S.C. 1415(k)(2)*

**Services During
Removal**

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.
2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

34 C.F.R. 300.530(d)(1)

Appeals

A parent who disagrees with a placement decision or the manifestation determination may request a hearing. A district that believes that maintaining a current placement of a student is substantially likely to result in injury to the student or others may request a hearing. *20 U.S.C. 1415(k)(3)(A); 34 C.F.R. 300.532(a); 19 TAC 89.1151* [See EHBAE]

**Placement During
Appeals**

When an appeal has been requested by a parent or a district, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the student's assignment to the alternative setting, whichever oc-

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curs first, unless the parent and district agree otherwise. *20 U.S.C. 1415(k)(4); 34 C.F.R. 300.533*

Reporting Crimes

Federal law does not prohibit a district from reporting a crime committed by a student with a disability to appropriate authorities. If a district reports a crime, the district shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom the district reported the crime. A district may transmit records only to the extent permitted by the Family Educational Rights and Privacy Act (FERPA). *20 U.S.C. 1415(k)(6); 34 C.F.R. 300.535* [See FL]

Students Not Yet Identified

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated a code of student conduct may assert any of the protections provided for in the IDEA if a district had knowledge that the student had a disability before the behavior that precipitated that disciplinary action occurred. *20 U.S.C. 1415(k)(5)(A); 34 C.F.R. 300.534(a)*

District Knowledge

A district shall be deemed to have knowledge that a student has a disability if, before the behavior that precipitated the disciplinary action occurred:

1. The parent of the student expressed concern in writing to supervisory or administrative personnel of the district, or to the teacher of the student, that the student was in need of special education and related services;
2. The parent requested an evaluation of the student for special education and related services; or
3. The student's teacher, or other district personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the special education director or to other supervisory personnel of the district.

20 U.S.C. 1415(k)(5)(B); 34 C.F.R. 300.534(b)

Exception

A district shall not be deemed to have knowledge that the student had a disability if:

1. The parent has not allowed an evaluation of the student;
2. The parent has refused services; or
3. The student has been evaluated and it was determined that the student did not have a disability.

20 U.S.C. 1415(k)(5)(C); 34 C.F.R. 300.534(c)

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If a district does not have knowledge (as described above), before taking disciplinary measures, that a student has a disability, the student may be subjected to the same disciplinary measures applied to students without disabilities who engaged in comparable behaviors.

However, if a request is made for an evaluation during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

20 U.S.C. 1415(k)(5)(D); 34 C.F.R. 300.534(d)

**Behavior
Management
Techniques**

It is the policy of the state to treat all students with dignity and respect, including students with disabilities who receive special education services. Any behavior management technique and/or discipline management practice must be implemented in such a way as to protect the health and safety of the student and others. No discipline management practice may be calculated to inflict injury, cause harm, demean, or deprive the student of basic human necessities. *Education Code 37.0021(a); 19 TAC 89.1053(j)*

[For restrictions on aversive techniques, see FO.]

**Rules on Restraint
and Seclusion**

The commissioner by rule shall adopt procedures for the use of restraint and time-out by a district employee or volunteer or an independent contractor of a district in the case of a student with a disability receiving special education services. The procedures must be consistent with Education Code 37.0021(d). *Education Code 37.0021(d)*

**School Peace
Officers**

This provision and any rules or procedures adopted under this provision apply to a peace officer only if the peace officer:

1. Is employed or commissioned by a district; or
2. Provides, as a school resource officer, a regular police presence on a district campus under a memorandum of understanding between the district and a local law enforcement agency.

Education Code 37.0021(h); 19 TAC 89.1053(m)

Exceptions

Education Code 37.0021 (use of confinement, seclusion, restraint, and time-out) does not apply to:

1. A peace officer, while performing law enforcement duties, except as provided above [see School Peace Officers] and by

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Education Code 37.0021(i) [see Restraint, Documentation, below];

2. Juvenile probation, detention, or corrections personnel; or
3. An educational services provider with whom a student is placed by a judicial authority, unless the services are provided in an educational program of a school district.

*Law Enforcement
Duties*

“Law enforcement duties” means activities of a peace officer relating to the investigation and enforcement of state criminal laws and other duties authorized by the Code of Criminal Procedure.

Education Code 37.0021(b)(4), (g); 19 TAC 89.1053(m), (n)

Further, Education Code 37.0021 does not prevent a student’s locked, unattended confinement in an emergency situation while awaiting the arrival of law enforcement personnel if:

1. The student possesses a weapon; and
2. The confinement is necessary to prevent the student from causing bodily harm to the student or another person.

For these purposes, “weapon” includes any weapon described under Education Code 37.007(a)(1). [See FNCG]

Education Code 37.0021(f)

*Peace Officer or
Security
Personnel Use of
Restraint or
Taser*

A peace officer performing law enforcement duties or school security personnel performing security-related duties on school property or at a school-sponsored or school-related activity must not restrain or use a chemical irritant spray or Taser on a student enrolled in fifth grade or below, unless the student poses a serious risk of harm to the student or another person [see FO defining Taser]. *19 TAC 89.1053(l)*

Confinement

A student with a disability who receives special education services may not be confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique. *Education Code 37.0021(a)*

Seclusion

A district employee or volunteer or an independent contractor of a district may not place a student in seclusion. *Education Code 37.0021(c)*

“Seclusion” means a behavior management technique in which a student is confined in a locked box, locked closet, or locked room that:

1. Is designed solely to seclude a person; and

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2. Contains less than 50 square feet of space.

Education Code 37.0021(b)(2)

Restraint

“Restraint” means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student’s body. *19 TAC 89.1053(b)(2)*

The following provisions do not apply to the use of physical force or a mechanical device that does not significantly restrict the free movement of all or a portion of the student's body. Restraint that involves significant restriction as referenced above does not include:

1. Physical contact or appropriately prescribed adaptive equipment to promote normative body positioning and/or physical functioning;
2. Limited physical contact with a student to promote safety (e.g., holding a student’s hand), prevent a potentially harmful action (e.g., running into the street), teach a skill, redirect attention, provide guidance to a location, or provide comfort;
3. Limited physical contact or appropriately prescribed adaptive equipment to prevent a student from engaging in ongoing, repetitive self-injurious behaviors, with the expectation that instruction will be reflected in the IEP as required by 34 C.F.R. 300.324(a)(2)(i) to promote student learning and reduce and/or prevent the need for ongoing intervention; or
4. Seat belts and other safety equipment used to secure students during transportation.

19 TAC 89.1053(f)

*Limitations on
Use of Restraint*

A school employee, volunteer, or independent contractor may use restraint only in an emergency and with the following limitations:

1. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
2. Restraint shall be discontinued at the point at which the emergency no longer exists.
3. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
4. Restraint shall not deprive the student of basic human necessities.

19 TAC 89.1053(c)

STUDENT DISCIPLINE
STUDENTS WITH DISABILITIES

FOF
(LEGAL)

<i>Emergency</i>	“Emergency” means a situation in which a student’s behavior poses a threat of: 1. Imminent, serious physical harm to the student or others; or 2. Imminent, serious property destruction. <i>19 TAC 89.1053(b)(1)</i>
<i>Training</i>	Training for school employees, volunteers, or independent contractors regarding the use of restraint shall be provided according to the requirements set forth at 19 Administrative Code 89.1053(d).
<i>Documentation</i>	In a case in which restraint is used, school employees, volunteers, or independent contractors shall implement the documentation and notification requirements set forth at 19 Administrative Code 89.1053(e). A district shall report electronically to TEA, in accordance with standards provided by commissioner rule, information relating to the use of restraint by a peace officer performing law enforcement duties on school property or during a school-sponsored or school-related activity. The report must be consistent with the requirements adopted by commissioner rule for reporting the use of restraint involving students with disabilities. <i>Education Code 37.0021(i)</i>
Time-Out	“Time-out” means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting: 1. That is not locked; and 2. From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object. <i>19 TAC 89.1053(b)(3)</i>
<i>Limitations on Use of Time-Out</i>	A school employee, volunteer, or independent contractor may use time-out with the following limitations: 1. Physical force or threat of physical force shall not be used to place a student in time-out. 2. Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques and must be included in the student’s IEP and/or behavior improvement plan or behavioral intervention plan if it is utilized

STUDENT DISCIPLINE
STUDENTS WITH DISABILITIES

FOF
(LEGAL)

on a recurrent basis to increase or decrease targeted behavior.

3. Use of time-out shall not be implemented in a fashion that precludes the ability of the student to be involved in and progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student's IEP.

19 TAC 89.1053(g)

Training

Training for school employees, volunteers, or independent contractors regarding the use of time-out shall be provided according to the requirements set forth at 19 Administrative Code 89.1053(h).

Documentation

Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP and/or behavior improvement plan or behavioral intervention plan. If a student has a behavior improvement plan or behavioral intervention plan, the district must document each use of time-out prompted by a behavior of the student specified in the student's behavior improvement plan or behavioral intervention plan, including a description of the behavior that prompted the time-out. The ARD committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

19 TAC 89.1053(i)



BOARD OF TRUSTEES AGENDA

Date: February 25, 2025

Presented By: Lisa Ray

Subject: Update 125 – Local Policies (First Read)

Discussion Item

Executive Summary:

Update 125 includes revisions to legal framework documents based on regulatory changes, including amendments to the Texas Administrative Code. Changes to local policies offered for consideration address the following topics:

- Election of board officers
- Board committees
- Advisory committees
- Partial academic credit
- School safety transfers
- Attendance for credit

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

BDB (LOCAL): BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES

BDF (LOCAL): BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES

EI (LOCAL): ACADEMIC ACHIEVEMENT

FDE (LOCAL): ADMISSIONS: SCHOOL SAFETY TRANSFERS

FEC (LOCAL): ATTENDANCE: ATTENDANCE FOR CREDIT

FFAC (LOCAL): WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Administrative Recommendations:

First read discussions.

Recommended Motion for Action Items:

N/A



BOARD OF TRUSTEES AGENDA

Financial Impact and Funding Source:

N/A if does not apply



(LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

Contact us:

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

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

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers	The Board shall elect a President, a Vice President, a Secretary, and an Assistant Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the Board President, shall be filled by majority action of the Board.
Term and Duties	Board officers shall serve for a term of one year one year or until a successor is elected. Officers may succeed themselves in office without limit. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	In addition to the duties required by law, the Board President of the Board shall: 1. Preside at all Board meetings unless unable to attend; 2. Have the right to discuss, make motions and, propose resolutions, and vote on all matters coming before the Board; and. 3. Appoint all Board committees, unless otherwise provided by policy or Board consensus. [See BDB]
Vice President	The Vice President of the Board shall: 1. Act in the capacity and perform the duties of the Board President of the Board in the event of the absence or incapacity of the President; and. 2. Automatically become Board President of the Board if a vacancy in that office occurs and serve in this role until the Board reorganizes.
Secretary	The Secretary of the Board shall: 1. Ensure that an accurate record is kept of the proceedings of each Board meeting; 2. Ensure that notices of Board meetings are posted and sent as required by law; 3. In the absence of the Board President and Vice President, call the meeting to order and act as presiding officer; and. 4. Sign or countersign documents as directed by action of the Board.
Assistant Secretary	The Assistant Secretary of the Board shall: 1. In the absence of the Board President, Vice President, and Secretary, call the meeting to order and act as presiding officer; and

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

2. Act in the capacity of and perform the duties of the Secretary in the event of the absence or incapacity of the Secretary.

BOARD INTERNAL ORGANIZATION
~~INTERNAL~~BOARD COMMITTEES

BDB
(LOCAL)

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

Board Committees

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

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

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

**Standing
Committees**

The Board President shall appoint Board members to the following standing committees:

- Finance, Facilities, and Operations; and
- Academic and District Affairs.

The Board President shall name three Board members to serve on each committee and appoint one of the three Board members to serve as a committee chair. The Board President shall not serve as a committee chair but may fill in for a committee member absent adequate Board member representation at a committee meeting. Any chair of one of the standing committees shall not be eligible for service on another standing committee.

The goal of the committees shall be to receive information, discuss, and analyze information issues brought by administration.

The chairperson of each standing committee shall set the agenda for committee meetings in conjunction with administration. Each chairperson shall update the Board regarding items taken up by the committee and advancement of agenda items for action at the board meeting.

*Finance,
Facilities, and
Operations
Committee*

The function of the finance, facilities and operations committee shall be to counsel and work with the Superintendent and staff in the formulation of recommendations to the Board in the following area:

1. Establish financial performance goals and the process for the Board to monitor:
 - a. Overall stewardship of District funds;

BOARD INTERNAL ORGANIZATION
~~INTERNAL~~BOARD COMMITTEES

BDB
(LOCAL)

- b. Financial reporting and management;
 - c. Budget development and monitoring;
 - d. Internal controls;
 - e. Student nutrition services; and
 - f. Human resources management and monitoring.
2. Work with the Superintendent and staff in the formulation of recommendations to the Board in the following areas:
- a. Architect selection;
 - b. New school sites;
 - c. Bond programs;
 - d. New buildings;
 - e. Renovations;
 - f. Security;
 - g. Maintenance and custodial services;
 - h. Transportation management and monitoring;
 - i. Curtis Culwell Center management; and
 - j. Use of school facilities by community groups.

*Academic and
District Affairs
Committee*

The function of the District's academic and District affairs committee shall be to counsel and work with the Superintendent and staff in the formulation of recommendations to the Board in:

- 1. Instructional matters related to policy;
- 2. Curriculum matters related to policy;
- 3. Campus and District leadership;
- 4. Research, assessment, and accountability of student performance;
- 5. Communication and public relations;
- 6. Community relations and the Garland ISD Education Foundation;
- 7. Extracurricular activities;
- 8. Desegregation plans and related court orders;
- 9. Special committees / additional committee assignments.

BOARD INTERNAL ORGANIZATION
~~INTERNAL~~BOARD COMMITTEES

BDB
(LOCAL)

**Special Committees /
Additional
Committee
Assignments**

The Board President may appoint additional special committees as necessary to fulfill specific assignments. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board.

The Board President may also assign additional matters to the appropriate standing committee.

Procedures

~~Administrative~~
~~Participation~~
~~Transacting~~
~~Business~~

The Superintendent or designee shall attend all committee meetings.

~~Committees may transact business only within specific authority granted by the Board. Recommendations from a committee shall be referred to the full Board in regular or special session for approval and for entry into the minutes as a public record.~~

**Functions of
Committees**

The function of committees shall be fact-finding, deliberative, and advisory but not administrative. Presentations and future agenda items shall also be reviewed and discussed at each committee meeting.

Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations, and their expectations and authority shall not conflict with authority delegated to the Superintendent. Committees shall not speak or act for the Board, except when formally given such authority for specific and time-limited purposes and cannot exercise authority over staff.

Committee Meetings

Committee meetings shall be held on the second Tuesday of the month. In consultation with the Board President, the Superintendent or designee shall determine the time and order of the committee meetings to best accommodate the schedule of Board members and administration, and may change the date, time, and location with proper notice.

In the course of a duly posted and called committee meeting, non-committee Board members may provide input for the committee's consideration if recognized by the committee chairperson. Non-committee Board members shall not participate in any closed session committee meeting without consent of the committee.

Committee meetings shall be recorded, posted, and noticed in accordance with Government Code Chapter 551 (Open Meetings Act).

BOARD INTERNAL ORGANIZATION
~~INTERNAL~~BOARD COMMITTEES

BDB
(LOCAL)

Transacting
Business

Unless specified by
the Board ~~Advisory
Groups~~

~~Agenda Review~~

~~The, a Board President~~committee shall ~~appoint~~not have final decision-making authority. Board ~~members to the following Board advisory groups: agenda review, policy review, and internal audit. Each advisory group shall support the Superintendent and/or designee(s) with~~committee recommendations for Board review at regularly scheduled meetings.

~~Policy Review~~

~~The function must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the agenda review advisory group shall be to collaborate with the Superintendent in the formulation of the agenda for regular Board meetings~~matter.

~~The function of the policy review advisory group shall be to collaborate with the Superintendent and/or designee(s) in the review of local and legal policies and review of Board operating procedures. This advisory group shall be comprised of three Board members, including:~~

- ~~• The Board President;~~
- ~~• One member from the current finance, facilities, and operations committee; and~~
- ~~• One member from the academic and District affairs committee.~~

~~Internal Audit~~

~~The function of the Internal Audit Advisory Group shall be to collaborate with the Superintendent and staff in the formulation of recommendations to the Board in the following areas:~~

- ~~1. Assist the Board in discharging its oversight responsibility;~~
- ~~2. Review, revise, and approve the internal audit plan for the upcoming year;~~
- ~~3. Meet periodically with the internal auditor and review all reports and direct corrective action or improvements, if necessary and consistent with the Open Meetings Act;~~
- ~~4. Review communications from the internal auditor; and~~
- ~~5. Receive updates on the implementation of internal audit recommendations.~~

~~This advisory group shall be comprised of three Board members, including:~~

- ~~• The Board President;~~
- ~~• One member from the current finance, facilities, and operations committee; and~~

BOARD INTERNAL ORGANIZATION
~~INTERNAL~~BOARD COMMITTEES

BDB
(LOCAL)

~~One member from
the academic and
District affairs
committee.~~Dissolutio
n

- A Board committee shall be dissolved upon Board action.

BOARD INTERNAL ORGANIZATION
ADVISORY COMMITTEES

BDF
(LOCAL)

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

**Advisory
Committees**

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

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

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

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

**Board Advisory
Groups**

The Board President shall appoint Board members to the following Board advisory groups: agenda review, policy review, and internal audit. Each advisory group shall include District staff and support the Superintendent and/or designee(s) with recommendations for Board review at regularly scheduled meetings.

Agenda Review

The function of the agenda review advisory group shall be to collaborate with the Superintendent in the formulation of the agenda for regular Board meetings.

Policy Review

The function of the policy review advisory group shall be to collaborate with the Superintendent and/or designee(s) in the review of local and legal policies and review of Board operating procedures. This advisory committee shall be comprised of three Board members, including:

- The Board President;
- One member from the current finance, facilities, and operations committee; and
- One member from the academic and District affairs committee.

BOARD INTERNAL ORGANIZATION
ADVISORY COMMITTEES

BDF
(LOCAL)

Internal Audit

The function of the internal audit advisory group shall be to collaborate with the Superintendent and staff in the formulation of recommendations to the Board in the following areas:

1. Assist the Board in discharging its oversight responsibility;
2. Review, revise, and approve the internal audit plan for the upcoming year;
3. Meet periodically with the internal auditor and review all reports and direct corrective action or improvements, if necessary and consistent with the Open Meetings Act;
4. Review communications from the internal auditor; and
5. Receive updates on the implementation of internal audit recommendations.

This advisory group shall be comprised of three Board members, including:

- The Board President;
- One member from the current finance, facilities, and operations committee; and
- One member from the academic and District affairs committee.

**Transacting
Business**

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

Dissolution

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

ACADEMIC ACHIEVEMENT

EI
(LOCAL)

**Certificate of
Coursework
Completion**

The District shall not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. [See EIF, FMH]

Partial Credit

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

Safe Schools Data

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

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

**School Safety
Transfers**

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

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

**From a Persistently
Dangerous School**

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

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

ADMISSIONS
SCHOOL SAFETY TRANSFERS

FDE
(LOCAL)

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

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

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

For a Victim of a
Violent Criminal
Offense

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

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

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

**Additional Transfer
Options**

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

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

Choice of School
Plan

Transfers shall be made only in compliance with the District's choice of school plan. [See FC(LOCAL)] Transfers may affect a student's school placement in a succeeding school year.

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

	This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.
Absences Considered	Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended been in attendance for 90 percent of the re- quired percentage of days under this policy the class is offered.
Attendance Committees	The Board shall establish authorizes the establishment of an attendance committee or as many attendance committees as necessary for efficient implementation of Education Code 25-092 state law. The Superintendent is authorized to make the specific appointments in accordance with legal requirements. The District shall have at least one attendance committee appointed per campus. The principal shall appoint the members in accordance with legal requirements. When a hearing is required after the end of the second semester, the principal may appoint other District professional personnel to the attendance committee because of contractual limits on the number of days school counselors and teachers are employed.
Parental Notice of Excessive Absences	A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.
Methods for Regaining Credit or Awarding a Final Grade	When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal. If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee. Petitions A petition for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than seven calendar days after the last day of classes. in accordance with administrative regulations. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award

credit or a final grade. ~~The~~ [See Imposing Conditions for Awarding Credit or a Final Grade, below]

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

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

Personal Illness

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

Best Interest Standard

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

Guidelines on Extenuating Circumstances

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

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

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

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

Imposing Conditions for Awarding Credit or a Final Grade

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

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

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

class ~~rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences.~~ Conditions may include:

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

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

Appeal Process

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



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Dr. Ricardo López, Superintendent

Subject: Trustees' Report

Discussion Item

Executive Summary:

Trustees report to other trustees, the administrative staff and the public of activities that impact the Board's governance of the District. Trustees may report on the following subjects:

1. Trustee attendance at recent district and community events.
2. Announcement of upcoming district and community events.
3. Recognition of outstanding performance by district staff and students.
4. Recognition of new programs and special activities.
5. Message from Board President.

Administrative Recommendations:

Provided for your information and discussion.

August 25, 2025 - August 31, 2025

August 2025							September 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1 2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Monday, August 25

- 11:30am - 1:00pm Garland Chamber State of the District Luncheon (Lopez speaking) (Dallas College Garland Center (675 W Walnut St, Garland, TX 75040)) - Christi Davis
- 6:00pm - 8:00pm 2025 Summer Graduation Ceremony (Curtis Culwell Center) - Suzy Doss

Tuesday, August 26

- 5:00pm - 8:00pm Board Meeting (Board Room)

Wednesday, August 27

Thursday, August 28

- 5:30pm - 6:30pm Parsons Pre-K 20th Anniversary (Florence Parsons Pre-K (2202 Richoak Dr, Garland, TX 75044, United States))

Friday, August 29

Saturday, August 30

Sunday, August 31

September 1, 2025 - September 7, 2025

September 2025							October 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

Monday, September 1

- ☐ Labor Day (United States)
- ☒ 8:00am - 11:00am Noon Exchange Club Labor Day Parade (Granville Arts Center (300 N 5th St, Garland, TX 75040)) - Mechelle Hogan

Tuesday, September 2

Wednesday, September 3

Thursday, September 4

Friday, September 5

Saturday, September 6

Sunday, September 7

September 8, 2025 - September 14, 2025

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday, September 8

Tuesday, September 9

- ☐ 4:30pm - 5:30pm Finance, Facilities and Operations Committee Meeting (Board Room) - Mechelle Hogan ↻
- ☐ 5:30pm - 6:30pm Board Bond Special Meeting (Microsoft Teams Meeting) - GISD Board of Trustees
- ☐ 6:30pm - 8:30pm Academic and District Affairs Committee Meeting (Board Room) - Mechelle Hogan ↻

Wednesday, September 10

- ☐ 10:00am - 11:30am Council of PTAs Meeting (Harris Hill: Garland/Rowlett Room)
- ☐ 11:30am - 1:00pm Rowlett Chamber of Commerce (Lopez speaking - State of the District/PROP A) (Rowlett Community Center) - Ricardo Lopez ↻

Thursday, September 11

- ☐ 12:00am TASA/TASB Convention (Houston, Texas) →

Friday, September 12

- ☐ ← TASA/TASB Convention (Houston, Texas) →
- ☐ 7:00am - 3:00pm 41st Annual Garland Chamber Golf Tournament (Firewheel Golf Park (Lakes & Bridges Courses))

Saturday, September 13

- ☐ ← TASA/TASB Convention (Houston, Texas) →

Sunday, September 14

- ☐ ← 12:00am TASA/TASB Convention (Houston, Texas)

September 15, 2025 - September 21, 2025

September 2025							October 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

Monday, September 15

Tuesday, September 16

Wednesday, September 17

Thursday, September 18

Friday, September 19

Saturday, September 20

10:00am - 12:00pm NAACP Freedom Fund Brunch & Silent Auction

Sunday, September 21

September 22, 2025 - September 28, 2025

September 2025							October 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6			1	2	3	4
7	8	9	10	11	12	13		5	6	7	8	9	10
14	15	16	17	18	19	20		12	13	14	15	16	17
21	22	23	24	25	26	27		19	20	21	22	23	24
28	29	30						26	27	28	29	30	31

Monday, September 22

Tuesday, September 23

 5:00pm - 8:00pm Board Meeting (Board Room) 

Wednesday, September 24

 12:00pm - 1:30pm Dallas Regional Chamber State of Public Education (Dallas Arboretum)

Thursday, September 25

Friday, September 26

Saturday, September 27

Sunday, September 28

September 29, 2025 - October 5, 2025

September 2025							October 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6				1	2	3
7	8	9	10	11	12	13		5	6	7	8	9	10
14	15	16	17	18	19	20		12	13	14	15	16	17
21	22	23	24	25	26	27		19	20	21	22	23	24
28	29	30						26	27	28	29	30	31

Monday, September 29

Tuesday, September 30

Wednesday, October 1

Thursday, October 2


9:30am - 10:00am Cisneros Pre-K 20th Anniversary Celebration
 (Cisneros Pre-Kindergarten (2826 S 5th St, Garland, TX 75041)) - Christi Davis

Friday, October 3

Saturday, October 4

Sunday, October 5



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Dr. Ricardo López, Superintendent

Subject: Superintendent's Report

Discussion Item

Executive Summary:

Dr. López will provide an update on District and community events.

Administrative Recommendations:

Provided for your information and discussion.



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Dr. Ricardo López, Superintendent

Subject: Future Agenda Items

Discussion Item

Executive Summary:

Trustees may submit items to be placed on future Board Meeting agendas.

Administrative Recommendations:

For discussion.



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Dr. Gradyne Brown, Assistant Superintendent Human Resources

Subject: Consider Approval of Human Resources Report

Consent Agenda

Executive Summary:

Please see attached recommendations for new personnel, terminations, leaves of absence, and resignations for the 2024-2025 school year.

Administrative Recommendations:

Administration recommends approval.

Financial Impact and Funding Source:

N/A

**August 2025
Administrative New Hires**

Administrative New Hires to Date: 12							
Current: 2							
Total: 14							
Administrative New Hires							
School/Dept.	Last Name	First Name	Exp	College	Degree	Job Title	Effective Date
Sewell Elementary	Jones	Wayne	11	Sam Houston State	BA	Campus Admin. Intern	7/23/25
				Lamar University	M. ED		
Security	Smith	Michael	21	University of Central Oklahoma	BA	Coordinator Security Operations	8/7/2025

**August 2025
Professional New Hires List**

New Hires to Date: 501
Current: 115
Total: 616

School/Dept.	Last Name	First Name	Exp	College	Degree	Job Title	Effective Date	Notes
Abbett Elementary	Malhiot	Lisa	15	Texas A & M University	BS	Teacher	7/30/2025	
Abbett Elementary	Wilson	Charlotte	8	Stephen F. Austin	BS	Teacher	7/30/2025	
Alternative Education Center	Ibrahim	Rizwana	19	Osmania University	BS	Teacher	7/30/25	
				Osmania University	MS			
Armstrong Elementary School	Loya	Jose	0	University of Texas	MS	Teacher	8/5/2025	
Austin Academy for Excellence	Perez	Zynthia	4	University of Texas Rio Grande	BS	Teacher/Coach	8/8/25	
Austin Academy for Excellence	Simpson	Stephanie	18	University of Arkansas	BA	Counselor	7/23/2025	
				Lamar University	M.ED			
Caldwell Elementary School	Richard	Clenesha	0	Texas Women's University	BS	Teacher	8/8/25	
				University of Texas Arlington	MS			
Caldwell Elementary School	Napier	Kathleen	34	Louisiana Tech	BA	Teacher	7/30/2025	
Caldwell Elementary School	Paschal	Katherine	0	University of North Texas	BA	Teacher	7/30/2025	
Cisneros Prekindergarten School	Monica	Gonzalez	2	University of North Texas	BS	Teacher	7/30/25	
Classical Center at Brandenburg Middle School	Howard	Ta'Cola	0	Texas A&M University	BS	Techer	8/5/25	
Classical Center at Brandenburg Middle School	Jackson	Tiah	0	Southern University	BA	Teacher	8/13/25	
Classical Center at Brandenburg Middle School	Salazar	Samantha	0	University of Arkansas	BA	Teacher	8/8/25	
Classical Center at Brandenburg Middle School	Shalabi	Maleak	0	University of Texas Dallas	BS	Teacher	7/30/2025	
Classical Center at Brandenburg Middle School	Calloway	Brandy	5	Texas Tech University	BS	Teacher	7/30/25	
Classical Center at Vial Elementary	Govea	Elvira	11	University of Oklahoma	BS	Teacher	7/30/2025	
Cooper Elementary School	Williams	Cheyenne	0	University of Texas @ Tyler	BS	Teacher	7/30/25	
Cooper Elementary School	Bullon Nunez De Padro	Graciela	0	N/A		Teacher	7/30/2025	CAPE Instructor for 2025-2026 school year
Cooper Elementary School	Crenshaw	Kindra	0	Texas Woman's University	BS	Teacher	7/30	
Couch Collegiate Prep Elementary	Camarata	Julie	0	California State University	BA	Teacher	7/30/2025	
Couch Collegiate Prep Elementary	Diaz	Maria	0	Texas Women's University	BA	Teacher	7/30/2025	
Couch Collegiate Prep Elementary	Hernandez	Mariela	0	Dallas College	BA	Teacher	7/30/25	
Couch Collegiate Prep Elementary	Keating	Steffanye	16	East Texas A&M University	BS	Teacher	7/30/2025	
				East Texas A&M University	M.ED			
Couch Collegiate Prep Elementary	Reese	Mack	14	University of Memphis	BA	Counselor	7/28/2025	
				Cambridge College	MA			
Coyle Middle School	Dillard Yarber	Dyamand	0	Sul Ross State University	BA	Teacher	7/30/2025	
Coyle Technology Center for Math & Science	Hutchings	Asia	0	Edward Waters College	BA	Teacher	7/30/2025	
Coyle Technology Center for Math & Science	Smith	Ebony	10	Mississippi State University	BS	Teacher	8/4/2025	
Coyle Technology Center for Math & Science	Collier	Tyler	0	University of North Texas	BBA	Teacher	7/30/2025	
Coyle Technology Center for Math & Science	Painevilo	Leonardo	9	Handong Global Univeristy-Korea	BS	Teacher	7/30/2025	
				Univeristy Jaen - Spain	MA			
Daugherty Elemetary School	Ferguson	Magdalena	0	N/A		Teacher	7/30/25	Cape Intructor
Dorsey Elementary	Cantrell	Antonina	0	University of North Texas	GS	Teacher	7/30/2025	
Dorsey Elementry	Gathings	Paul	10	Texas Tech University	BS	Teacher	7/30/2025	
Ethridge Elementary School	Guillory	Devin	0	Grambling State University	BA	Teacher	8/11/2025	
Freeman at Golden Meadows Elementary	Holmes-Sulaimon	Natalie	0	N/A		Teacher	7/30/2025	CAPE Instructor
Garland High School	Belimam	Khadija	5	Alegria Univeristy of Oran	BA	Teacher	7/30/2025	
				University of Southern Mississippi	MA			
Garland High School	Meeks	Tobyas	3	University of North Texas	BA	Teacher	7/25/2025	
Garland High School	Nevil	Jason	7	N/A	N/A	Teacher	8/18/2025	
Garland High School	Pollock	Stacia	19	University of North Texas	BA	Teacher	8/25/2025	
Garland High School	Williams	Kelvin	4	Columbia Southern University	BS	Teacher	7/28/2025	
Gilbreath-Reed Career and Technical Center	Belling, JR	Bruce	0			Teacher	7/24/2025	
Gilbreath-Reed Career and Technical Center	Clark	Rebecca	0	N/A	N/A	Teacher	8/4/25	
Handley Elementary	Llanas	Brenda	3	Texas Woman's University	BS	SLP	8/4/2025	
Handley Elementary	Martinez	Claudia	18	University of Texas	BA	Teacher	7/30/2025	
Heather Glen Montclair Elementary School	Moore	Jes	0	Liberty University	BS	Teacher	8/11/25	
				Southwestern Baptist University	MS			
Heather Glen Montclair Elementary School	Perez	Jazmine	0	Dallas College	BAS	Teacher	7/30/2025	
Heather Glen Montclair Elementary School	Vidak	Sarah	7	Western Governors University	BA	Teacher	7/30/25	
Heather Glen Montclair Elementary School	Wood	Amy	0	University of North Texas	BS	Teacher	7/30/25	
Herfurth Elementary School	Doxtator	Rose	1	University of New Mexico	BS	Teacher	7/30/2025	

**August 2025
Professional New Hires List**

School/Dept.	Last Name	First Name	Exp	College	Degree	Job Title	Effective Date	Notes
Herfurth Elementary School	Rodriguez	Yaqueline	5	Texas Woman's University	BS	Teacher	7/30/25	
Herfurth Elementary School	South	Elexiona	0	Nelson/Southwestern Assemblies of God	BA	Teacher	7/30/25	
Hickman Elementary	Baca	Giovanny	0	Texas State University	BS	Teacher	7/30/2025	FYO during 2024-2025, returning for 2025-2026
Hickman Elementary	Huynh	Don	0	University of North Texas	BS	Teacher	7/30/2025	
Hickman Elementary	Moore	Ronnette	3	Georgia State University	BA	Teacher	7/30/2025	
Hickman Elementary School	Hernandez	Ivette	0	N/A		Teacher	7/30/25	CAPE Instructor
Hudson Middle School	Jurcak	Amber	5	University of Texas Dallas	BS	Teacher	7/30/2025	
Jackson Technology Center for Math & Science	Korte	Valerie	0	Texas Woman's University	BS	Teacher	7/30/2025	
Jackson Technology Center for Math & Science	Shelton	Michael	0	Nelson University	BA	Teacher	7/30/2025	
Jackson Technology Center for Math & Science	Williams	Harland	10	University of North Texas	BS	Teacher	8/4/2025	
Keeley Elementary	Griffin	Jocelyn	0	University of Texas	BA	Teacher	7/30/2025	
Kimberlin Academy for Excellence	Childs	David	0	University of Canterbury	BA	Teacher	8/20/2025	
				Florida State University	MA			
				Louisiana State University	D.M.A.			
Liberty Grove Elementary	King	Angela	10	Arkansas State University	BA	Librarian	8/25/2025	
				University of Georgia	MED			
M.D. Williams Elementary School	Jackson	Cheri	16	Texas Wesleyan University	BA	Teacher	7/30/25	
M.D. Williams Elementary School	Lucius	Lisseth	2	Texas Woman's University	BS	Teacher	7/30	FYO during 2024-2025, returning for 2025-2026
Memorial Pathway Academy	Pallanch	Timothy	2	Southern Methodist University	BA	Teacher	7/30/2025	
Memorial Pathway Academy	Spence	Margo	12	Alabama A&M University	BA	Counselor	7/24/25	
				Bridgewater State College	M. ED			
Naaman Forest High School	Draper	Renee	0	Hardin-Simmons University	BS	Teacher	7/30/2025	
Naaman Forest High School	Herron	Lenwood	8	Alabama A&M University	BS	Teacher	8/18/2025	
Naaman Forest High School	Hosby	Devyn	2	University of Louisiana	BA	Teacher	7/30/2025	
Naaman Forest High School	Overstreet	Anthony	12	Baylor University	BA	Teacher	8/18/25	
Northlake Elementary	Magallanes	Patricia	0	N/A		Teacher	7/30/2025	CAPE Instructor
Northlake Elementary School	Hamdan	Amal	4	Texas A&M University	BS	Teacher	8/8/2025	
				University of Texas	MA			
O'Banion Middle School	Aguilar	Greisi	0	East Texas A&M University	BAS	Teacher	8/5/25	
O'Banion Middle School	Ballard	Shemika	17	Texas Women's University	BS	Teacher	7/24/2025	
O'Banion Middle School	Blackledge Huerta	Lauren	0	University of Texas San Antonio	BA	Teacher	7/30/25	
O'Banion Middle School	Manning	Shavondalyn	0	Grambling State University	BA	Teacher	7/30/25	
Pearson Elementary	Hoke	Iam	2	University of Texas	BA	Teacher	7/30/2025	
Pearson Elementary	Paris	Kennedy	5	University of Texas	BA	Teacher	7/30/2025	
Pearson Elementary	Song	Wei	1	Anhui Normal University	BA	Teacher	7/30/2025	
				University of Texas	MA			
Pearson Elementary School	Sneed	James	0	South Carolina State University	BS	Teacher	7/30/2025	
Rowlett Elementary School	Chapman	Kelly	0	University of Tulsa	BS	Teacher	7/30/2025	
Rowlett Elementary School	Lankford	Caitlyn	1	Dallas College	BAS	Teacher	7/30/2025	
Sachse High School	Campbell	kobie	0	Rice University	BS	Teacher/Coach	7/22/25	
Sachse High School	Hickman	Branson	0	Southern Methodist University	BS	Teacher/Coach	7/21/25	
Sachse High School	Gold	Jennifer	0	Texas A&M University	BS	Teacher/Coach	7/30/25	
				Texas A&M University	MBA			
Sachse High School	Mosty	Carl	0	Texas A&M University	BBA	Teacher	7/30/25	
				University of Texas Dallas	MBA			
Schrade Middle School	Bissett	Ashley	9	Academy of Art University	BA	Teacher	7/30/2025	
Schrade Middle School	Pearson	Avery	0	University of Mississippi	BS	Teacher	7/30/2025	FYO during 2024-2025, returning for 2025-2026
Sellers Middle School	Aguilar	Nayeli	15	University of Texas	BS	Teacher	7/30/2025	
Sellers Middle School	Conley	Carla	15	Alcorn State University	BS	Counselor	7/30/2025	
				Central Michigan University	MA			
Sellers Middle School	Garcia	Sean	0	Friends University	BS	Teacher	7/24/2025	
Sellers Middle School	Pea	Michael	5	Louisiana Tech	BS	Teacher/Coach	7/24/2025	FYO during 2024-2025, returning for 2025-2026
Sellers Middle School	Purvis	Jessica	9	University of Southern Mississippi	BA	Teacher	7/30/2025	
Sellers Middle School	Sanders	My'a	4	Middle Tennessee State University	BS	Teacher	7/30/2025	
Sellers Middle School	Sawyer	Marquis	0	Southern New Hampshire University	BA	Teacher	8/14/2025	
Sellers Middle School	Storie	Helaina	11	University of Texas	BS	Librarian	8/6/2025	
				Texas Woman's University	MA			
Sellers Middle School	Zapata	Milene	20	Venezuela University	BS	Teacher	7/30/2025	
Sewell Elementary	Zapata	Jacquelyn	9	Texas Tech University	BS	Teacher	7/30/2025	
Shugart Elementary School	Bounds	Alexis	3	Texas A&M University	BS	Teacher	7/30/25	

**August 2025
Professional New Hires List**

School/Dept.	Last Name	First Name	Exp	College	Degree	Job Title	Effective Date	Notes
Shugart Elementary School	Meja	Santos	0	Lamar University	BS	Teacher	8/25/25	
South Garland High School	Copeland	William	0	University of North Texas	BA	Teacher	7/30/25	
				University of North Texas	MA			
South Garland High School	Dockery	Cedric	9	University of Texas at Austin	BS	Teacher/Coach	7/21/25	
South Garland High School	Strickland	Zanette	0	Baylor University	BA	Teacher	7/30/25	
				Baylor University	MS			
South Garland High School	Ford	Stephen	0	Arizona State University	BS	Teacher/Coach	7/21/2025	
				Grand Canyon University	MS			
South Garland High School	Futrell	Summer	25	Henderson State University	BS	Instructional Coach	7/22/2025	
				Henderson State University	MA			
South Garland High School	Gonzalez	Nicolas	11	North American University	BS	Teacher	8/5/25	
South Garland High School	Harris	Te'Kaelon	13	Texas A&M University	BS	Teacher/Coach	7/30/25	
South Garland High School	Martinez	Banesa	9	University of Texas at Dallas	BA	Teacher	8/25/25	
South Garland High School	Meyler	Melisa	0	University of Texas	BA	Teacher	8/8/25	
South Garland High School	Stephens	Landen	4	McMurry University	BA	Teacher/Coach	7/21/25	
South Garland High School	Williams	Tamara	0	Tennessee State University	BS	Teacher	7/30/25	
Spring Creek Elementary School	Garland	Burnyte	20	Texas Women's University	BS	Teacher	7/30/25	
Student Services	Valdivia	Juanita	0	Texas Woman's University	BS	Clinic Nurse Specialist	8/12/25	
Walnut Glen Academy for Excellence	Jasso	Yazmin	0	American Public University	BS	Teacher	8/28/25	
Weaver Elementary School	Conerly	Amahya	0	Texas A&M University Prairie View	BS	Teacher	8/4/25	
Weaver Elementary School	Acevedo	Joanna	0	N/A		Teacher	7/30/25	CAPE Instructor for 2025-2026 school year

**August 2025
Resignation and Retirement List - Paraprofessionals**

Approved to Date: 309					
Current: 42					
Total: 351					
<u>School/Dept.</u>	<u>Name</u>	<u>Job Title</u>	<u>Experience</u>	<u>Reasons</u>	<u>Effective Date</u>
Austin Academy for Excellence	Crawford, Robert	Aide/Instructional Title 1	5 years with GISD	Other	8/8/2025
Bussey Middle School	Salazar Martinez, Cristina	Aide/Office	1 year with GISD	Resignation/Career Change	5/28/2025
Carver Elementary	Calderson, Maria	Aide/Emergent Bilingual Instructional	8 years with GISD	Resignation/Relocation	5/28/2025
Cisneros Prekindergarten	DeLeon, Michelle	Data Clerk Prekindergarten	0 years with GISD	Resignation/Career Change	8/29/2025
Cisneros Prekindergarten	Espana, Christin	Aide/SPED ECSE PreK Idea B	0 years with GISD	Resignation/Personal	5/28/2025
Cisneros Prekindergarten	Moncada, Guadalupe	Aide/Bilingual Prekindergarten	1 year with GISD	Resignation/Personal	8/15/2025
Classical Center at Brandenburg Middle School	Suarez Ovalle, Carmen	Aide/Counselor	1 year with GISD	Resignation/Career Change	8/8/2025
Cooper Elementary	Carrigan, Teresia	Aide/SPED ECSE	1 year with GISD	Resignation/Relocation	5/28/2025
Cooper Elementary	Mendez, Marilyn	Aide/Office	1 year with GISD	Resignation/Career Change	5/28/2025
Cooper Elementary	Mitchell, Ashley	Aide/SPED ABC	1 year with GISD	Resignation/Health Reasons	7/31/2025
Couch Elementary	Cullors, Raven	Aide/SPED ALE	0 years with GISD	Resignation/Personal	8/13/2025
Couch Elementary	Kirkpatrick, Josephina	Aide/SPED ECSE Inclusion	6 years/3 with GISD	Resignation/Other	5/28/2025
Coyle Technology	Friesen, Jackson	Aids/SPED ABC	2 years with GISD	Resignation/Other Texas School	8/5/2025
Dorsey Elementary	Williams, Akayma	Aide/SPED Behavioral Adjustment	7 years with GISD	Resignation/Professional Development	5/28/2025
Garland High School	Clark, Sonya	Aide/Office	2 years/1 with GISD	Resignation/Other Texas School	8/4/2025
GISD Employee Clinic	Stauder, Debbie	Health Clinic Medical Assistant	8 years with GISD	End of Assignment	9/1/2025
GISD Security Training Center	Ewing, Nicholas	Armed Officer Pool	2 years with GISD	Resignation/Career Change	8/8/2025
Hickman Elementary	Perez, Jessenia	Secretary/Principal	11 years with GISD	Resignation/Relocation	7/31/2025
Jackson Technology Center	Mancilla, Stephanie	Aide/Office	3 years with GISD	Resignation/Career Change	5/28/2025
Jackson Technology Center	Martinez, Genesis	Aide/Office	4 years with GISD	Resignation/Career Change	5/28/2025
Jackson Technology Center	Mendoza, Andrea	Aide/Counselor	1 year with GISD	Resignation/Personal	5/28/2025
Kimberlin Academy	Barron Alvarado, Monica	Aide/PE	1 year with GISD	Resignation/Personal	5/28/2025
Kimberlin Academy	Smithers, Benjamin	Campus Technology Assistant	1 year with GISD	Resignation/Career Change	8/8/2025
Lakeview Centennial High School	Ky, Victoria	Secretary/Assistant Principal	1 year with GISD	Resignation/Career Change	6/3/2025
Lister Elementary	Reyes, Kenia	Aide/Office	0 years with GISD	Resignation/Personal	8/11/2025
Lister Elementary	Rodriguez, Jennifer	Aide/SPED ABC	3 years with GISD	Other	5/28/2025
Memorial Pathway Academy	Beach, Natalie	Secretary/Principal	20 years with GISD	Retirement/TRS	12/31/2025
Naaman Forest High School	Dabney, Cynthia	Aide/SPED ABC	31 years/26 with GISD	Resignation/Personal	5/28/2025
O'Banion Middle School	Lockett, Breshet	Aide/Office	14 years/6 with GISD	Resignation/Career Change	5/28/2025
Padgett Building	Crump, Benjamin	Purchasing Watehous Driver Stocker	2 years with GISD	Resignation/Not Working	8/13/2025
Parsons Prekindergarten School	Cruz, Maricela	Aide/Prekindergarten	1 year with GISD	Resignation/Personal	5/28/2025
Parsons Prekindergarten School	Leon, Maria	Aide/Title 1 Prekindergarten	14 years with GISD	Other	5/28/2025
Pearson Elementary	Patterson, Kimberly	Aide/SPED ALE	9 years with GISD	Resignation/Relocation	5/28/2025
Roach Elementary	Carbajal, Adriana	Aide/Emergent Bilingual Instructional Aide	17 years with GISD	Retirement/TRS	12/19/2025
Sachse High School	Farrell, Christine	Aide/SPED ALE	17 years/2 with GISD	Other	5/28/2025
Sachse High School	Hollins, Brandon	Aide/SPED FBE	0 years with GISD	Resignatoin/Professional Development	8/1/2025
Schrade Middle School	Chambers, Christy	Aide/SPED ABC	1 year with GISD	Resignation/Personal	8/8/2025
Sellers Middle School	Harper, Tana Reca	Aide/SPED ABC	4 years/1 with GISD	Resignation/Career Change	8/4/2025

August 2025
Resignation and Retirement List - Paraprofessionals

<u>School/Dept.</u>	<u>Name</u>	<u>Job Title</u>	<u>Experience</u>	<u>Reasons</u>	<u>Effective Date</u>
Sellers Middle School	Meade, Sophia	Aide/Office	1 year with GISD	Resignation/Career Change	5/28/2025
Stephens Elementary	Stanphill, Tracey	Aide/Prekindergarten SPED ECSE	27 years/24 with GISD	Resignation/Personal	5/28/2025
South Garland High School	Loyd, Kalvilena	Aide/SPED ALE	0 years with GISD	Resignation/Personal	4/23/2025
Weaver Elementary School	Mendoza Morin, Jacqueline	Aide/SPED ALE	o years with GISD	Other	8/22/2025

August 2025
Resignation and Retirement List - Professionals

Approved to Date: 872					
Current: 41					
Total: 913					
<u>School/Dept.</u>	<u>Name</u>	<u>Job Title</u>	<u>Experience</u>	<u>Reasons</u>	<u>Effective Date</u>
Armstrong Elementary	Nwadike, Ashley	Teacher/Early Childhood Special Education	2 years with GISD	Resignation/Health Reasons	5/28/2025
Back Elementary	Talley, Kristy	Teacher/Prekindergarten	1 year with GISD	Resignation/Health Reasons	8/8/2025
Bussey Middle School	Steward, India	Teacher/Social Studies 7/8	0 years with GISD	Resignation/Other Texas School	8/22/2025
Classical Center at Brandenburg Middle School	Wells, Shannon	Teacher/Social Studies	14 years/8 with GISD	Resignation/Health Reasons	5/28/2025
Classical Center at Vial Elementary	Aguinaga, Cesar	Counselor	3 years/1 with GISD	Resignation/Other Texas School	5/28/2025
Cooper Elementary	Harris, Shellyne	Teacher/SPED ABC	3 years/1 with GISD	Resignation/Other	8/8/2025
Couch Collegiate Prep Elementary	El, Kandake	Teacher/5th Gr.	1 year with GISD	Resignation/Personal	5/30/2025
Coyle Technical Center	Guintos, Daisy	Teacher/SPED Resource	4 years with GISD	Resignation/Other	5/28/2025
Coyle Technical Center	Luthra, Anushka	Teacher/Math 7/8	3 years/1 with GISD	Resignation/Personal	7/29/2025
Coyle Technical Center	McFall, Monique	Teacher/ESL	7 years with GISD	Resignation/Other Texas School	5/28/2025
Dorsey Elementary School	Cook, Peggy	Teacher/1st Gr.	17 years with GISD	Resignation/Career Change	5/28/2025
Garland High School	Belimam, Khadija	Teacher/French	1 year/0 with GISD	Other	7/31/2025
Garland High School	Oku, Desean	Teacher/Business Education	2 years/1 with GISD	Resignation/Personal	5/28/2025
Gilbreath-Reed Career and Technical Center	Callison, Shelby	Teacher/Graphic Design Printing	6 years with GISD	Resignation/Career Change	8/5/2025
Harris Hill	Garcia, Gabrielle	Responsive Services Counselor	4 years/1 with GISD	Resignation/Career Change	5/30/2025
Harris Hill	Martinez, Justine	Speech Pathologist SPED	0 years with GISD	Other	8/29/2025
Harris Hill	Patis-Lamei, Emerald	Beahvior Specialist BCBA	15 years/12 with GISD	Resignation/Professional Development	8/1/2025
Harris Hill	Thomas, Staci	SPED Campus Support Coach Idea B	10 years/5 with GISD	Resignation/Other Texas School	8/26/2025
Harris Hill	Whitehead, Robert	Technology Applications System Manager	45 years with GISD	Retirement TRS	12/31/2025
Houston Middle School	Rauch, Summer	Teacher/SPED Resource	5 years/1 with GISD	Resignation/Personal	8/14/2025
Hudson Middle School	Belitere, Lauren	Teacher/English 7/8	2 years with GISD	Resignation/Other Texas School	5/25/2025
Kimberlin Academy	Davis, Jordan	Teacher/Music	5 years with GISD	Resignation/Career Change	9/12/2025
Lakeview Centennial High School	Post, Christal	Teacher/Dance	13 years with GISD	Resignation/Other Texas School	8/8/2025
Naaman Forest High School	Burns, Megan	Teacher/Journalism	9 years/4 with GISD	Resignation/Career Change	5/28/2025
North Garland High School	Sims, Jermaine	Teacher/Business Education/Coach	3 years with GISD	Resignation/Other Texas School	7/30/2025
O'Banion Middle School	Aguilar, Greisi	Teacher/ESL	0 years with GISD	Other	8/11/2025
Pearson Elementary School	Lopez, Crystal	Teacher/3rd Gr.	16 years/8 with GISD	Resignation/Other Texas School	8/22/2025
Rowlett Elementary School	Gee, Marcus	Teacher/Bilingual 5th Gr.	0 years with GISD	Contract Abandonment	8/15/2025
Rowlett High School	Baudoin, Zachary	Teacher/Science	11 years/9 with GISD	Resignation/Other Texas School	8/8/2025
Sachse High School	Hawkins, James	Teacher/SPED Content Mastery Inclusion	4 years with GISD	Resignation/Other Texas School	5/28/2025
Sachse High School	Wiggins, Tiffany	Teacher/Business Education	5 years with GISD	Resignation/Health Reasons	7/28/2025
Schrade Middle School	Bell, Daylon	Teacher/Science 7/8/Coach	1 year with GISD	Resignation/Other Texas School	5/30/2025
Sellers Middle School	Bland, Tameka	Teacher/Math 6	18 years with GISD	Resignation/Relocation	8/5/2025
Sellers Middle School	Sanders, Myr'a	Teacher/English 7/8	0 years with GISD	Resignation/Personal	7/31/2025
Sellers Middle School	Williams, Kenneth	Teacher/Science 7/8	9 years/1 with GISD	Resignation/Relocation	5/28/2025
Shorehaven Elementary	Harkrider, Wendy	Librarian	14 years/8 with GISD	Resignation/Other Texas School	5/28/2025
South Garland High School	Almazan, Jesus	Teacher/Auto Collision Repair	3 years/1 with GISD	Resignation/Personal	7/27/2025

August 2025
Resignation and Retirement List - Professionals

<u>School/Dept.</u>	<u>Name</u>	<u>Job Title</u>	<u>Experience</u>	<u>Reasons</u>	<u>Effective Date</u>
South Garland High School	Jones, Errika	Teacher/English	1 year with GISD	Resignaiton/Health Reasons	5/28/2025
South Garland High School	Molina Londono, Lady	Teacher/Spanish	1 year with GISD	Resignation/Moving Out of State	5/28/2025
Spring Creek Elementary	Dabney, Tawanda	Teacher/SPED CBSE Idea B	2 years with GISD	Resignation/Health Reasons	5/28/2025
Webb Middle School	Esparza, Litzy	Teacher/English 7/8	2 years with GISD	Resignaton/Other	8/5/2025



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Jennifer Miller, Director of Student Nutrition Services

Subject: Consider Approval of Modification to SY25-26 Interlocal Agreement Region 10 for Student Nutrition Services (SNS)

Consent Agenda

Executive Summary:

This modification of award will add one additional category to the contract to purchase Ice Cream Novelties to feed the students in the cafeterias of Garland ISD. Reviewed and approved by Jennifer Miller, Director of Student Nutrition Services, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation to modify the award as listed below:

Add Ice Cream Novelties

Procurement Method: Interlocal Region 10

Contract Term: One (1) year

Recommended Motion for Action Items:

Move to approve modification to Interlocal Agreement Region 10 for Student Nutrition Services (SNS) as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: \$200,000

240 - National School Breakfast and Lunch Program



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Dr. Shelley Garrett, Assistant Superintendent of Safety & Operations

Subject: Consider Approval to Re-Adopt Resolution to Declare a Good Cause Exception for House Bill 3 Armed Security Officer Requirement

Consent Agenda

Executive Summary:

The GISD Board of Trustees approved a Resolution August 22, 2023, to declare a good cause exception for the House Bill 3 armed security officer requirement, requiring one armed security officer at every district campus during regular school hours. The 89th Texas Legislative session added the following: A good cause exception claimed by the board of trustees expires after one (1) year. Upon expiration, the board must reevaluate whether the board is able to comply with the original requirement (i.e., sworn police officers on every campus) and if not, must renew the good cause exception and the alternative standard to be implemented.

This Resolution is a continuation/re-adoption of GISD's alternative plan, which is to have highly trained GISD Armed Security Officers at every campus that does not have a sworn police officer.

Presented to the Finance, Facilities, and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

Provided for your consideration.

Recommended Motion for Action Items:

Move to Re-Adopt Resolution to Declare a Good Cause Exception for House Bill 3 Armed Security Officer Requirement as presented to the Board of Trustees.

Financial Impact and Funding Source:

N/A

**RESOLUTION OF THE GARLAND INDEPENDENT SCHOOL
DISTRICT BOARD OF TRUSTEES TO DECLARE A GOOD CAUSE EXCEPTION
FOR HOUSE BILL 3 / ARMED SECURITY OFFICER REQUIREMENT**

WHEREAS, Section 37.0814(a) of the Texas Education Code requires the board of trustees of each school district to ensure that at least one (1) armed security officer is present during regular school hours at each district campus; and

WHEREAS, “armed security officer” as defined by Section 37.0814(a) must be a school district peace officer, school resource officer or a commissioned peace officer employed as security personnel; and

WHEREAS, the Board of Trustees has determined that the District would require additional school resource officers to comply with the armed security officer requirement; and

WHEREAS, the Board of Trustees has concluded that the district cannot comply with this requirement due to the availability of personnel who qualify to serve as a security officer as described in Section 37.0814(a), therefore

BE IT RESOLVED,

1. That pursuant to Section 37.0814(c) of the Texas Education Code, the Board of Trustees hereby claims a good cause exception to the armed security officer requirement of Section 37.0814(a).
2. That Garland Independent School District’s non-compliance is due to the availability of personnel who qualify to serve as a security officer as described in Section 37.0814(a).
3. That, as provided by Section 37.0814(d), the Board of Trustees hereby establishes an alternative standard for the provision of armed security at GISD campuses with which the District is able to comply.
4. That the alternative standard and the District’s plan for compliance with that standard is summarized in Exhibit A to this Resolution.
5. That additional details of the District’s alternative standard, including security sensitive details made confidential by law, are incorporated into Annex K, Appendix D of the District’s Multi-Hazard Emergency Operations Plan (MEOP), which is hereby approved and adopted by reference in this Resolution.
6. That it is hereby found, determined and declared that a sufficient written notice of the date, time, place and subject of the meeting of the Board of Trustees of the Garland Independent School District at which this Resolution was adopted was posted at a

place convenient and readily accessible at all times to the general public for the time required by law preceding this meeting as required by Chapter 551, Texas Government Code and that unless authorized by law, this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The Board of Trustees further ratifies, approves and confirms such written notice and posting thereof.

FINALLY PASSED AND ADOPTED this _____ day of _____, 2025.

By: _____
President, Board of Trustees
Garland Independent School District

ATTEST:

Secretary, Board of Trustees
Garland Independent School District

Exhibit A—Alternative Standard Plan

The alternative standard and the District's plan for compliance with that standard are summarized as follows:

Garland ISD will allocate full-time Armed Security Officers utilizing the School Safety Training Program (aka, Guardian Plan); Security Specialists of Armed Security Officers; and a Security Coordinator of Armed Security Officers to fulfill House Bill 3's requirement to ensure that at least one armed security officer is present during regular school hours at each district campus.

The Armed Security Officers will be vetted, supervised, evaluated, and monitored by GISD's Security Department.

The Security Dept. will employ Security Specialists and a Security Coordinator to ensure efficient supervision and a tight span of control.

In addition to the School Guardian requirements, i.e., license to carry per Department of Public Safety under the authority of TX Govt Code 411, Subchapter H; School Safety Training per TX Govt Code 411.1901 and HB121 (2025) requirements of ALERRT training, school safety & emergency management, crisis intervention, incident command, first aid administration, mental health, and qualifications relating to carry/use of firearm, Garland ISD will also require additional training, e.g., Stop the Bleed, Civilian Response to Active Shooter Events (CRASE), School-Based Law Enforcement (SBLE), Verbal Judo, CPR/AED training, and Narcan training.

These officers will also conduct Standard Response Protocol training, intruder detection audits, and daily door lock checks at their respective campuses.



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Dr. Babetta Hemphill, Executive Director of Student Services and School Choice
Erica Carbajal, Assistant Director of Student Services

Subject: Consider Approval of the Proposed 2026-27 Choice of School Calendar

Action Item

Executive Summary:

The District is governed by a desegregation plan under the Civil Rights Act of 1964, approved 1970 Civil Court Order No. 3-4100-C, and amended 1987 Civil Court Action No. 3-4100-C. The plan requires parents or 18-year-old students to select the school that the students will attend the following school year.

As in previous years, the district proposes two separate selection periods for parents or 18-year-old students to choose a school for the upcoming year. The proposed selection period for grades 1-12 students is from December 1, 2025, to January 12, 2026. For students entering pre-kindergarten and kindergarten in the 2026-27 school year, the proposed selection period is April 1 – May 1, 2026.

Administrative Recommendations:

The administration recommends approving the 2026-27 Choice of School calendar.

Recommended Motion for Action Items:

Financial Impact and Funding Source:

N/A

2025-26 Choice of School Results: Grades Pre-K - 12

Review of the 2025-26 Choice of School Results with Stakeholders

Dr. Babetta Hemphill
Executive Director of Student Services &
School Choice

Erica Carbajal
Assistant Director of Student Services
Enrollment & Testing



Garland ISD Current Enrollment

47,960

August 12, 2025

Notable Changes for the 2025-26 School Year

OLD SYSTEM	NEW SYSTEM - For 25-26
Choice of School Form in Skyward	Choice of School Form in Avela
Separate magnet application and application window	Combined: Choice of School Form which includes magnet programs
# of programs/# of schools	Select between 3 and 6 schools/magnet programs mixed on the same form
Removal of “continue in current program, hold and apply, exit and apply, exit” options	Rank order only

Notable Changes for the 2025-26 School Year

OLD SYSTEM	NEW SYSTEM - For 25-26 application
Magnet results in February with an accept/reject option	Choice results were sent in March. This is a Single Best Offer based on the preferences you chose.
If you accepted a magnet seat, you were done with the process and lost any waitlist numbers you had.	If you did not get your first choice, you were automatically placed on the waitlist for the programs you qualify for above your placement.
Automatic continuation (affecting current magnet students at Hillside, Kimberlin, Walnut Glen, Beaver, Watson, Herfurth, Luna, Classical Center at Vial)	Priority Continuation
All programs are listed. Families are encouraged to check the qualifications at garlandisd.net/magnets	Students could only see the programs they qualified for.

2025-26 CoS Results Overview: Placements

Rank of Placement	# Students	% of Students
1	7,962	69%
2	1,848	16%
3	780	7%
4	280	2%
5	60	1%
6	31	0%
<i>Total Placements</i>	<i>10,961</i>	<i>95%</i>

2025-26 CoS Results Overview:

District Assigned - Not Placed

	# Students	% of Students
Not Placed	605	5%
Total Placements	10,961	95%
Total Applicants	11,566	100%

95%

**of the 11,566 students who
made a choice received
1 of their 6 Choices**

2025-26 CoS Results Overview:

Deep Dive into Early Elementary Results

Grade	# Matches	% of All Matched	# Not Matched	% of All Not Matched	% Matched
PK3	65	2%	183	75%	26%
PK4	1,283	39%	37	15%	97%
K	1,973	59%	24	10%	99%
<i>All Grades</i>	<i>3,321</i>	<i>100%</i>	<i>244</i>	<i>100%</i>	<i>93%</i>

Engagement Strategies



Implications & Actions



- More people are engaging in the process, satisfaction rate decreases
 - Ensure clear understanding of the options
 - Are more options needed?
 - Did everyone want another choice or were they just testing the waters?

Implications

- Continue to Simplify Processes
- Students may only choose Magnet Programs they qualify for
- Begin Choice for Grade 1-12 earlier

Future Actions

2026-27 Choice of School Selection Periods

Grades 1-12

December 12, 2025
- January 12, 2026

Pre-K & Kindergarten

April 1 - May 1,
2026

Questions???



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Dr. Babetta Hemphill, Executive Director of Student Services
Ms. Mary Garcia, Director of Student Services - Student Engagement and Support Services

Subject: Consider Approval of 2025-26 Dallas County JJAEP MOU

Information Item

Executive Summary:

During the GISD School Board's meeting on Tuesday, August 26th, 2025, Trustees will receive the Memo of Understanding with the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP).

Chapter 37 of the Texas Education Code requires that juvenile boards and independent school districts work cooperatively to provide alternative education programs in counties with a population of 125,000 or more. The responsibilities of school districts and county juvenile boards as to the operation and funding of such programs must be outlined in a joint memorandum of understanding pursuant to Texas Education Code Section 37.011 (k), and (2) The educational spectrum available for youth provided under Chapter 37 of the Texas Education Code requires the creation of alternative education programs in each independent school district operating in Dallas County and the creation of a Dallas County Juvenile Justice Alternative Education Program (DCJJAEP).

The purpose of this MOU is to:

- (a) to establish consistency, predictability, and appropriateness of curriculum options and student placement following expulsion from school;
- (b) to return students to the school setting when appropriate;
- (c) to impress upon youth that there are progressive sanctions for misconduct in the public school setting;
- (d) to provide educational options for the juvenile courts, consistent with the progressive sanctions in the juvenile justice system where appropriate; and
- (e) to comply with the requirements of Chapter 37 of the Texas Education Code.



BOARD OF TRUSTEES AGENDA

Administrative Recommendations:

This year, during the 89th Texas Legislative Session, new laws were passed that impacted expulsions and placements to the Juvenile Justice Alternative Education Program (JJAEP). HB 6 expanded the list of behaviors subject to mandatory expulsion, regardless of whether they occur on school property or at a school activity. As a result, we anticipate an increase in mandatory JJAEP placements, and our JJAEP Memorandum of Understanding (MOU) has been updated to reflect these legislative changes. The following behaviors are now considered mandatory JJAEP placements, regardless of where they occur:

- Assault against employee or volunteer (new)
- Threatening to exhibit or use of firearm: Terroristic Threat (new)
- Unlawful carrying of weapons (new)
- Offenses related to prohibited weapon (new)
- Burglary (new)
- Aggravated burglary
- Aggravated assault
- Sexual assault
- Aggravated sexual assault
- Arson
- Felony distribution of THC
- Murder or attempted murder
- Indecency with a child
- Kidnapping
- Aggravated kidnapping
- Manslaughter
- Criminally negligent homicide

Local districts will not be charged for individual mandatory placements to the JJAEP. Placements that were previously considered discretionary and required a district fee are now classified as mandatory, therefore eliminating the fee.

I am presenting the revised MOU tonight for your approval. The administration recommends approval of the [2025-26 JJAEP MOU](#).

Financial Impact and Funding Source:

199 Funding

Budgeted amount is \$35,000

2025–2026

1673 Terre Colony Ct
Dallas, TX 75212

Memorandum of Understanding

*Dallas County
Juvenile Justice Alternative Education Program*

I. ADMINISTRATION OF DCJJAEP

The DCJJAEP shall administer the educational portion of the DCJJAEP program; shall maintain all educational records applicable to the ISDs with regard to the status and the ultimate disposition of each student assigned to the DCJJAEP and shall provide the necessary curriculum, including but not limited to special education and bilingual services, in accordance with the Texas Education Code as it exists or may be amended, and; other such responsibilities normally associated with the administration of educational services. All personnel providing services in the DCJJAEP program will strive to provide an educational program for the students at the DCJJAEP that meet high academic standards.

The DCJJAEP shall conform to the standards and guidelines of the Texas Juvenile Justice Department. Furthermore, the DCJJAEP personnel shall be responsible for, and maintain, all reports, data, assessments, etc. necessary to permit and allow compliance, as necessary where necessary, with the TEC, including, but not limited to, Chapters 39 and 42 of the TEC.

II. STUDENT PLACEMENT, DUE PROCESS, AND TERM OF PLACEMENT

2.1 The parties to this MOU acknowledge that TEC §37.011(a) requires that every expelled student in a county with a population of 125,000 or greater who is not detained or receiving treatment under an order of the juvenile court must be enrolled in an educational program. It is therefore the intent of the DCJJAEP to provide educational services to all expelled students of Dallas County.

2.2 Students who are expelled from the school district setting will be afforded due process within the respective ISD as provided by school district policy and federal and state law. If, during the period of expulsion, a student engages in additional conduct for which placement in a DAEP or expulsion is required, or permitted, additional proceedings may be conducted, and the principal, another appropriate administrator, or the Board may issue an additional disciplinary order as a result of those proceedings. DCJJAEP will work with the respective ISD to determine the location for due process in this instance. Additional days of removal ordered for subsequent conduct while in the DCJJAEP will be served following completion of the student's initial placement in DCJJAEP. Discipline will not run concurrently.

2.3 Students who are removed from their "home campus" on a discretionary offense according to the TEC Chapter 37 must go directly to their Discretionary Alternative Education Program. These removals may be considered as a DCJJAEP discretionary placement on a case by case basis and review of that ISD's student code of conduct.

2.4 In order to avoid-undue disruption of the educational process, each ISD shall notify the DCJJAEP of their intent to schedule an expulsion hearing. If this hearing results in an expulsion, then notification in writing should be provided to the DCJJAEP as soon as the expulsion hearing of a regular education student has concluded, including all required documentation. DCJJAEP administration will begin contacting the student's parent / guardian to schedule an intake orientation and start date upon receipt of all necessary documentation. If the parent / guardian fails to schedule or complete an intake orientation after reasonable attempts made by the DCJJAEP, the student may be referred back to the sending district for further action. In assigning a term of expulsion, the expelling ISD shall assign a term of not less than thirty (30) school days. Administrators of the ISD and DCJJAEP may agree on deviations from the minimum and maximum length of stay or placement on a case-by-case basis. A term of removal shall require successful completion of the assigned term. A successful school day is determined by the appropriate administrator at the DCJJAEP giving consideration to factors including but not limited to attendance, behavior, and academics. Upon the student meeting all expulsion and Court requirements or the DCJJAEP receiving official documentation that the off campus Title 5 felony charges leading to the expulsion have been dismissed or reduced to a misdemeanor offense, the student's enrollment will be transferred to the district of residence.

2.5 If the student is expelled under any mandatory or Title 5 felony expulsion provision, the referral to the DCJJAEP requires a law enforcement report, including but not limited to an arrest report, an at-large charge, an arrest warrant, and/or notice under Article 15.27 of the Code of Criminal Procedure. If a student is removed to DCJJAEP under the registered sex offender provision, the referral to DCJJAEP requires official documentation of this registration.

2.6 All expulsions referred to the DCJJAEP require the sharing of records. For this reason, the ISDs designate the DCJJAEP as a school official with a legitimate educational interest in the educational records of students assigned to the DCJJAEP. Similarly, DCJJAEP designates the ISDs as school officials with a legitimate educational interest in the educational records of their respective students. Confidentiality of the records maintained by the ISDs and DCJJAEP will be maintained in accordance with the Family Education Rights and Privacy Act and will only be disclosed and/or discussed with school officials who have a legitimate educational interest in the records.

INTERAGENCY SHARING OF EDUCATIONAL RECORDS - Texas Family Code Sec. §58.0051

(a) In this section:

(1) "Educational records" means records in the possession of a primary or secondary educational institution that contain information relating to a student, including information relating to the student's:

- (A) identity;
- (B) special needs;
- (C) educational accommodations;

- (D) assessment or diagnostic test results;
- (E) attendance records;
- (F) disciplinary records;
- (G) medical records; and
- (H) psychological diagnoses.

(2) "Juvenile service provider" means a governmental entity that provides juvenile justice or prevention, medical, educational, or other support services to a juvenile. The term includes:

- (A) a state or local juvenile justice agency as defined by Section §58.101;
- (B) health and human services agencies, as defined by Section §531.001, Government Code, and the Health and Human Services Commission;
- (C) the Department of Family and Protective Services;
- (D) the Department of Public Safety;
- (E) the Texas Education Agency;
- (F) an Independent School District
- (G) a juvenile justice alternative education program;
- (H) a charter school;
- (I) a local mental health authority or local intellectual and developmental disability authority;
- (J) a court with jurisdiction over juveniles;
- (K) a district attorney's office;
- (L) a county attorney's office; and
- (M) a children's advocacy center established under Section §264.402.

(3) "Student" means a person who:

- (A) is registered or in attendance at a primary or secondary educational institution; and
- (B) is younger than 18 years of age.

(b) At the request of a juvenile service provider, an independent school district or a charter school shall disclose to the juvenile service provider confidential information contained in the student's educational records if the student has been:

- (1) taken into custody under Section §52.01; or
- (2) referred to a juvenile court for allegedly engaging in delinquent conduct or conduct indicating a need for supervision.

(c) An independent school district or charter school that discloses confidential information to a juvenile service provider under Subsection (b) may not destroy a record of the disclosed information before the seventh anniversary of the date the information is disclosed.

(d) An independent school district or charter school shall comply with a request under Subsection (b) regardless of whether other state law makes that information confidential.

(e) A juvenile service provider that receives confidential information under this section shall:

- (1) certify in writing that the juvenile service provider receiving the confidential information has agreed not to disclose it to a third party, other than another juvenile service provider; and
- (2) use the confidential information only to:

- (A) verify the identity of a student involved in the juvenile justice system;
and
- (B) provide delinquency prevention or treatment services to the student.

(f) A juvenile service provider may establish an internal protocol for sharing information with other juvenile service providers as necessary to efficiently and promptly disclose and accept the information. The protocol may specify the types of information that may be shared under this section without violating federal law, including any federal funding requirements. A juvenile service provider may enter into a memorandum of understanding with another juvenile service provider to share information according to the juvenile service provider's protocols. A juvenile service provider shall comply with this section regardless of whether the juvenile service provider establishes an internal protocol or enters into a memorandum of understanding under this subsection unless compliance with this section violates federal law.

(g) This section does not affect the confidential status of the information being shared. The information may be released to a third party only as directed by a court order or as otherwise authorized by law. Personally identifiable information disclosed to a juvenile service provider under this section is not subject to disclosure to a third party under Chapter 552, Government Code.

(h) A juvenile service provider that requests information under this section shall pay a fee to the disclosing juvenile service provider in the same amounts charged for the provision of public information under Subchapter F, Chapter 552, Government Code, unless:

- (1) a memorandum of understanding between the requesting provider and the disclosing provider.
 - (A) prohibits the payment of a fee;
 - (B) provides for the waiver of a fee; or
 - (C) provides an alternate method of assessing a fee;
- (2) the disclosing provider waives the payment of the fee; or
- (3) disclosure of the information is required by law other than this subchapter.

2.7 The expulsion order, when forwarded to the DCJJAEP, should have attached: family contact information, withdrawal grades, most recent report card, prior STAAR scores, transcript, home language survey, immunization records, and any pertinent disciplinary records. When applicable, special education records that include the most recent ARD, IEP, and manifestation determination are required.

2.8 Each ISD in Dallas County that chooses to expel a student from the ISD for serious misbehavior under TEC §37.007(c) shall adopt the definitions of “serious” misbehavior in 2.9 below in its own student code of conduct. This may result in expulsion from the District Alternative Education Program. The student may be subject to expulsion for serious misbehavior only if the student is already in a school District Alternative Education Program, and engages in, or continues to engage in the serious misbehavior that violates the district’s student code of conduct. Those students expelled under TEC §37.007(c), classified as “serious”, will be billed in the amount of one hundred fourteen

dollars (\$114.00) per day for all days assigned to the DCJJAEP starting on the date of enrollment.

2.9 "Serious Misbehavior" is defined to mean: shall include, but not be limited to, the following offenses that occur on school premises:

A. Deliberate violent behavior that poses a direct threat to the health and safety of others.

B. Extortion (gaining of money or property by force of threat.)

C. Coercion as defined by the Penal Code Sec. §1.07

a.) to commit an offense;

b.) in inflict bodily injury in the future on the person threatened or another;

c.) to accuse a person of any offense;

d.) to expose a person to hatred, contempt or ridicule;

e.) to harm the credit or business repute of any person; or

f.) to take or withhold action as a public servant, or to cause a public servant to take or withhold action.

D. Public Lewdness (PC §21.07)

E. Indecent Exposure (PC §21.08)

F. Criminal Mischief (PC §28.03)

G. Personal Hazing (TEC §37.152)

H. Harassment (PC §42.07(a)(1)) of a student or employee

2.10 In the event that a student becomes a danger to himself, DCJJAEP personnel, or other students within the program, or becomes a disruption-of the learning environment so severe as to make it detrimental to the other students within the DCJJAEP program, the DCJJAEP administration shall reserve the right to refer the student to the Juvenile Probation Office and /or refer those students back to their home campus for evaluation. Each ISD will be notified of the referral to the Juvenile Probation Office of any special education. Upon notification, the respective ISD will schedule an ARD meeting as soon as practicable in compliance with the IDEA.

III. STUDENT REMOVAL & REVIEW OF PLACEMENT

3.1 TEC §37.303 requires the ISD's to remove a registered sex offender from the regular classroom upon receipt of notice under Article 15.27 or Chapter 62 of the Texas Code of Criminal Procedure. This removal should be to an appropriate placement for a term of at least one semester. Funding for students placed in the DCJJAEP under TEC §37.303 shall be in the same manner and amounts as for other expelled students in Section I, Section II and Section VI herein.

3.2 For the purpose of placement in the DCJJAEP program a semester shall be defined as one full semester. Students entering into the program in the middle of a semester must complete the following full semester in order to allow for a smooth transition of the child back to a regular education setting.

3.3 TEC §37.306 requires that at the end of that full semester the school district shall convene a committee to review that removed student's placement.

That committee shall, by statute, consist of:

3.3.1 Classroom teacher from the campus the student would otherwise be assigned;

3.3.2 The student's parole or probation officer or, if no assigned officer, a representative for the juvenile department;

3.3.3. An instructor from the DCJJAEP alternative education setting;

3.3.4 A school district administrator or their designee; and

3.3.5 A counselor employed by the ISD.

The committee, by a majority vote, shall determine whether the student should be returned to the regular classroom setting or remain in the DCJJAEP. If the committee recommends that the student be returned to the regular classroom setting, the ISD's board of trustees shall return the student to such setting unless it determines that the student's presence in the regular classroom is a threat to the safety of others; is detrimental to the educational process; or is not in the best interests of the district's students.

3.4 If a student remains in the alternative setting, the board of trustees of the originating ISD shall before each school year convene the committee to review the student's placement, as outlined above.

IV. TRANSPORTATION

4.1 Transportation to the DCJJAEP is the responsibility of the sending district.

4.2 The sending district should provide the parent information on transportation at or during the expulsion process.

V. OPERATION OF THE DCJJAEP

5.1 The DCJJAEP calendar will operate on 6 week grading periods with 184 total instructional days.

5.2 While a student is attending the DCJJAEP, the student may not participate in or attend any school district extracurricular activities at their home district or any other public school campus in the state of Texas.

5.3 Parents and sending districts will receive notice of a student's academic progress in accordance with the schedule; every six weeks for the 2025-2026 school year.

5.4 Students enrolled in the DCJJAEP shall be provided the opportunity to be assessed through all required State of Texas assessments. The home districts shall be responsible for making these tests available. A DCJJAEP teacher will administer the tests on the DCJJAEP campus.

5.5 The DCJJAEP shall accept students between the ages of 10 to 17 years of age. Students voluntarily enrolled in an ISD beyond the age of 17 will be accepted at the DCJJAEP if removed to the DCJJAEP by an ISD on a case by case basis. Special education students may be served beyond the age of 17 to the extent required by law.

5.6 To the extent technology is available at the DCJJAEP, students enrolled in DCJJAEP will be provided internet access for curricular activities, in accordance with DCJJAEP Acceptable Use Policies. Technology, to the extent available and appropriate, will be incorporated in the instruction provided at the DCJJAEP.

5.7 Transitional assistance for students at the DCJJAEP will be provided to assist with the transition from the DCJJAEP back to the student's home campus.

5.8 Students enrolled in DCJJAEP will be subject to a standardized dress code displayed in the Dallas County Juvenile Justice Alternative Education Student Code of Conduct for that current school year.

5.9 The DCJJAEP shall adopt a student code of conduct in accordance with TEC §37.001.

VI. SPECIAL POPULATIONS

6.1 The DCJJAEP and the ISDs shall cooperate in the provision of special services to students placed in the DCJJAEP.

6.2 When expelling a student with a disability who receives special education services, the expelling district, in accordance with applicable federal law, shall provide the administrator of the juvenile justice alternative education program or the administrator's designee with reasonable notice of the meeting of the student's admission, review, and dismissal committee to discuss the students' expulsion. A representative of the DCJJAEP shall participate in the meeting to the extent that the meeting relates to the student's placement in the DCJJAEP program.

6.3 In the event a student is placed in the DCJJAEP who has not been identified by the ISD from which the student was expelled as being eligible to receive such services the DCJJAEP staff shall refer the student to the ISD from which the student was expelled for evaluation and determination of special education eligibility. In the event the student is eligible for special services the DCJJAEP shall implement and be responsible for the

academic elements of any program and the expelling ISD shall implement and deliver any required related Services.

6.4 348.208 Program Requirements (b) English as a Second Language (ESL). (1) The DCJJAEP, in collaboration with the sending school district, must ensure that a student who is non English speaking or who speaks English as a second language is provided ESL services and instruction appropriate to address his or her needs, as determined by a language proficiency assessment committee (LPAC). (2) Documentation of LPAC determinations must be maintained. "English as a Second Language" services and instruction are required to address the needs of any non-English speaking student. The home district's "Language Proficiency Admissions Committee (LPAC)" should meet within 30 days after the student is placed in the DCJJAEP to determine the amount of services necessary per week for the ESL or non-English speaking student. This should be monthly communication between the District LPAC and the DCJJAEP.

6.5 348.208 Program Requirements (c) Section 504 Eligible Students. (1) The DCJJAEP must ensure, in collaboration with the sending school district, that a student who is eligible for services under Section 504 of the Rehabilitation Act of 1973 is provided services and instruction appropriate to address his or her needs, as determined by a Section 504 committee. (2) Documentation of Section 504 eligibility determinations must be maintained.

6.6 School Districts that refer a student with disabilities that are of a nature that it would require special services (i.e., speech, occupational therapy, full time aid) is at the responsibility of the sending ISD.

VII. STUDENT ATTENDANCE / TRUANCY CONDUCT

7.1 DCJJAEP will maintain accurate and current attendance records for all students enrolled. While a student is attending DCJJAEP, attendance will be taken on a daily basis and cross referenced with a student sign-in sheet. This attendance will be sent by email to the sending district on Friday of each week. for those districts who require weekly notification. (An attendance day is indicated as an instructional day, in which a student is enrolled and present for a minimum of 4 hours that day.)

7.2. If a child has unexcused absences for 10 or more days or parts of days in a 6-month period the school district will be notified of this truant conduct. It is the responsibility of each ISD to impose remedial orders according to the law, House Bill 2398, Eighty-fourth Legislature and Chapter 25 of the Texas Education Code or finds that a student falls under a "child in need of supervision" under §51.03(b) (2) of the Texas Family Code. The DCJJAEP shall within 2 working days report this truant conduct to the appropriate enforcement agency. It will be the responsibility of the home district to take proper measures on that student with the appropriate court in their district. This information will also be forwarded by DCJJAEP staff to the child's probation officer if one applies.

7.3 Each district shall assign a person within their district to act as the “truancy” contact. This person shall be notified within the required two (2) day period, as well as the child’s parent, Dallas County Juvenile Probation will be notified if the child has an assigned probation officer.

7.4 DCJJAEP shall place a student on “inactive status” as defined in 37 Texas Administrative Code Sec. §348.2. “Inactive” is the attendance status assigned where the student is maintained as enrolled and not counted as absent or present from the DCJJAEP roster. A student shall be placed on “inactive status” for the following reasons; (a) Student is assigned to juvenile detention; (b) student is truant as defined by Texas Family Code §51.03(b)(2), (absences from school on ten (10) or more consecutive days or parts of days within a 6 month period in the same school year or on three (3) or more days or parts of days within a four (4) week period); (c) student is a documented runaway; (d) student has an extended illness documented by a medical professional. The inactive status shall begin as of the date noted on the verifying document.

7.5 DCJJAEP will “suspend” a student assigned to the DCJJAEP if that student has continuously violated the DCJJAEP Student Code of Conduct. This suspension could last up to (3) three school days. “Suspended” student attendance will be counted like “inactive” students where the attendance will not be counted absent or present from the DCJJAEP.

7.6 A student assigned to the DCJJAEP that remains on “inactive” status for 30 consecutive days of non attendance shall be withdrawn from the DCJJAEP program as directed in 37 Texas Administrative Code §348.7 (g) (3). The withdrawal will take place on the 31st consecutive day of absence. If prior to the expiration of the thirty consecutive days of inactive status, it is determined that the student will not return to the JJAEP, the student may be withdrawn from the program.

VIII. FUNDING

8.1 Region 10 Education Service Center (Region 10) shall serve as Fiscal Agent of the ISDs with respect to payment by the ISDs to the DCJB for DCJJAEP services in accordance with TEC §37.012.

8.2 All ISD’s in the MOU must pay a \$3,000 annual administrative fee.

8.3 The base rate, as established by the DCJB will be charged for each discretionary expulsion student enrolled in DCJJAEP. The base rate for those students admitted to the DCJJAEP for the 2025-2026 school year shall be an amount not to exceed one hundred fourteen dollars (\$114.00) per student, per day in attendance. The base rate includes an administrative fee of ten dollars and forty-two cents (\$10.42) per day payable to the

Fiscal Agent. Mandatory offenses are not charged to the districts. **They are paid for by the Texas Juvenile Justice Department (TJJD).**

8.4 The Fiscal Agent shall establish billing, payment, and accounting procedures. The ISDs shall not be charged for mandatory expulsion students enrolled in DCJJAEP, nor shall an ISD be charged for students placed at DCJJAEP by order of a Dallas County Juvenile Court Judge. The base rate shall be considered the “actual cost” of the DCJJAEP pursuant to TEC §37.0081.

IX. GENERAL CONDITIONS

9.1 This agreement is executed by the parties hereto without coercion or duress and for substantial consideration, the sufficiency of which is forever confessed.

9.2 Any notice under the terms of this agreement by either party to the other shall be in writing, by registered or certified mail, and return receipt requested. Notice to the Juvenile Board shall be sufficient if made or addressed to the Honorable Cheryl Lee Shannon, Judge 305th District Court, 2600 Lone Star Drive, Dallas, TX 75212 or Hiram Lynn Hadnot, 2600 Lone Star Drive, Dallas, TX 75212. Notice to all other ISDs shall be made to the physical address of their administrative offices. Each party may change the address to which notice may be sent to that party by giving notice of such change to the other party in accordance with the provision of this agreement.

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

9.4 This Memorandum of Understanding, including any attachments, contains the entire agreement of the parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the parties. No other agreement, statement, or promise made by or to any party, or made by or to any employee, officer, or agent of any party, that is not contained in this Memorandum of Understanding shall be of any force or effect.

9.5 If any term(s) or provision(s) of this Memorandum of Understanding are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Memorandum of Understanding shall remain in full force and effect and shall in no way be affected, impaired or invalidated, unless such holding causes the obligations of the parties hereto to be impossible to perform or shall render the terms of

this Memorandum of Understanding to be inconsistent with the intent of the parties hereto.

9.6 No assignment of this Memorandum of Understanding or of any duty or obligation of performance hereunder, shall be made in whole or in part by any party hereto without the prior written consent of the other parties hereto.

9.7 No waiver of a breach of any provision of this Memorandum of Understanding shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

9.8 This agreement will go into effect from the date signed until July 31, 2026.

9.9 Neither Dallas County nor any other party to this agreement waive or relinquish any immunity or defense on behalf of themselves, their trustees, commissioners, officers, employees, and agents. as a result of its execution of this agreement and performance of the functions and obligations described herein.

9.10 The Parties to this agreement expressly acknowledge and agree that all monies paid pursuant to this agreement shall be paid from budgeted available funds for the current fiscal year of each such entity.

9.11 The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations, in connection with the programs contemplated under this Memorandum of Understanding. This Memorandum of Understanding is subject to all applicable present and future valid laws governing the juvenile justice programs applicable to school districts and/or county juvenile probation departments. In the event that any of the parties hereto are required by law or regulation to perform any act inconsistent with this Memorandum of Understanding, or to cease performing any act required by this Memorandum of Understanding, this Memorandum of Understanding shall be deemed to have been modified to conform to the requirements of such law or regulation.

9.12 This Memorandum of Understanding is governed by the laws of the State of Texas. Exclusive venue for any disputes arising under the agreement shall be the courts of Dallas County, Texas.

Executed on the ____ day of ____, 2025

Judge Cheryl Lee Shannon
Chairperson of the Juvenile Board
Dallas County, Texas

Duncanville ISD

H. Lynn Hadnot
Executive Director of Juvenile Services
Dallas County Juvenile Justice Board

Garland ISD

Dallas County Juvenile Justice
Alternative Education Program

Grand Prairie ISD

Fiscal Agent
Region 10 Education Service Center

Highland Park ISD

Carrollton Farmers Branch ISD

Irving ISD

Cedar Hill ISD

Lancaster ISD

Coppell ISD

Mesquite ISD

Dallas ISD

Richardson ISD

DeSoto ISD

Sunnyvale ISD



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Dr. Babetta Hemphill, Executive Director of Student Services and School Choice
Ms. Mary Garcia, Director of Student Services - Student Engagement and Support Services

Subject: Consider Approval of the 2025-26 Student Code of Conduct

Action Item

Executive Summary:

During the School Board Meeting on Tuesday, August 26, 2025, Student Services will present the final draft of the 2025–2026 *Garland ISD Student Code of Conduct*, including all proposed changes, for Board approval. As required by state law, the Board must adopt the *Student Code of Conduct*, which then carries the force of district policy.

To support review and preparation, a working draft of the 2025–2026 Student Code of Conduct and a summary of proposed changes will be provided during the Academic and District Affairs Committee Meeting on Tuesday, August 12, 2025.

In addition, Trustees will receive legislative summaries highlighting key updates from the 89th Texas Legislative Session that directly impact the Code of Conduct. These include House Bill 6, Senate Bill 326, and House Bill 1481. This information is intended to provide context and explain the rationale behind several of the recommended revisions.

House Bill 6 makes major updates to Texas student discipline laws to improve school safety and provide clearer guidelines for schools and families. Key changes include:

- **Campus Behavior Coordinator:** Required on every campus to oversee discipline and report serious threats to the Threat Assessment Team.
- **Student Code of Conduct:** Must clearly state when students may be suspended, placed in DAEP, or expelled. First-time possession of e-cigarettes or nicotine products can now lead to DAEP or at least 10 days of ISS. Administrators must consider mitigating factors



BOARD OF TRUSTEES AGENDA

before assigning discipline.

- **Suspensions:** Out-of-school suspensions are limited to 3 days per incident. In-school suspensions must be reviewed every 10 days.
- **DAEP and Expulsions:** More mandatory placements added, including serious offenses like aggravated assault, kidnapping, and off-campus felonies.
- **Virtual Expulsions:** Expelled students may receive virtual instruction if JJAEP is unavailable, and their attendance counts for funding.
- **Teacher Authority:** Teachers can remove students for serious disruptions, and students cannot return without the teacher's written approval.

Overall, HB 6 strengthens discipline structures while promoting fairness and family involvement.

Senate Bill 326: Requires school districts to consider the state's statutory definition of antisemitism when addressing disciplinary incidents that may be motivated by antisemitism. This definition, found in Government Code §448.001, aligns with the International Holocaust Remembrance Alliance (IHRA) standards and provides examples of antisemitic behavior, including hate speech directed toward Jewish individuals or institutions.

SB 326 amends the Education Code to ensure that student discipline decisions—such as suspensions or removals—take into account whether antisemitism was a motivating factor. While the law does not create new disciplinary actions, it ensures that existing code-of-conduct violations are reviewed with this lens. Importantly, the bill clarifies that it does not restrict free speech protected under the Constitution; it only applies when a student's conduct already violates established policies.

House Bill 1481 requires the adoption of a policy that prohibits students from using personal communication devices—such as cell phones, smartwatches, earbuds, and tablets—during the school day while on campus. The law allows districts to require devices to be stored securely, such as in backpacks or lockers, and outlines disciplinary measures for violations, including possible confiscation or disposal of devices after 90 days' written notice to parents. Exemptions must be provided for students with documented needs, such as those with IEP or 504 plans, medical conditions, or safety-related requirements. District-issued devices are not subject to these restrictions.



BOARD OF TRUSTEES AGENDA

For a seamless transition into the new school year and to communicate essential policies and procedures, the Board approved us to begin the 2025-26 school year with our 2024-25 Student Code of Conduct until the new code is adopted. Once adopted, the 2025-26 GISD Student Code of Conduct will be posted in English, Spanish, and Vietnamese on the district website and will also be communicated through Skyward. In addition, all new information in the Student Code of Conduct will be specifically communicated to families through campus communication and the district website.

Administrative Recommendations:

The administration recommends approving the 2025-26 Student Code of Conduct.

Recommended Motion for Action Items:

Financial Impact and Funding Source:

N/A



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Ron Griffen, Executive Director of Athletics

Subject: Consider Approval of Purchase of Concessionaire for GISD Stadiums
(#111-25)

Consent Agenda

Executive Summary:

This award outlines the terms for providing concession services at GISD athletic events. Services will be rendered at two primary stadiums, Williams and Homer B. Johnson. A commission of 22% at both stadiums is payable to GISD. Reviewed and approved by Ron Griffen, Executive Director of Athletics, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation that the offer(s) for Concessionaire for GISD Stadiums, from the company Stadium Fare, provides the best value to the Garland Independent School District.

New Award- Replacement

Procurement Method: Request for Proposal

Contract Term: One (1) year with four (4) annual renewal options

Recommended Motion for Action Items:

Move to approve contract#111-25 Concessionaire for GISD Stadiums as presented to the Board of Trustees.

Financial Impact and Funding Source:

Estimated Revenue: \$175,000

199 - General Fund

EXHIBIT A
 BID TABULATION
 GARLAND INDEPENDANT SCHOOL DISTRICT

Bid Rfq Num	169596	Auction Title	111-25 Concessionaire for GISD Stadiums	Auction Status	ACTIVE	
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Ln #	Award (Y/N)	Reason	Item Description	Quantity	UOM	Supplier	Price	Extended Price
2			Commission Rate Paid to the District If Concessionaire Uses District Equipment and District Provides Maintenance	12	MTH	STADIUM FARE	22.00	264.00
3			Commission Rate paid to GISD for HBJ Stadium and Williams Stadium all year for Fall and Spring Sports	1	MTH	STADIUM FARE	22.00	22.00
4			Commission Rate paid to GISD for Sub Varsity Stadiums all year for Fall and Spring Sports.If propsoer has alternative commission rates please note on "Compliance Form".	1	MTH	STADIUM FARE	600.00	600.00

The District Solicited 126 Suppliers and received 1 response.



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Joseph Figarelli, Director of Fine Arts

Subject: Consider Approval of Purchase of Fine Arts Apparel, Merchandise, and Accessories (#180-25)

Consent Agenda

Executive Summary:

This award will provide Fine Arts Apparel, Merchandise, and Accessories for all Elementary, Middle, and High Schools. Reviewed and approved by Joseph Figarelli, Director of Fine Arts, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation that the offer(s) for Fine Arts Apparel, Merchandise, and Accessories, from the companies in (Exhibit A), provides the best value to the Garland Independent School District.

New Award- Replacement

Procurement Method: Request for Proposal

Contract Term: One (1) year with four (4) annual renewal options

Recommended Motion for Action Items:

Move to approve contract#180-25 Fine Arts Apparel, Merchandise, and Accessories as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: \$700,000

199 - General Fund

Exhibit A

180-25 Fine Arts Apparel, Merchandise, and Accessories

Awarded Vendor List

CHEERLEADING COMPANY INC

DANCE SOPHISTICATES

DDD COLMENERO ENT LP

FRED J MILLER

FRUHAUF UNIFORMS

GANDY INC. SCREENPRINTING AND EMBROIDERY

GETPOMS.COM

GYPSY QUEEN LLC

JW PEPPER AND SONS

LAKESHORE EQUIPMENT COMPANY

LUCKS MUSIC LIBRARY

MACIE PUBLISHING CO

NORCOSTCO INC

NS LEOTARDS LLC

PYEATT HOLDINGS LLC

RAIN PONCHOS PLUS

ROCHELLE RODRIGUEZ

TEAMLEADER

TEXAS MOTION SPORTS LLC

THE BANDMANS COMPANY

THE COSTUME CLOSET

TOURING AND CONSULTING SOLUTIONS INC

VARSITY SPIRIT FASHIONS & SUPPLIES LLC



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing

Subject: Consider Approval of Purchase of Digital Printing Equipment and Related Services (#290-25)

Consent Agenda

Executive Summary:

This award includes the replacement of all district fleet digital printing equipment and related services with the exception of the print shop. An additional 10% of the proposed price will be applied to accommodate any additional machines that may be required during the contract term. Reviewed and approved by Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Proposed Price: \$2,665,231	Additional 10% = \$266,523	Total: \$2,931,754
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Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation that the offer(s) for Digital Printing Equipment and Related Services, from Canon U.S.A. Inc (Exhibit A), provides the best value to the Garland Independent School District.

New Award- Replacement

Procurement Method: Request for Proposal

Contract Term: 36-month lease with three (3) annual renewal options

Recommended Motion for Action Items:

Move to approve contract#290-25 Digital Printing Equipment and Related Services as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: Confidential

756 - Copier Pool

Exhibit A

RFP# 290-25 Digital Printing Equipment and Related Services						
EVALUATION CRITERIA		FIRM	FIRM	FIRM	FIRM	FIRM
		*Canon USA Inc (Primary)	*ImageNet Consulting	Knight Office Solutions Inc (Alternate)	Ricoh	*Xerox (Dahill)
Parameters:	Max Points					
Proposed Price:		\$2,665,231		\$3,223,323.00	\$4,611,896.64	
<u>The purchase price; This section will be scored based on proposer's total price in relation to ranking among other proposers prices.</u>	45	45	30	37	26	40
The reputation of the vendor and of the vendor's goods or services. References and Past Experience – Designated evaluators will check information submitted to score this section. Proposer will provide three (3) references with most updated contact information. Based on current school district with at least 200 devices. 3 Positive References = 5 Points 2 Positive References = 3 Points 1 Positive References = 1 Points Negative numbers, 1-10 may be assigned if the District experienced poor service, which the Purchasing Department documented.	5	3	0	3	1	-3
The quality of the vendor's goods or services (The quality of the vendor's goods or services will be evaluated during the proof of concept phase)	0	0	0	0	0	0
The extent to which the goods or services meet the district's needs. Transmittal Letter (Section 6.2.1) = 12 Training (Section 7.4) = 17 Implementation Plan (Section 7.5) = 12 Addendum acknowledgements, if any = 2 All required forms = 5	48	45	40	35	44	36
The vendor's past relationship with the district;	0	0	0	0	0	0
The impact on the ability of the district to comply with the laws and rules relating to historically under-utilized businesses (HUB); (must be 0 points)	0	0	0	0	0	0
For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: A. has its principal place of business in this state B. employs at least 500 persons in this state Has its principal place of business in this state Litigation – Proposer is to indicate and list if actively involved in any litigation with Owner (only) organization(s) (past, previous, or current)	0	0	0	0	0	0
Financial Strength: -Financial status of the vendor (as rated by the most recent Dun & Bradstreet) - Proposer must indicate number of years as a D&B member - Proposer to provide current D&B rating. (Within the past 12 months) - Proposals must include the DUNS account number and location of office. Failure to provide the DUNS number and risk factor rating will result in zero (0) points.	2	2	1	1	1	2
Total Points	100	93	70	75	71	73

The District solicited 273 suppliers and received 9 responses

Konica Minolta and Sharp Business Systems did not respond with a complete response

Toshiba and Novatech did not meet the scope of the RFP



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Dr. Tanya Ramos, Executive Director of Student Support & Specialized Services

Subject: Consider Approval of Purchase of Special Education Software and Supplies (#394-26)

Consent Agenda

Executive Summary:

Everway, formerly Texthelp, provides digital tools to allow students of varying learning styles to engage with grade-level academic content. Everway tools offer basic accessibility features, such as text-to-speech and speech-to-text support, as well as additional features like content clarifiers, translation, writing templates, and direct accessibility to PDFs. This award will allow teachers to ensure that students are receiving the support they need to engage fully in content. Reviewed and approved by Tanya Ramos, Executive Director of Student Support & Specialized Services, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation that the offer(s) for Special Education Software and Supplies from the company, Everway dba n2y and Texthelp, provides the best value to the Garland Independent School District.

New Award - Replacement

Procurement Method: Cooperative Purchase Contract

Contract Term: One (1) year with two (2) annual renewal options

Recommended Motion for Action Items:

Move to approve contract#394-26 Special Education Software and Supplies as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: \$230,000

199 - General Fund



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Coleman Bruman, Executive Director, Secondary Teaching and Learning
Ashley Jackson, Digital Learning Coordinator

Subject: Consider Approval of Purchase of Instructional Software, Licensing
Subscription, Hardware, and Services (#397-25-02)

Consent Agenda

Executive Summary:

The Texas Education Agency (TEA) has modified the purchasing module of the Financial Accountability System Resource Guide to permit the use of an “Extended RFP Process”. This process is different from the traditional RFP process as it affords districts the ability to accept, evaluate, and award proposals as they are received throughout the term of the agreement.

The benefits of this process allow the district to be more responsive to unforeseen and unexpected events that require compliance with purchasing law. Along with the benefits, TEA has required internal controls to ensure the process is used properly.

1. Local policy will dictate which purchases require approval by the Board of Trustees - \$150,000 or greater in accordance with CH Local.
2. The standard procurement process should be used when possible.
3. The Purchasing Department, in conjunction with the Committee(s), will establish guidelines to ensure all requirements listed in the Financial Accountability System Resource Guide are met. At a minimum, the following guidelines must be established:
 - ☐ Establish the categories in which responses will be received
 - ☐ Determine the frequency of reviewing and approving responses
 - ☐ Determine the criteria for accepting and rejecting responses
 - ☐ Review existing contracts to ensure the needs cannot be met with an existing contract.



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

By design of the Extended RFP, we are adding additional vendors to continue creating a pool of awarded instructional technology vendors that have been approved and vetted for Garland ISD campuses and departments. This ongoing RFP seeks to provide access to instructional technology and software online to support the educational needs in classrooms throughout GISD that are aligned with district goals and objectives. This specific recommendation to award includes the addition of three (3) new companies. Reviewed and approved by Coleman Bruman, Executive Director Secondary Teaching and Learning, Ashley Jackson, Digital Learning Coordinator, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation that the offer(s) for Instructional Software, Licensing Subscription, Hardware, and Services (Extended RFP) from the companies: Campus Kaizen, SchoolAI Inc., and Transfr Inc., (Exhibit A) provides the best value to the Garland Independent School District.

New Award – Replacement

Procurement Method: Request for Proposal

Contract Term: One (1) year with four (4) annual renewal options

Recommended Motion for Action Items:

Move to approve contract#397-25-02 Instructional Software, Licensing Subscription, Hardware, and Services as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: \$350,000

199 - General Fund

Exhibit A

2W International LLC
Accelerate Learning Incorporated
Campus Kaizen *
Classwork Co
ConnectHub.IO LLC
Generation Genius
Progress Learning (Horizon Prep LLC)
IXL Learning
Legend of Learning
Liminex Inc
Mind Research Institute
Mindrise Learning LLC
Readymade Music LLC
Rosetta Stone LLC
Savvas Learning Company
SchoolAI Inc *
Transfr Inc *

* New awarded vendors

The district solicited 1226 vendors and received 17 responses



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Jennifer Miller, Director of Student Nutrition Services (SNS)

Subject: Consider Approval of Modification to Commodity Processing for Student Nutrition Services (SNS) (#141-26)

Consent Agenda

Executive Summary:

The modification of this award will ensure contracts and payments are in the name of the correct entity. The original award amount remains the same, and the company listed below is the requested modification. Reviewed and approved by Jennifer Miller, Director of Student Nutrition Services, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation to modify the award as listed below:

Change From: Integrated Food Service

Change To: Let's Do Lunch Inc. dba Integrated Food Service

Procurement Method: Request for Proposal

Contract Term: One (1) year

Recommended Motion for Action Items:

Move to approve modification to contract#141-26 Commodity Processing for Student Nutrition Services (SNS) as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: \$7,000,000 – No change from the previously awarded amount

240 - National School Breakfast and Lunch Program



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
John King, Director of Risk Management

Subject: Consider Approval of Increase in Awarded Amount for Liability (General, Professional, Employee Benefit) and Worker's Compensation Third Party Administration Services (#55-22)

Consent Agenda

Executive Summary:

An increase to this contract is needed to support the participation in a TASB self-insured risk pool for liability coverage and Third-Party Administration services for self-insured workers' compensation payments. Reviewed and approved by John King, Director of Risk Management, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation that the offer(s) for Liability (General, Professional, Employee Benefit) and Worker's Compensation Third Party Administration Services from TASB Inter-Local (Exhibit A), provides the best value to the Garland Independent School District.

Increase

Procurement Method: Cooperative Purchase Contract

Contract Term: Three (3) of four (4) annual renewal options.

Recommended Motion for Action Items:

Move to approve increase to contract#55-22 Liability (General Professional, Employee Benefit) and Worker's Compensation Third Party Administration Services as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: Original Award \$1,129,042 Increase \$160,535 – New Award \$1,289,577

753 - Risk Management 16%

199 - General Fund 84%



Garland Independent School District

LIABILITY RENEWAL:

The District has been in an interlocal agreement with the TASB Risk Management Fund to provide School Liability coverage, which includes General Liability, Professional Liability, Employee Benefit Liability, and Automobile Liability with Automobile Physical Damage since September of 2017. It is the recommendation of Risk Management to continue this coverage for the 25-26 school year under the approved inter-local agreement with the option of up to 1 more renewal. Estimated rates for the 25-26 school year have increased approximately 17% for the combined liability contribution of \$1,089,577 with new leased vehicles and repair costs driving increases.

WORKERS COMPENSATION THIRD PARTY ADMINISTRATION

The District has also used an inter-local agreement with the TASB Risk Management Fund to provide Third Party Administration services for the District's self-insured Worker's compensation claims. Using the same inter-local agreement with the TASB Risk Management Fund for liability coverage, it is the recommendation of Risk Management that the District continues using the TASB Risk Management Fund to provide Worker's Compensation Third Party Administration services. The total estimated program administrative cost is \$200,000.

School Liability	Per Occ Limit	Deductible	Cost 24-25	Cost 25-26 estimated
Professional Legal Liability	\$2,000,000	\$10,000	\$ 203,412	\$ 220,060
General Liability	\$2,000,000	\$0	included	included
Employee Benefits Liability	\$100,000	\$0	included	included
Privacy and Info Security	\$250,000/ \$500,000	\$0	\$ 15,000	\$ 15,000
Violent Acts	\$250,000	\$0	included	included

Auto/Fleet	Limit	Deductible	Cost 24-25	Cost 25-26
Automobile Liability	\$100/\$300/\$100	\$1,000/ \$2,500	\$ 618,058	\$ 749,346
Auto Physical Damage			\$ 92,572	\$ 105,171
Comprehensive	Actual Cash Value	\$1,000/ \$2,500	included	included
Collision	Actual Cash Value	\$1,000/ \$2,500	included	included

Total Liability Contribution	\$ 929,042	\$ 1,089,577
Total estimated TPA Costs	\$ 200,000	\$ 200,000
Total Liability and est. TPA Costs/TASB inter-local	\$ 1,129,042	\$ 1,289,577



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Dr. Jennifer DuPlessis, Executive Director of Facilities and Maintenance

Subject: Consider Approval of Increase in Awarded Amount for Tile Flooring (#206-26)

Consent Agenda

Executive Summary:

The increase will allow for the procurement of flooring materials and services needed to address current and future needs. To date, \$146,000 has already been spent under the current contract. The additional funding will allow for the immediate resolution of pending work orders totaling \$382,000 for damaged flooring across multiple campuses and provide funding for unforeseen repairs that may arise during the remainder of the contract term. Reviewed and approved by Dr. Jennifer DuPlessis, Executive Director of Facilities and Maintenance, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation that the offer for Tile Flooring from Vector Concepts Inc. provides the best value to the Garland Independent School District.

Increase

Procurement Method: Cooperative Purchase Contract

Contract Term: One (1) year with one (1) annual renewal option

Recommended Motion for Action Items:

Move to approve increase to contract#206-26 Tile Flooring as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: Original Award \$149,999 Increase \$400,001 New Award \$550,000

199 - General Fund



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Joseph Figarelli, Director of Fine Arts

Subject: Consider Approval of Increase in Awarded Amount for Musical Instruments, Supplies, and Repairs (#345-20-01)

Consent Agenda

Executive Summary:

This increase will allow for the procurement of musical instruments, supplies, and repairs. Since the launch of the Instrument Replacement Plan in the 2023-24 school year, approximately \$1,670,000 has been spent on instrument replacement, with an additional \$65,000 allocated for supplies during the current contract term. The proposed increase will enable the continued purchase of musical instrument replacements and address other campus needs within our Fine Arts program for the remaining two months of the contract term. Reviewed and approved by Joseph Figarelli, Director of Fine Arts, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation that the offer(s) for Musical Instruments, Supplies, and Repairs, from the companies listed on (Exhibit A), provide the best value to the Garland Independent School District.

Increase

Procurement Method: Cooperative Purchase Contract

Contract Term: Final renewal option

Recommended Motion for Action Items:

Move to approve increase to contract#345-20-01 Musical Instruments, Supplies, and Repairs as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: Original Award \$1,735,000 Increase \$265,000 New Award \$2,000,000

199 - General Fund 4%

651 - Educational Stabilization Fund 96%

Exhibit A

345-20-01 Musical Instruments, Supplies and Repairs

Awarded Supplier List

Alamo Music Center
Aves Audio Visual Systems, Inc.
Bocal majority Bassoon Camp, LLC
Carolyn Nussbaum Music Company
Dallas Strings, Inc.
David's Instrument Repair, Inc.
Delgado Guitars
Denton Bid Brass – Wessex Texas
Engel Sons Violin Shop
FLASH Visual Media
J.W. Pepper Son, Inc.
La Hacienda Musica
Lone Star Percussion
Luck's Music Library
Melhart Music Center
Midwest Musical Imports
Moe-Bleichner Music Distribution
Music in Motion
Pender's Music Company
Peripole, Inc.
Professional Instrument Repair
Rhythm Band Instruments, LLC
Romeo Music
SHAR Products Company
Steve Weiss Music Inc.
Taylor Music, Inc.
Washington Music Center
Wenger Corporation
West Music Company



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Coleman Bruman, Executive Director of Secondary Teaching and Learning

Subject: Consider Approval of Increase in Awarded Amount for Online Learning Management System (#397-23-10)

Consent Agenda

Executive Summary:

The increase is due to the consolidation of two contracts to support the purchase of Canvas and LearnPlatform for the 2025–2026 school year. Reviewed and approved by Coleman Bruman, Executive Director of Secondary Teaching and Learning, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Presented to the Finance, Facilities and Operations Committee for review on August 12, 2025.

Administrative Recommendations:

It is the administration's recommendation that the offer(s) for Online Learning Management System from Instructure Inc., provides the best value to the Garland Independent School District.

Increase

Procurement Method: Cooperative Purchase Contract

Contract Term: Second of four (4) annual renewal options

Recommended Motion for Action Items:

Move to approve increase to contract#397-23-10 Online Learning Management System as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: Original Award \$360,000 Increase \$150,000 New Award \$510,000

199 - General Fund 50%

486 - Instructional Material 50%



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mark Booker, Executive Director of Purchasing
Tim Logan, Director of Transportation

Subject: Consider Approval of Purchase of Alternative Transportation (#68-26)

Action Item

Executive Summary:

The purpose of this contract award is to ensure that children and youth experiencing homelessness have equal access to a free and appropriate public education. Garland ISD transports approximately 200+ students daily to and from school via Alternative Logistics Technologies Holdings Inc.,.

Alternative student transportation will provide any mode of transportation other than the traditional yellow school bus. The providers of this type of service work with school districts to ensure that students are safely transported to and from school, typically in minivans, SUVs, or sedans. Alternative student transportation does not replace school buses, but rather supplements the existing transportation options to enable the most efficient routes to and from school.

In addition, small-capacity vehicles can be equipped with additional equipment such as safety vests, buckle guards, or headphones. Minivans can be wheelchair accessible with enough room to transport a monitor or nurse along with the student (if needed). Sedans can help provide space for students who need to ride alone because of sensory or processing troubles.

With alternative student transportation, no student is left behind. This tailored approach ensures every student receives equitable access to the education they deserve. Reviewed and approved by Tim Logan, Director of Transportation, Mark Booker, Executive Director of Purchasing, and Darrell Dodds, Chief Financial Officer.

Administrative Recommendations:

It is the administration's recommendation that the offer(s) for Alternative Transportation from Alternative Logistics Technologies Holdings Inc., provide the best value to the Garland Independent School District.

New Award - Replacement

Procurement Method: Cooperative Purchase Contract

Contract Term: One (1) year with four (4) annual renewal options



GARLAND INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES AGENDA

Recommended Motion for Action Items:

Move to approve contract#68-26 Alternative Transportation as presented to the Board of Trustees.

Financial Impact and Funding Source:

Not to Exceed Amount: \$1,200,000

199 - General Funds



BOARD OF TRUSTEES AGENDA

Date: August 26, 2025

Presented By: Mechelle Hogan, Board Services Manager

Subject: Consider Approval of the Joint Election Contract submitted by the Dallas County Elections Department

Action Item

Executive Summary:

A copy of the November 2025 Joint Election Contract with the Dallas County Elections Department has been provided. The estimate for Garland ISD's portion of the cost for the November 4, 2025 Constitutional Amendment, Special and Joint Election is \$669,304.0, but may increase due to fewer entities participating in the November Election cycle.

Costs are governed by the number of vote centers, number of registered voters, increases in those numbers, entity withdrawal and costs associated with upgraded electronic voting system upgrades. By law, we must use all county designated voting centers (Election Code Sec. 501.103), some registered voters will be casting their votes at vote centers outside of the Garland ISD boundaries. The Administration seeks approval of the contract with permission for the Board Services Manager to sign the final contract.

Administrative Recommendations:

Administration recommends approval of the November 2025 Election Contract.

Recommended Motion for Action Items:

I move to approve the November 2025 Joint Election Contract submitted by the Dallas County Elections Department.

Financial Impact and Funding Source:

199 - General Funds

**ELECTION SERVICES CONTRACT (“Election Services Contract” or “Contract”)
BETWEEN DALLAS COUNTY ON BEHALF OF THE DALLAS COUNTY ELECTIONS ADMINISTRATOR
AND**

**City of Duncanville (CODu)
City of Farmers Branch (CoFb)
City of Glenn Heights (CoGh)
City of Mesquite (CoM)
Garland ISD (GISD)
Richardson ISD (RISD)
Town of Sunnyvale (TOS)**

(Collectively, “Participating Political Subdivision(s)”)

**FOR THE CONDUCT OF JOINT ELECTION
TO BE HELD TUESDAY, NOVEMBER 4 , 2025
TO BE ADMINISTERED BY THE DALLAS COUNTY ELECTIONS DEPARTMENT**

1) STATUTORY AUTHORITY FOR AND PARTIES TO THIS ELECTION SERVICES CONTRACT

- a) Heider Garcia is the duly appointed County Elections Administrator (“Elections Administrator”) of Dallas County, Texas (“County”) and the Department Head of the Dallas County Elections Department (“DCED”). As such, Heider Garcia is the County’s Voter Registrar and the Election Officer of Dallas County, Texas, and is authorized by Subchapter D of Chapter 31 of Title 3 and Chapter 271 of Title 16 of the Texas Election Code upon approval of the Dallas County Commissioners Court to enter into this Election Services Contract (“Election Services Contract” or “Contract”) with the contracting authorities of the Participating Political Subdivisions listed in **“Attachment E”** of this Election Services Contract. DCED acts at the direction of the Elections Administrator. **The County, the Elections Administrator, DCED, and the Participating Political Subdivisions together may be referred to collectively as “Parties” or individually as “Party.”**
- b) The Participating Political Subdivisions are hereby participating with each other and Dallas County in this **Constitutional Amendment Special and Joint Election to be held in Dallas County, Texas on Tuesday , November 4, 2025**, under Chapter 271 of Title 16 of the Texas Election Code (“Joint Election”). This Election Services Contract is entered into by and between Dallas County on behalf of the Elections Administrator and the Participating Political Subdivisions for election services as outlined herein and in accordance with the Texas Election Code. The County and the Participating Political Subdivisions acknowledge that they are participating in this Joint Election with each other to the extent that they have candidates and/or propositions on the ballot in this Joint Election. The terms and conditions of this Elections Services Contract also apply to any run-off election or re-count related to this Joint Election unless otherwise agreed in writing.
- c) The Elections Administrator will coordinate, supervise, and handle all aspects of administering this Joint Election in accordance with the provisions of the Texas Election Code and as outlined in this Election Services Contract. Each contracting authority of each Participating Political Subdivision will pay its share of the Election Costs to the Elections Administrator for the equipment, supplies, services, and administrative costs outlined in this Election Services Contract. The Elections Administrator will administer the election; however, each Participating Political Subdivision will be responsible for the duties directly administered by the Participating Political Subdivision. Pursuant to Texas Election Code §§ 31.093 and 31.098, the Elections Administrator may enter a contract to furnish the election services requested within this Election Services Contract.
- d) Pursuant to Texas Election Code Section 2.025, and the Texas Secretary of State, if a runoff election is necessary, the date of the runoff for this Joint Election would be **December 13, 2025 (“Joint Runoff Election”)**. This Elections Services Contract and its terms will be automatically extended to cover the Joint Runoff Election unless a Participating Political

Subdivision states in writing **on or before Thursday, November 20, 2025**, that it does not wish to participate in a Joint Runoff Election contemplated herein. If there is a request for a recount that results in a Runoff, then the deadline to participate in a Joint Runoff Election may be extended by the Elections Administrator. DCED will provide each Participating Political Subdivision to which this Section 1(d) applies an estimated cost based on the formula in Section 10(b), and such estimated costs will be paid in accordance with Section 10(e) ("Joint Runoff Fees"). Early voting polling place(s) and vote centers for any runoff will be established in accordance with Texas Election Code §§ 43.004 and 43.007.

- e) Joint Runoff Fees will be deposited into a special and separate Joint Runoff Election account. The Joint Runoff Fees must be deposited by the Participating Political Subdivisions that are participating in the Joint Runoff Election within seven (7) days after DCED provides unofficial results of the Joint Election to the Participating Political Subdivisions.
 - f) In the event of a recount and upon a Participating Political Subdivision's written request, the DCED will provide assistance for a recount to the extent permitted and in accordance with Title 13 of the Texas Election Code ("Recount(s)"). The Participating Political Subdivisions requesting a Recount shall deposit with DCED the deposit received by the candidate requesting the Recount. DCED will bill each requesting Participating Political Subdivision for providing assistance for any Recounts, and such costs will be in accordance with the allowable costs under the Texas Election Code ("Recount Fees"). Recount Fees will be paid by the requesting Participating Political Subdivisions in accordance with Section 10 (e).
- 2) **ATTACHMENTS** The following attachments are hereby incorporated into this Election Services Contract as if set forth herein in their entirety. The Participating Political Subdivisions acknowledge that the following attachments are subject to reasonable changes by the Dallas County Elections Administrator before, during, and after Election Day and any runoff election(s), if any runoff election(s) are required by law to be held.
- a) **"Attachment A"** is an itemized list of the estimated election expenses for this Joint Election and the amounts that each Participating Political Subdivision must deposit with the Dallas County Elections Department. It also includes the Deposit Detail for each entity. The Elections Administrator will amend "Attachment A" to reflect the changing estimates of election expenses that are caused by changing circumstances and by the withdrawal of Participating Political Subdivision(s), if any, from this Election Services Contract.
 - b) **"Attachment B"** is a list of the early voting polling places for this Joint Election. ("early voting vote center(s), or "early voting polling place(s)").
 - c) **"Attachment C"** is a list of the Election Day Countywide polling places ("vote center(s)") for this Joint Election.
 - d) **"Attachment D"** is a list of the presiding election judges and alternate election judges for Election Day for this Joint Election.

- e) **“Attachment E”** is a list of the Participating Political Subdivisions that will be holding elections in Dallas County election precincts and sub-precincts and the number of registered voters in each of those election precincts or sub-precincts. **“Attachment E”** will be amended if any of the Participating Political Subdivisions withdraw from this Election Services Contract. **“Attachment E”** will be amended to reflect the number of registered voters in each election precinct and sub-precinct as of the statutory deadline of **October 6, 2025**, for voters to submit applications to register to vote or changes of address in this Joint Election.
- f) **“Attachment F”** will contain, for each Participating Political Subdivision, the full name of the person serving as a point of contact, the physical address, the mailing address, a facsimile number, and an email address. **“Attachment F”** will be amended if any of the Participating Political Subdivisions withdraw from this Election Services Contract.
- g) Notwithstanding Section 18, if any of the foregoing attachments are amended by the Elections Administrator, the Elections Administrator will send each Participating Political Subdivision an amended version of the attachment by email to the email address provided by each Participating Political Subdivision in **“Attachment F”**. Such amended attachments will be emailed no later than before the start of early voting by personal appearance. If any amendments of any attachments are necessary after the start of early voting by personal appearance, such amended attachments will be emailed no later than five (5) calendar days after Election Day.

3) LEGAL DOCUMENTS

- a) Each Participating Political Subdivision will prepare, adopt, and publish all legally required election orders, resolutions, notices, and other documents that are required by, or of, their governing bodies. Any orders, resolutions, notices, or other documents that are required to be posted to the County’s website shall be provided by each Participating Political Subdivision to the Elections Administrator at least three (3) business days before the statutory deadline to post and such orders, resolutions, notices, or other documents shall be posted to the County’s website as directed by the Participating Political Subdivisions. Any orders, resolutions, notices, or other documents that are required to be posted at an early voting or election day vote center shall be provided by each Participating Political Subdivision to the Elections Administrator at least seven (7) business days before the statutory deadline to post and such orders, resolutions, notices, or other documents will be provided to each election judge or clerk for posting. **The Elections Administrator and DCED are not responsible for the proper posting or verification of posting of any required notice, order, resolution, or other documents at any early voting or election day vote center. The election judge, clerk, or their designee, at each early voting or election day vote center will be responsible for the posting of any such notice, order, resolution, or other documents.** Such documents can be sent to the attention of:

**Heider Garcia
Elections Administrator
1520 Round Table Drive,**

Dallas, Texas 75247;

or, emailed to

DCECommunications@dallascounty.org

With a copy sent to Heider.Garcia@dallascounty.org on all communications related to legal documents and questions regarding this election.

- b) Each Participating Political Subdivision is responsible for having its own election orders, resolutions, notices, or official ballot wording translated into the Spanish and Vietnamese languages.

4) **VOTING SYSTEMS**

- a) Each Participating Political Subdivision agrees that, during this Joint Election, voters will cast their ballots on the following voting systems, that are approved by the Texas Secretary of State in accordance with the Texas Election Code and the Texas Administrative Code: the ES&S ExpressVote Universal Voting System Ballot Marking Devices (“BMD(s)”), and the ES&S DS200 Digital Vote Center Scanner (“Tabulators”). Each of these systems are accessible to voters with physical disabilities. On **September 15, 2025**, beginning at 10:00 A.M. or another date as determined necessary by the Elections Administrator in accordance with the Texas Election Code, the Elections Administrator will test the BMDs and Tabulators used for counting ballots at the central counting station. Testing of the BMDs and Tabulators will be conducted until completed, at the County Elections Department at 1520 Round Table Drive, Dallas, Texas 75247. At least 48 hours before the date and hour of each test, the Elections Administrator will publish a newspaper notice with the date, hour, and place of the testing.
- b) The Elections Administrator will provide Electronic Poll Books, BMDs, Tabulators, and any other necessary equipment for this Joint Election. For Early Voting and on Election Day, the Elections Administrator will allocate voting equipment to the vote centers in amounts reasonably sufficient for the anticipated turnout of voters.
- c) The itemized list of the estimated election expenses for this Joint Election are in “**Attachment A**,” which includes, but may not be limited to the number of Electronic Poll Books, BMDs, Tabulators, and any other necessary equipment.
- d) If the Texas Secretary of State limits the use of or de-certifies a voting system or voting equipment or any part of a system or equipment identified in Section 4(a) or 4(b), each Participating Political Subdivision agrees that voters will cast their ballots using a voting system and voting equipment that have been certified by the Texas Secretary of State and adopted by the Dallas County Commissioners Court.

5) **POLLING PLACES/VOTE CENTERS**

- a) The Elections Administrator will select and arrange for the use of and payment for all the early voting vote centers listed in **“Attachment B”** and the Election Day vote centers listed in **“Attachment C”**. Early voting polling places and vote centers identified in Attachments **“B”** and **“C”** cannot be changed by a Participating Political Subdivision, but the Elections Administrator may consider changes requested by a Participating Political Subdivision. Any changes to vote centers are subject to the procedures outlined in Section 43.007 of the Texas Election Code. The Elections Administrator will finalize the vote centers as soon as possible before this Joint Election, amend **“Attachment B”** and **“Attachment C”** accordingly and send each Participating Political Subdivision the amended **“Attachment B”** or **“Attachment C”** in accordance with Section 2(g).
- b) Whenever possible, previously used vote centers that voters are accustomed to using will be used in this Joint Election; however, the Participating Political Subdivisions acknowledge that sometimes previously used vote centers are not available or appropriate for every election. Accessibility under the Americans with Disabilities Act is an important consideration for all vote centers in this Joint Election.
- c) In accordance with Section 43.007(o) of the Texas Election Code, the Elections Administrator will post a notice at each vote center of the four nearest vote centers by driving distance. The Elections Administrator shall be responsible for any notices required under Section 43.062 of the Texas Election Code.

6) **PRESIDING ELECTION JUDGES, ALTERNATE PRESIDING ELECTION JUDGES, ELECTION CLERKS, AND OTHER ELECTION DAY PERSONNEL**

- a) In accordance with Section 32.002(f) of the Texas Election Code, the Dallas County Commissioners Court is responsible for the appointment of the presiding election judges and alternate election judges listed in **“Attachment D”** for each vote center listed in **“Attachment C”** subject to the eligibility requirement found in the Texas Election Code Subchapter C, Chapter 32 and Subchapter A, Chapter 83. Approval of this Election Services Contract by the Participating Political Subdivisions shall constitute approval and appointment by the Participating Political Subdivisions of the presiding election judges and alternate election judges listed in **“Attachment D”** and as amended in accordance with this Contract. The alternate presiding judge shall serve as presiding judge for an election if the regularly appointed presiding judge cannot serve. The Elections Administrator will be responsible for the administration of the election judges listed in **“Attachment D”**.
- b) In accordance with Section 32.007 of the Texas Election Code, if both the presiding election judge and alternate election judge are ineligible, unable, or unwilling to serve in this Joint Election, and the presiding officer of the appointing authority is unavailable to appoint a replacement, then the Election Administrator will name a replacement presiding election judge or alternate election judge, amend **“Attachment D”** accordingly, and send each Participating Political Subdivision the amended **“Attachment D”** in accordance with Section 2(g).

- c) If amendments to "Attachment D" are necessary due to a presiding election judge or an alternate election judge vacancy that is created before the emergency appointment period begins, then the Elections Administrator will name a replacement presiding election judge or alternate election judge from a list pre-approved by the Dallas County Commissioners Court, amend "Attachment D" accordingly, and send each Participating Political Subdivision the amended "Attachment D" in accordance with Section 2(g) and Section 32.002 (c-1) of the Texas Election Code.
- d) The Elections Administrator will provide county training programs and applicable notice of such training programs, in accordance with Section 32.114 of the Texas Election Code, for all presiding election judges, alternate election judges, and election clerks for this Joint Election. Pursuant to Section 32.114(b), the training programs will be open to the public free of charge.
- e) To serve in this Joint Election, each presiding election judge and alternate election judge must have attended an in-person training class which includes information regarding recent law changes, court rulings, Voter ID laws, poll watcher rules, election equipment, and election procedures. New judges and election clerks must attend an in-person training class.
- f) The Elections Administrator will notify the Participating Political Subdivisions by email and post on the DCED's website the dates, times, and locations of training classes for both Early Voting and Election Day workers.
- g) To comply with the Federal Voting Rights Act of 1965, as amended, vote centers are required to have interpreter assistance. If a presiding election judge of such a vote center is not bilingual and is unable to hire a bilingual election clerk, the Elections Administrator may recommend an individual to provide interpreter assistance. If the Elections Administrator is unable to recommend an individual to provide interpreter assistance for such a vote center, the Elections Administrator will notify the Participating Political Subdivision in which the vote center is located and request assistance in identifying an interpreter. If a bilingual election clerk is hired by the Elections Administrator for a vote center required to have interpreter assistance, the bilingual clerk will be paid according to a rate set by the Elections Administrator. The Elections Administrator will charge that expense to the funds deposited with the Dallas County Elections Department for the conduct of the elections listed in this Election Services Contract. A Participating Political Subdivision may pay more money to a bilingual clerk than the rate set by the Elections Administrator, however that expense will be borne by that Participating Political Subdivision individually and that extra expense will not be charged to the funds deposited with the Dallas County Elections Department for the conduct of the elections listed in this Election Services Contract.
- h) The Elections Administrator will notify all presiding election judges and alternate election judges about the eligibility requirements of Subchapter C of Chapter 32 of Title 3 of the Texas Election Code and Section 271.005 of the Texas Election Code. The Elections Administrator will take the necessary steps to ensure that all presiding election judges,

and alternate election judges appointed to serve during this Joint Election are eligible to serve and qualified to serve in this Joint Election. Under Section 32.031 of the Texas Election Code, the presiding election judge for each vote center shall appoint the election clerks to assist the presiding election judge in the conduct of the election at the vote center served by the presiding election judge on Election Day.

- i) The presiding election judges are responsible for picking up election supplies at the time and place determined by the Elections Administrator, which will be set forth in the letter to the presiding election judges requesting service for this election. Payments for the presiding election judge will be specified in “**Attachment A.**”
- j) Any Participating Political Subdivision electing to pay their election workers for attending a training class must bear that expense separately from the funds deposited into this Joint Election account.
- k) The Elections Administrator will employ and or contract for other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of services, supplies, assistance, and equipment, during the period of early voting and on Election Day, and for the efficient tabulation of ballots at the central counting station.

7) **SUPPLIES AND PRINTING**

- a) The Elections Administrator will obtain and distribute all election supplies and election printing necessary for this Joint Election, including, but not limited to, all forms, signs, and other materials used by the presiding election judges and clerks at the vote centers.
- b) The Elections Administrator will provide maps, if necessary, instructions, and other information that the presiding election judges need to conduct this Joint Election.
- c) Each Participating Political Subdivision must deliver a list to the Elections Administrator of candidates and propositions for their elections no later than **August 28, 2025**. The list must be in English, Spanish, and Vietnamese. The list must include the ballot positions for the candidates and the propositions. The list must include the correct spelling of each candidate’s name and the precise wording of all the propositions. As soon as possible after each Participating Political Subdivision has determined its ballot positions for the candidates and propositions in its election, the Participating Political Subdivision must email the completed list to the Elections Administrator. The Elections Administrator will use the lists received from the Participating Political Subdivisions to create the ballot styles for this Joint Election. The Elections Administrator will deliver the proposed ballots to the Participating Political Subdivisions for approval. Each Participating Political Subdivision will be responsible for proofreading the proposed ballots and notifying the Elections Administrator of any corrections that are required for their ballots. The Elections Administrator is responsible for implementing the corrections made by the Participating Political Subdivisions to their ballots and then producing the ballots for this Joint Election.

8) **OPTICAL SCAN CARD BALLOTS**

- a) The Elections Administrator will supply a sufficient number of ballots to ensure that there will be more than enough ballots for the Joint Election.

9) **RETURNS OF ELECTIONS**

- a) The County will establish a central counting station to receive and tabulate ballots cast in this Joint Election under Chapter 127 of Title 8 of the Texas Election Code. The Participating Political Subdivisions will designate the central counting station established by the County and the Elections Administrator in accordance with Section 127.001(b) of the Texas Election Code.
- b) The Dallas County Commissioners Court hereby, in accordance with Sections 127.002, and 127.003 of the Texas Election Code, appoint the following central counting station officials:

Central Count Station Manager: **Heider Garcia,**
Dallas County Elections Administrator

Tabulation Supervisor: **Danielle Grant**

The Dallas County Commissioners Court hereby, in accordance with Section 127.004 of the Election Code, approves of the following appointments to be made by the Tabulation Supervisor:

Assistant Tabulation Supervisor: **Angelica Munoz**

Assistant Tabulation Supervisor: **Michelle Lee**

The Dallas County Commissioners Court, in accordance with Sections 127.005 of the Texas Election Code, appoint the following central counting station officials:

Presiding Judge: **Veree Hawkins Brown**

Alternate Presiding Judge: **Mike Slaton**

The Participating Political Subdivisions acknowledge that approval of this Election Services Contract by the Participating Political Subdivisions shall constitute approval and appointment of the Presiding and Alternate Presiding Judge listed above for the central counting station.

- c) The Central Count Station Manager or their representative will deliver timely, cumulative reports of the Joint Election results as vote centers are tabulated. The Central Count Station Manager will be responsible for releasing cumulative totals and vote center election returns from the Joint Election to the Participating Political Subdivisions, candidates, press, and the public by the distribution of hard copies or electronic

transmittals (where accessible). The Elections Administrator will operate an election result center to release election results in the **Dallas County Elections Operations Facility, 1520 Round Table Dr., Dallas, Texas 75247.**

- d) The Elections Administrator will link any Participating Political Subdivision's website to DCED's website. Participating Political Subdivisions that want such website linkage should deliver their website address to the Tabulation Supervisor at DCED.
- e) The Elections Administrator will prepare the unofficial canvass report after the results from all vote centers have been counted and will email a copy of the unofficial canvass to each Participating Political Subdivision as soon as possible after all returns, provisional ballots, and late overseas ballots have been tabulated, but no later than **November 12, 2025**. All Participating Political Subdivisions will be responsible for the official canvass of their respective elections.
- f) The Elections Administrator will be responsible for conducting the post-election manual recount, unless the Texas Secretary of State grants a waiver under Section 127.201 of the Texas Election Code. If no such waiver is given, the Elections Administrator will provide notice and copies of the recount to each Participating Political Subdivision and the Secretary of State's Office. Each Participating Political Subdivision must notify the Elections Administrator if such a waiver has been granted or denied as soon as possible, but no later than five (5) calendar days before Election Day.

10) ELECTION EXPENSES

- a) The Participating Political Subdivisions agree to share the costs of administering this Joint Election as specified in "**Attachment A.**" The Election Administrator will charge a general supervisory fee not to exceed ten (10%) percent of the total cost of this Joint Election as authorized by Section 31.100 of the Texas Election Code. In no event will the ten (10%) percent general supervisory fee be refunded to any Participating Political Subdivision. If the ballot language, candidates, propositions, or any other ballot content is changed after their initial programming and/or printing by the Elections Administrator due to a court order from a court of competent jurisdiction, an incorrect submission by the Participating Political Subdivision of ballot language, candidates, propositions, or any ballot content, or the failure of a Participating Political Subdivision to timely submit their final ballot language, then the affected Participating Political Subdivision(s) agrees to pay all expenses associated with re-printing and re-programming the ballots including expenses for expedited services and "**Attachment A**" will be amended by the Election Administrator. Any additional expenses, including but not limited to, additional early voting polling places and/or election day vote centers, that are ordered by a court of competent jurisdiction, shall be paid for by the Participating Political Subdivisions using the same formula listed in Section 10(b).
- b) Allocation of costs among the Participating Political Subdivisions will be according to a formula based on the total cost of the Joint Election multiplied by the Participating Political Subdivision's percentage of the total current, and active registered voters for the Joint Election ("Election Cost(s)"). Any special request(s) for additional vote center(s),

early voting polling place(s), supplies, personnel, or equipment beyond what is allocated and anticipated for the Joint Election will be billed separately as additional costs ("Special Request Fee(s)"). Special Request Fees will be paid by the Participating Political Subdivision making the request. If the special request(s) is agreed to by all Participating Political Subdivisions and stated in this Election Services Contract, then the fees for the special request(s) will be allocated amongst all the Participating Political Subdivisions based on the formula for determining Election Costs. A Special Request Fee will not be assessed against a Participating Political Subdivision who requests an early voting polling place within their jurisdiction if an early voting polling place is not already located in their jurisdiction ("Early Voting Request"). The costs for any Early Voting Request will be allocated amongst all the Participating Political Subdivisions based on the formula for determining Election Costs.

- c) The expenses for early voting by mail and personal appearance will be paid by each Participating Political Subdivision as set forth in "**Attachment A.**"
- d) The Elections Administrator will determine the final election expenses to the extent practicable within one hundred and eighty (180) business days after the final canvass of this Joint Election or the Joint Runoff Election, if any. The Elections Administrator will provide each Participating Political Subdivision with a final, written accounting of all money that was deposited into, and payments that were made from, the Joint Election account(s) maintained by the Dallas County Elections Department for this Joint Election and the Joint Runoff Election, if any.
- e) If the Elections Administrator requires additional funds to perform their obligations under this Election Services Contract that is more than the estimate listed in "**Attachment A**" or any estimate provided for Joint Runoff Fees, then the Elections Administrator will bill each Participating Political Subdivision using the same formula listed in Section 10(b) ("Joint Election Fees"). If the Elections Administrator requires additional funds to assist in any Recounts that is more than the estimate provided for Recount Fees, then the Elections Administrator will bill each Participating Political Subdivision that is participating in a Recount for such fees ("Final Recount Fees"). An invoice will be sent to each Participating Political Subdivision which will include the Joint Election Fees, Special Request Fees, and Final Recount Fees ("Final Bill"). The Participating Political Subdivision shall pay the Final Bill within thirty (30) days of receipt except for any amount the Participating Political Subdivision files a timely good faith written dispute under Section 17 of this Election Services Contract. As soon as practicable after all expenses of this Joint Election are paid and disputes, if any, resolved, any funds that remain in the account maintained by the Dallas County Elections Department for this Election Services Contract will be refunded to the Participating Political Subdivisions (the "Refund(s)"). Refunds will be prorated in accordance with the Participating Political Subdivisions' respective share of the costs, not including any costs for conducting the Joint Election for which the respective Participating Political Subdivisions may be separately responsible as provided in this Contract. If there is an increase or decrease in the total costs for any line item or if an additional line-item expense is added than what was estimated in "**Attachment A**", then the Final Bill or Refund will contain an explanation of these changes.

11) DEPOSIT OF FUNDS

- a) Attachment A details the cost and expenses anticipated for the Joint Election. Participating Political Subdivisions will initially receive an estimated cost from the Elections Administrator. The Final Bill will be distributed in accordance with Section 10 (d). Each Participating Political Subdivision hereby agrees to deposit with the Dallas County Elections Department one hundred (100%) percent of the full balance of money listed for its respective entity in “**Attachment A: Deposit of Funds Detail**” of this Election Services Contract not later than **September 19, 2025**. The Dallas County Elections Department will place the money deposited by the Participating Political Subdivisions in a Joint Election account. In accordance with Section 31.100 of the Texas Election Code, only actual expenses directly attributable to this Contract may be paid from the Joint Election account. The Elections Administrator may not charge for performing duties that the officer is required by law to perform.
- b) The deposit of funds by each Participating Political Subdivision is an express condition precedent to the participation of each Participating Political Subdivision in this Election Services Contract. A Participating Political Subdivision may seek an extension from the Elections Administrator as to the due date for the deposit of funds. Such an extension must be sought in writing and prior to the due date for the deposit by the Participating Political Subdivision. Any decision(s) made by the Elections Administrator will be provided in writing to the Participating Political Subdivision. The Elections Administrator, however, shall not be required to grant an extension for the deposit of funds by a Participating Political Subdivision. For any Participating Political Subdivision that fails to deposit the total amounts specified in “**Attachment A**” by the dates specified in this Election Services Contract or any extension granted by the Elections Administrator, the Elections Administrator will be relieved from the responsibility to perform under this Election Services Contract for such Participating Political Subdivision.
- c) The Elections Administrator will draw money from this Joint Election account only to pay for expenses for the Joint Election that are included in “**Attachment A**” to this Election Services Contract and for other expenses to which all the Participating Political Subdivisions agree to in writing.
- d) If a Participating Political Subdivision withdraws completely from this Joint Election on or before **August 29, 2025**, then the Elections Administrator will refund (as soon as practicable) that Participating Political Subdivision’s deposit, less the Participating Political Subdivision’s prorated share of (i) any funds already expended before the withdrawal and (ii) less the general supervision supervisory fee authorized by Section 31.100 of the Texas Election Code. In the event of a partial withdrawal of a Participating Political Subdivision from this Joint Election, the Participating Political Subdivisions shall not be entitled to a refund of the deposit.
- e) The Elections Administrator will not make partial refunds to a Participating Political Subdivision if any candidate(s) or propositions do not appear on the ballot for that Participating Political Subdivision.

- f) Deposits should be made out to Dallas County Elections Department and delivered within the mandatory time frame to:

**Heider Garcia
Dallas County Elections Administrator
1520 Round Table Drive
Dallas, Texas 75247**

In the “memo” section of check place Election Escrow Account: 91496

12) RECORDS OF THE ELECTION

- a) The Elections Administrator is hereby appointed the general custodian of the voted ballots and all election records of this Joint Election to the extent authorized by Sections 31.094, 31.095, 31.096, and 31.097 of the Texas Election Code.
- b) Access to the election records will be available to each Participating Political Subdivision as well as to the public in accordance with the Texas Public Information Act, Chapter 552, Government Code, at the **Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247** at any time during normal business hours. The Elections Administrator will ensure that the records are maintained in an orderly manner, so that records are clearly identifiable and retrievable per records storage container. However, access to election records that contain confidential information that must be redacted pursuant to federal, or state law may be provided at the offices of the Civil Division of the Criminal District Attorney’s Office of Dallas County, Texas at 500 Elm Street, Suite 6300, Dallas, Texas 75202.
- c) Pursuant to Section 66.058 of the Texas Election Code, the Elections Administrator will retain the precinct election records that are distributed to the Elections Administrator at the Elections Administrator’s main offices and Elections Warehouse for **sixty (60) days** after the date of this Joint Election. At any point sixty **(60) days** after the date of the Joint Election, the Elections Administrator may arrange for transport of precinct election records for the Joint Election to the Dallas County Record Storage facility. If so, the precinct election records will then become the responsibility of Dallas County Record Storage for the remainder of the **twenty-two (22) month** preservation period. If the Elections Administrator does not transport the precinct election records to the Dallas County Records Storage facility, then the precinct election records will remain the responsibility of the Elections Administrator for the remainder of the **twenty-two (22) month** preservation period. Dallas County Record Storage will be responsible for the destruction of the Joint Election records after the preservation period. The Participating Political Subdivisions agree the Elections Administrator may destroy the records from the Joint Election after the **twenty-two (22) month** preservation period without further notice to the Participating Political Subdivisions unless the events in Section 12 (d) occur.
- d) A Participating Political Subdivision must notify the Elections Administrator in writing not later than three (3) business days after any official or employee of the Participating Political Subdivision becomes aware of any election contest, litigation, or criminal investigation or proceeding in connection with this Joint Election or the Joint Runoff

Election. In accordance with Section 1.013 of the Texas Election Code, the election records of the Joint Election and/or Joint Runoff Election, as applicable, must be preserved until any election contest, litigation, or any criminal investigation or proceeding is completed and a judgment, if any, becomes final. Also, the election records of the Joint Election and/or Joint Runoff Election, as applicable, that are within the scope of an active or pending request for public information related to such election records will be maintained by the Elections Administrator until such request for public information is finally concluded.

- e) The Participating Political Subdivisions acknowledge and agree that the Elections Administrator reserves the right to intervene in any election contest or litigation in connection with this Joint Election to preserve any available remedies at law and to preserve the Elections Administrator's obligations under this Contract and the Texas Election Code.
- f) If the Participating Political Subdivisions have changed their single-member districts since their last election, the Subdivisions must submit new boundaries by **August 8, 2025**.
- g) The Elections Administrator will provide each Participating Political Subdivision records that indicate the jurisdictional boundaries of each Participating Political Subdivision by **July 25, 2025**. Each Participating Political Subdivision will have until **August 8, 2025** to verify in writing that the jurisdictional boundaries provided by the Elections Administrator are correct.

13) **EARLY VOTING**

- a) Under Sections 31.094 and 271.006 of the Texas Election Code, the County and the Participating Political Subdivisions hereby appoint the Elections Administrator to be the early voting clerk for all political subdivisions participating in this Joint Election. The deputy early voting clerks will be appointed by the Elections Administrator in accordance with subchapter B of Chapter 83 of the Texas Election Code and Section 31.097(b) of the Texas Election Code. A list of appointed deputy early voting clerks will be e-mailed to the Participating Political Subdivisions before the beginning of early voting by personal appearance.
- b) Any qualified voter for this Joint Election may vote early by personal appearance at the main early voting polling place or at one of the early voting branch polling places listed in Attachment B. Early voting will be conducted as agreed by the Parties as follows:

Monday-Friday, October 20-24, 2025, from 8:00 a.m. to 5:00 p.m.
Saturday, October 25, 2025, from 7:00 a.m. to 7:00 p.m.
Sunday, October 26, 2025, from 12:00 p.m. to 6:00 p.m.
Monday-Friday, October 27-31, 2025, from 7:00 a.m. to 7:00 p.m.
- c) All requests for early voting ballots by mail that are received by a Participating Political Subdivision must be transported by runner on the day of receipt to the Dallas County Elections Department, Elections Operations Facility at 1520 Round Table Drive, Dallas, Texas 75247 for processing. Persons voting by mail must send their voted ballots to the

Dallas County Elections Department.

- d) All early voting ballots will be prepared for counting by an Early Voting Ballot Board appointed under Subchapter A of Chapter 87 of the Texas Election Code. The Dallas County Commissioners Court will appoint **Chaka Terrell** as the Presiding Judge, and **Patti Clapp** as the Alternate Presiding Judge of the Early Voting Ballot Board. In accordance with Section 87.002(b) of the Texas Election Code, the presiding judge will appoint at least one or more members to the Early Voting Ballot Board. A list of Early Voting Ballot Board members will be furnished to each Participating Political Subdivision by **October 1, 2025**. The Participating Political Subdivisions acknowledge that approval of this Election Services Contract shall constitute approval and appointment of the Presiding and Alternate Presiding Judge listed above for the Early Voting Ballot Board.
- e) A signature verification committee will not be appointed, and signature verification duties will be performed by the Early Voting Ballot Board in accordance with Chapter 87 of the Texas Election Code.
- f) The Presiding Judge of the Early Voting Ballot Board shall deliver notices of rejected ballots in compliance with Section 87.0431, Texas Election Code.

14) **CRIMINAL BACKGROUND CHECKS**

Pursuant to Section 129.051(g) of the Texas Election Code and Texas Secretary of State Election Advisory no. 2012-02, the Elections Administrator, their agent, or assignee will conduct a criminal background check of any person who is engaged in pre-election programming, testing, and preparing of the voting system equipment. For all other election officials, who are expected to or scheduled to serve or work in this Joint Election at either the Elections Department or at an early voting or election day vote center, the Elections Administrator may conduct a background check at of such election officials in accordance with County policy and the Texas Election Code. Any person that does not satisfactorily pass the criminal background check will be ineligible to serve or work in this Joint Election. Failure by the County or the Elections Administrator to obtain a criminal background check does not release the Participating Political Subdivision's obligation to pay for service rendered in good faith. Additionally, DCED will conduct a review of all poll workers against the Texas Public Sex Offender Registry.

15) **ELECTION REPORTS**

During the early voting period for this Joint Election, the Elections Administrator will deliver daily reports to each Participating Political Subdivision of the Early Voting Location Turnout Totals and Early Voting Roster. The day after the early voting period ends, the Elections Administrator will deliver to each Participating Political Subdivision a Daily Early Voting Roster by vote center report that includes the entire Early Voting period. Pursuant to the Texas Election Code Section 87.121, the Elections Administrator will deliver these election reports by providing a link to a website posting.

16) **WITHDRAWAL FROM CONTRACT**

- a) No deposits will be refunded if a Participating Political Subdivision withdraws after the

deadline to withdraw from this Election Services Contract has passed.

- b) To withdraw from this Election Services Contract, a Participating Political Subdivision must deliver to the Elections Administrator any certifications and declarations that are required under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code.
- c) The Elections Administrator will bill any Participating Political Subdivision that withdraws from this Election Services Contract for any expenses incurred prior to the Elections Administrator receiving copies of the certifications and declarations that are required under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code.
- d) Within ten (10) business days after receiving a withdrawal from the Joint Election in accordance with this Election Services Contract, the Elections Administrator will amend the attachments to this Election Services Contract as appropriate and provide updated copies of the amended attachments to all remaining Participating Political Subdivisions.
- e) The general supervisory fee authorized by Section 31.100 of the Texas Election Code will not be refunded.

17) AUDITING AND PROHIBITION ON WITHHOLDING OF DEPOSITS

- a) The Dallas County Auditor will conduct a review of the deposits and expenditures related to this Election Services Contract before the Final Bill or Refund is submitted to the Participating Political Subdivisions. Refunds will be submitted as soon as practicable.
- b) The Participating Political Subdivisions may request a financial audit of the Final Bill or Refund or dispute the Final Bill or Refund under this Section 17, if: i) the Final Bill exceeds ten percent (10%) of the amount of the Participating Political Subdivision's initial deposit as required in "**Attachment A**" to this Election Services Contract; or ii) the accounting accompanying the Refund is ten percent (10%) less than the amount the Participating Political Subdivision determines should be refunded after its good faith review. The request for a financial audit or written dispute must be requested in accordance with Section 17(c) below.
- c) Should the circumstances giving rise to an audit or dispute in Section 17(b) occur, the Participating Political Subdivision may send a formal written notice of dispute of the Final Bill or Refund ("Dispute Notice") to the Elections Administrator and the other Participating Political Subdivisions. This Dispute Notice must be received by the Elections Administrator and the Participating Political Subdivisions no later than **fourteen (14) calendar days** from the date the Participating Political Subdivision receives the Final Bill or Refund. This Dispute Notice must provide: i) an itemization of the disputed charge(s) by the Participating Political Subdivision; ii) the basis for the dispute; iii) the methodology showing how the Participating Political Subdivision arrived at the amount disputed; and iv) documentation, if available, in support thereof. The Participating Political Subdivision will have no right to withhold any undisputed amounts set forth in this Election Services Contract or reflected in the Final Bill. Payment of undisputed amounts in the Final Bill must be made by the Participating Political Subdivision as set forth in Section 10(e) of this Election Services Contract.

- d) Failure of the Participating Political Subdivision to submit a timely Dispute Notice, as set forth in Section 17(c), shall waive all disputes, claims, or challenges to the Final Bill or Refund by the Participating Political Subdivision. The entire amount of the Participating Political Subdivision's Final Bill shall be due immediately; or any estimated refund amounts will become final.
- e) If the Participating Political Subdivision files a timely Dispute Notice in compliance with Section 17(c), the Participating Political Subdivision will also have the right to conduct a good faith financial audit of the deposits and expenditures related to this Elections Services Contract ("Financial Audit"). In conducting the Financial Audit, the Participating Political Subdivision will have no greater right to demand access to or copies of the County's governmental or election records than those rights specified in the Texas Election Code, the Texas Administrative Code, and the Texas Public Information Act. The cost of any Financial Audit conducted by the Participating Political Subdivision shall be borne by the requesting Participating Political Subdivision and may not be paid for with funds deposited with the Dallas County Elections Department under this Election Services Contract. Further, the Participating Political Subdivision conducting the Financial Audit shall pay the Elections Administrator the reasonable costs for time expended and copies provided to perform the Financial Audit. The results of the Financial Audit must be presented to the Elections Administrator within **thirty (30) calendar days** after a Dispute Notice is properly submitted and received by the Elections Administrator. If the Financial Audit identifies charges by the Elections Administrator of more than ten percent (10%) of the initial deposit amount required by "**Attachment A**", the Elections Administrator will review and assess the findings of the Financial Audit with the Dallas County Auditor and will attempt in good faith to resolve any disputes over the accuracy of any charges with the Participating Political Subdivision. The Elections Administrator shall not be bound by the findings or recommendations of the Participating Political Subdivision's Financial Audit. The financial records will be retained at the County Election Administrator's office until the conclusion of the Financial Audit and resolution of all outstanding audit disputes.
- f) If a Dispute Notice is properly submitted in accordance with this Contract, all Participating Political Subdivisions shall have ten (10) business days after their receipt of the Dispute Notice to provide any applicable documentation in support of or against the Dispute Notice to the Elections Administrator. All Participating Political Subdivisions acknowledge that a Dispute Notice submitted by another Participating Political Subdivision may result in an adjustment to their Final Bill or Refund. If the Elections Administrator and the Dallas County Auditor determine pursuant to a Dispute Notice, or a Financial Audit, that an adjustment to the Final Bills or Refunds for any of the Participating Political Subdivisions is warranted, then the Elections Administrator and Dallas County Auditor will submit their determination of a Final Adjusted Bill or Adjusted Refund to the Dallas County Commissioners Court for approval. **Any Final Adjusted Bill approved by the Dallas County Commissioners Court will be due and payable within thirty (30) calendar days after receipt by the Participating Political Subdivisions. Any Adjusted Refund approved by the Dallas County Commissioners Court will be due and payable to the Participating Political Subdivisions within thirty (30) calendar days after**

approval. If it is determined by the Elections Administrator and the Dallas County Auditor that no adjustment is warranted or if the Dallas County Commissioners Court does not approve an adjustment to the Final Bill or Refund, then the Refund will become final, or any disputed amounts in the Final Bill will be due within thirty (30) calendar days after receipt by the Participating Political Subdivision of the decision of the Dallas County Commissioners Court.

- g) The Participating Political Subdivisions acknowledge that withholding undisputed funds that are required under this Election Services Contract would result in breach of this Elections Services Contract and the other Participating Political Subdivisions' taxpayers subsidizing the withholding Participating Political Subdivision's election expenses.

18) NOTICE

Any addendum to, change/modification of, clarification of, and/or withdrawal from this Contract requires written notice to and written approval by the Dallas County Elections Administrator. Whenever this Election Services Contract requires any consent, approval, notice, request, or demand, it must be in writing to be effective and must be delivered to the Party intended to receive it as shown below:

Address for notice to the Elections Administrator:

Heider Garcia
Dallas County Elections Administrator
1520 Round Table Drive
Dallas, Texas 75247
(214) 819-6334 telephone
(214) 819-6301 facsimile

Address for notice for the Participating Political Subdivisions:

The physical addresses as listed in "**Attachment F**".

Any written notice required under this Contract shall be deemed to have been given when personally delivered, or if mailed, seventy-two (72) hours after deposit of the same in the United States Mail, postage prepaid, certified, or registered, return receipt requested, properly addressed to the contact person shown at the respective physical address set forth above, or at such other addresses as shall be specified by written notice delivered in accordance this notice section.

19) LIABILITY FOR NEGLIGENCE

ALL PARTIES TO THIS ELECTION SERVICES CONTRACT AGREE TO BE RESPONSIBLE, IN ACCORDANCE WITH APPLICABLE STATE OR FEDERAL LAW, EACH FOR THEIR OWN NEGLIGENT ACTS OR OMISSIONS, OR OTHER TORTIOUS CONDUCT IN THE COURSE OF PERFORMANCE OF THIS ELECTION SERVICES CONTRACT WITHOUT WAIVING ANY SOVEREIGN IMMUNITY, GOVERNMENTAL IMMUNITY, STATUTORY IMMUNITY, OR

OTHER DEFENSES AVAILABLE TO THE PARTIES UNDER FEDERAL OR STATE LAW. NOTHING IN THIS PARAGRAPH SHALL BE CONSTRUED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, IN OR TO ANY THIRD PERSONS OR ENTITIES.

ALL PARTIES AGREE THAT ANY SUCH LIABILITY OR DAMAGES OCCURRING DURING THE PERFORMANCE OF THIS ELECTION SERVICES CONTRACT CAUSED BY THE JOINT OR COMPARATIVE NEGLIGENCE OF THE PARTIES, OR THEIR EMPLOYEES, AGENTS OR OFFICERS WILL BE DETERMINED IN ACCORDANCE WITH COMPARATIVE RESPONSIBILITY LAWS OF TEXAS, BUT ONLY TO THE EXTENT SUCH LAWS ARE APPLICABLE TO THE PARTY.

TO THE EXTENT PERMITTED BY LAW, IF LEGAL ACTION IS FILED AGAINST A PARTY TO THIS ELECTION SERVICES CONTRACT, THAT PARTY SHALL BE SOLELY RESPONSIBLE FOR THEIR OWN RESPECTIVE COSTS AND DEFENSE OF THAT SUIT.

20) CHOICE OF LAW

This Election Services Contract will be governed and interpreted by the laws of the State of Texas.

21) VENUE AND JURISDICTION

The courts of the State of Texas and the United States of America that are physically located in Dallas, Dallas County, Texas are the exclusive jurisdiction and venue for any lawsuit, cause of action, temporary restraining order, temporary injunction, injunction, petition for extraordinary relief, mandamus, or any other legal proceeding or claim arising out of the performance of this Election Services Contract.

22) SEVERABILITY

If any term of this Election Services Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the terms of this Election Services Contract will remain in full force and effect and will in no way be affected, impaired, or invalidated.

23) ENTIRE CONTRACT

This Election Services Contract, including any exhibits or attachments, contains the entire agreement between the Elections Administrator and the Participating Political Subdivisions concerning the duties required by this Election Services Contract. The Elections Administrator of Dallas County, Texas and each Participating Political Subdivision hereby expressly warrant and represent that they are not relying on any promises or agreements that are not contained in this Election Services Contract concerning any of the terms in this Election Services Contract. Except otherwise specified in this Election Services Contract, no modification, amendment, novation, renewal, or other alteration of this Election Services Contract shall be effective unless mutually agreed upon in writing and executed by the Parties hereto.

24) PLURALITY, GENDER, AND HEADINGS

In this Election Services Contract, words in the singular number include the plural, and those in the plural include the singular. Words of any gender also refer to any other

gender. Headings in this Election Services Contract are terms of inclusion, not exclusion.

25) RELATIONSHIP OF PARTIES

The Participating Political Subdivisions, including their respective agents, or employees, are not an agent, servant, joint enterpriser, joint venturer, or employee of the County Elections Administrator, the County, or DCED, and are responsible for their own acts, forbearance, negligence and deeds, and for those of their agents, or employees in conjunction with the performance of services covered under this Election Services Contract. The Participating Political Subdivisions represent that they have, or will secure at their own expense, all personnel and consultants required in performing the duties directly administered by the Participating Political Subdivision. Such personnel and consultants shall not be employees of or have any contractual relationship with the County, the County Elections Administrator, or DCED.

26) FORCE MAJEURE

No Party shall be in default or responsible for delays or failures in performance resulting from causes beyond its control. Such causes include but are not limited to acts of God, fire, storm, flood, earthquake, natural disaster, pandemic, epidemic, nuclear accident, strike, air traffic disruption, lockout, riot, freight embargo, public regulated utility, or governmental statutes, orders, or regulations superimposed after the fact. Any Party delayed by force majeure shall as soon as is reasonably possible give the other Party written notice of the delay. The Party delayed shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the Party delayed shall immediately give the other Parties written notice thereof and shall resume performance under this Election Services Contract as soon as practicable. The date of delivery or of performance shall be extended for at least a minimum time equal to the time lost by reason of the delay.

27) DEFAULT/CUMULATIVE RIGHTS/MITIGATION

It is not a waiver of default if the non-defaulting Party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Election Services Contract are cumulative, and no Party's use of any right or remedy will preclude or waive its right to any other remedy. These rights and remedies are in addition to any other rights the Parties may have by law, statute, ordinance or otherwise. All Parties have a duty to mitigate damages.

28) CONTRA PROFERENTEM

The legal doctrine of contra proferentem will not apply to this Election Services Contract. Consequently, any ambiguity that may exist in this Election Services Contract will not be construed against the Party who drafted this Election Services Contract.

29) ORDER OF PRECEDENCE

Any inconsistencies in this Election Services Contract will be resolved by reviewing and considering this Election Services Contract and Attachments A through F to this Election Services Contract together in context with each other.

30) SIGNATORY WARRANTY

The Elections Administrator of Dallas County, Texas and all of the contracting authorities of all of the Participating Political Subdivisions listed in “**Attachment F**” of this Election Services Contract represent that each has the full right, power and authority to enter into and perform this Election Services Contract in accordance with all of its terms and conditions, and that the execution and delivery of this Election Services Contract has been made by authorized representatives of the Participating Political Subdivisions to validly and legally bind the Participating Political Subdivisions to all terms, performances, and provisions set forth in this Election Services Contract.

31) COUNTERPARTS.

This Election Services Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same Contract. The Parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF, or other email transmission), which signature shall be binding on the Party whose name is contained therein. A signed copy of this Contract transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract for all purposes.

[Signatures on following page]

WITNESS HEREOF, the Parties have executed this Election Services Contract to be effective as of the date of the last of the Parties to sign.

DALLAS COUNTY:

CLAY LEWIS JENKINS DATE

RECOMMENDED AND APPROVED:

APPROVED AS TO FORM*

HEIDER GARCIA DATE
COUNTY ELECTIONS ADMINISTRATOR
DALLAS COUNTY, TEXAS

JAMES R. PALOMO
ASSISTANT DISTRICT ATTORNEY
DALLAS COUNTY DISTRICT
ATTORNEY'S OFFICE
CIVIL DIVISION

*By law, the Criminal District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).

ACCEPTED TO AND AGREED TO BY THE _____ **on this** _____ **day of**
_____, **2025:**

APPROVED

[INSERT NAME AND POSITION]



Dallas County Elections Department

1520 Round Table Drive
Dallas, Texas 75247

Nov 4, 2025 - Constitutional Amendment, Special and Joint Election

ESTIMATED COST INVOICE

Subject to Change

Attachment A

8 Entities

70 EV Locations

453 ED Vote Centers

Registered Voter Split	Total	Garland ISD
Total Number of Units per Entity	1,759,461	165,010
Cost per Unit (w/o GSF)	\$3.69	\$3.69
Total Cost	\$6,487,840.04	\$608,458.21
% of Units	100%	9.38%

	Total	Garland ISD
Election Total	\$6,487,840.04	\$608,458.21
Special Request Fee	\$0.00	
General Supervisory Fee (GSF)	\$163,175.28	\$60,845.82
Total Cost	\$6,651,015.32	\$669,304.03
Cost per Unit (w. GSF)	\$3.78	\$4.06
Amount of Deposit	\$0.00	
(Overpaid)/Underpaid	\$1,794,928.11	\$669,304.03

Exp. Code	Early Voting	Units	Unit Cost	Estimated	Garland ISD
POSTAGE					
62175	Mail Ballot Kits	5,000	\$2.62	\$13,100.00	\$1,228.58
62175	Undeliverable / Resent Mail Kits	250	\$3.20	\$800.00	\$75.03
62170	Postage for Ballots Mailed	5,000	\$0.63	\$3,150.00	\$295.42
62170	Postage for Undeliverable / Resent Mails	250	\$0.63	\$157.50	\$14.77
EQUIPMENT RENTAL					
62024	EV Furniture Rental (Table)	176	\$8.50	\$1,496.00	\$140.30
62024	EV Furniture Rental (Chair)	163	\$1.25	\$203.75	\$19.11
62025	EV Model DS200 (Tabulator/Scanner)	70	\$464.10	\$32,487.00	\$3,046.77
62025	EV ExpressVote Ballot Marking Device (BMD)	868	\$295.00	\$256,060.00	\$24,014.43
62025	EV ExpressVote Printer	299	\$62.00	\$18,538.00	\$1,738.58
62025	EV Election Supply Cart	140	\$295.00	\$41,300.00	\$3,873.30
62021	EV Mini-Van Rental	10	\$1,500.00	\$45,000.00	\$4,220.30
62021	EV Truck Rental	2	\$1,800.00	\$10,800.00	\$1,012.87
RENTAL BUILDINGS					
62023	EV Location Rental	Various Locations		\$185,000.00	\$17,350.11
PERSONNEL					
61050	EV Phone Bank (OT)	6	\$37.50	\$12,825.00	\$1,202.78
61050	EV Election Department (OT)	48	Various	\$91,929.60	\$8,621.56
61050	EV Clerks (OT)	443	\$27.36	\$690,867.36	\$64,792.58
61050	EV Judges (OT)	70	\$30.33	\$121,016.70	\$11,349.48
61050	EV Inspectors (OT)	10	\$30.33	\$17,288.10	\$1,621.35
61050	EV Training Trainers (OT)	10	\$30.33	\$17,288.10	\$1,621.35
61050	EV Ballot Board Committee (OT)	25	\$36.33	\$9,082.50	\$851.80
61060	EV Phone Bank (ST)	6	\$25.00	\$12,000.00	\$1,125.41
61060	EV Clerks (ST)	443	\$18.24	\$646,425.60	\$60,624.64
61060	EV Judges (ST)	70	\$20.22	\$113,232.00	\$10,619.40
61060	EV Judges Delivery (Can Money)	70	\$12.50	\$875.00	\$82.06
61060	EV Training	513	\$48 / \$100	\$47,660.00	\$4,469.76
61060	EV Inspectors (ST)	10	\$20.22	\$16,176.00	\$1,517.06
61060	EV Training Trainers (ST)	10	\$20.22	\$16,176.00	\$1,517.06
61060	EV Ballot Board Committee (ST)	25	\$24.22	\$48,440.00	\$4,542.92
61111	EV FICA	6.2%		\$5,699.64	\$534.54
61112	EV Medicare	1.45%		\$26,988.59	\$2,531.11
61113	EV PARS	1.3%		\$23,001.58	\$2,157.19
61150	EV Retirement Chargeback	13.05%		\$11,996.81	\$1,125.11
62225	EV Temp. Employees	62	\$26.60	555,680.00	\$52,114.12
SUPPLY EXPENSE					
62175	EV Official ExpressVote Ballots	70,000	\$0.14	\$9,800.00	\$919.09
62175	EV Judges Kits	70	\$80.00	\$5,600.00	\$525.19
SERVICE EXPENSE					
62013	Legal Notice	Legal Notice		\$20,000.00	\$1,875.69
62225	EV IT Services (GTS)	6	\$35.00	104,000.00	\$9,753.58
62225	EV ES&S Project Management	2	\$1,795.00	\$3,590.00	\$336.69
PREPARATION AND TRANSPORTATION OF VOTING EQUIPMENT					
62910	EV Delivery and Pick-up	70	\$100.00	\$7,000.00	\$656.49
62910	EV Warehouse Delivery and Pick-up	4	\$45.00	\$157.50	\$14.77
MILEAGE / FUEL					
62285	EV Fuel	Tech Cars and Trucks		\$2,000.00	\$187.57
	EARLY VOTING TOTAL			\$3,244,888.33	\$304,319.92

Exp. Code	Election Day	Units	Unit Cost	Estimated	Garland ISD
EQUIPMENT RENTAL					
62024	ED Furniture Rental (Table)	1,217	\$8.50	\$10,344.50	\$970.15
62024	ED Furniture Rental (Chair)	1,127	\$1.25	\$1,408.75	\$132.12
62025	ED Model DS200 (Tabulator/Scanner)	453	\$464.10	\$210,237.30	\$19,716.98
62025	ED ExpressVote Ballot Marking Device (BMD)	2,921	\$295.00	\$861,695.00	\$80,813.55
62025	ED ExpressVote Printer	1,460	\$62.00	\$90,520.00	\$8,489.36
62025	ED Election Supply Carts	453	\$295.00	\$133,635.00	\$12,532.88
62021	ED Mini-Van Rental	10	\$1,500.00	\$30,000.00	\$2,813.53
62021	ED Truck Rental	7	\$1,800.00	\$25,200.00	\$2,363.37
RENTAL BUILDINGS					
62023	ED Location Rental	Various Locations		\$112,000.00	\$10,503.85
PERSONNEL					
61020	ED Sheriff Deputies (ST)	31	\$40.00	\$7,440.00	\$697.76
61020	ED Building Security (ST)	20	\$50.00	\$10,000.00	\$937.84
61020	ED Clerks (ST)	2,274	\$18.24	\$622,166.40	\$58,349.50
61020	ED Judges (ST)	453	\$24.22	\$164,574.90	\$15,434.56
61020	ED Training (ST)	2,727	\$48 / \$100	\$205,209.60	\$19,245.46
61020	ED Judges Delivery (Can Money)	453	\$12.50	\$11,325.00	\$1,062.11
61020	ED Emergency Response (ST)	11	\$25.00	\$4,125.00	\$386.86
61020	ED Phone Bank (ST)	39	\$25.00	\$14,625.00	\$1,371.60
61020	ED Regional Site Support (ST)	70	\$20.00	\$7,000.00	\$656.49
61020	ED Inspectors (ST)	55	\$25.00	\$20,625.00	\$1,934.30
61020	ED Techs (ST)	27	\$25.00	\$10,125.00	\$949.57
61050	ED Sheriff Deputies (OT)	31	\$60.00	\$27,900.00	\$2,616.58
61050	ED Election Department (OT)	58	Various	\$34,713.00	\$3,255.54
61111	ED FICA	6.2%		\$2,613.49	\$245.10
61112	ED Medicare	1.45%		\$16,527.52	\$1,550.02
61113	ED PARS	1.3%		\$13,907.09	\$1,304.27
61150	ED Retirement Chargeback	13.05%		\$9,141.92	\$857.37
62225	ED Temp. Employees	62	\$26.60	\$395,808.00	\$37,120.62
SUPPLY EXPENSE					
62175	ED Official ExpressVote Ballots	115,000	\$0.140	\$16,100.00	\$1,509.93
62175	ED Judge Kit	453	\$80.00	\$36,240.00	\$3,398.75
SERVICE EXPENSE					
62225	ED ES&S BOD Election Setup			\$2,500.00	\$234.46
62225	ED ES&S Site Support	1	\$4,975.00	\$4,975.00	\$466.58
62225	ED IT Services (GTS)	6	\$35.00	\$33,600.00	\$3,151.16
62225	ED DCED Employee Meals			\$7,500.00	\$703.38
PREPARATION & TRANSPORTATION OF VOTING EQUIPMENT					
62910	ED Delivery and Pick-up	453	\$100.00	\$83,600.00	\$7,840.38
62910	ED Warehouse Delivery and Pick-up	23	\$45.00	\$1,019.25	\$95.59
MILEAGE / FUEL					
61080	Mileage for Deputies	5,000	\$0.670	\$3,350.00	\$314.18
62285	ED Fuel	Tech Cars and Trucks		\$1,200.00	\$112.54
	ELECTION DAY TOTAL			\$3,242,951.71	\$304,138.29



DALLAS COUNTY ELECTIONS DEPARTMENT

Attachment B - Early Voting Vote Center Locations

November 4, 2025 - Constitutional Amendment, Special & Joint Election

Party	Comm. District	VC#	Location <i>Edificio</i> Địa Điểm	Voting Area <i>Lugar De Votación</i> Khu Vực Bỏ Phiếu	Address <i>Dirección</i> Địa Chỉ	City <i>Ciudad</i> Thành Phố	ZIP <i>Codigo Postal</i> Mã Bưu Chính
	3 D	E3106	A E Sims Cedar Hill Rec Center	Lobby	310 E Parkerville Rd	Cedar Hill	75104
	2 D	E0051	Addison Athletic Club	Community Rm	3900 Beltway	Addison	75001
	1 D	E2060	Audelia Road Branch Library	Auditorium	10045 Audelia Rd	Dallas	75238
	1 D	E3408	Balch Springs Recreation Center	Meeting Room	4372 Shepherd Ln	Balch Springs	75180
	4 D	E4629	Bear Creek Community Church	Lobby Breezeway	2700 Finley Rd	Irving	75062
	4 D	E4502	Betty Warmack Library	Empower Room	760 Bardin Rd	Grand Prairie	75052
	2 D	E2307	Brookhaven Campus-Dallas College	Bldg W Lobby	3939 Valley View Ln	Farmers Branch	75244
	3 D	E3072	Cedar Valley Campus-Dallas College	Rm M105	3030 N Dallas Ave	Lancaster	75134
	2 D	E2805	Coppell Town Center	Atrium	255 E Parkway Blvd	Coppell	75019
	4 D	E4516	Crosswinds High School	Room 104	1100 N Carrier Pkwy	Grand Prairie	75050
	3 D	E0049	Dallas County Mesquite Gov Ctr	Community Rm L101	500 S Galloway	Mesquite	75149
	3 D	E0050	Dallas County Records Bldg	Lobby	500 Elm St	Dallas	75202
	3 D	E3605	Disciple Central Comm Church	Youth Room	901 N Polk St	Desoto	75115
	3 D	E3202	Duncanville Library	Meeting Rms 1-3	201 James Collins Blvd	Duncanville	75116
	1 D	E1303	Eastfield Campus-Dallas College	G Building, Lobby	3737 Motley Dr	Mesquite	75150
	4 D	E0004	Elections Training / Warehouse	Vote Center	1460 Round Table Dr	Dallas	75247
	2 D	E2305	Farmers Branch Manske Library	Community Hub	13613 Webb Chapel Rd	Farmers Branch	75234
	1 D	E1301	Florence Recreation Center	Event Room	2501 Whitson Way	Mesquite	75150
	3 D	E0023	For Oak Cliff	Multipurpose Room	907 E Ledbetter Dr	Dallas	75216
	2 D	E2052	Fretz Park Library	Black Box Theater	6990 Belt Line Rd	Dallas	75254
	3 D	E3064	Friendship West Baptist Church	Banquest Hall Foyer	2020 W Wheatland Rd	Dallas	75232
	1 D	E1708	Garland Center-Dallas College	Room B	675 W Walnut St	Garland	75040
	3 D	V0090	Glenn Heights Community Center	Banquest Rm B	1938-D S Hampton Rd	Glenn Heights	75154
	4 D	E4086	Grauwyler Park Recreation Center	Room A	7780 Harry Hines Blvd	Dallas	75235
	2 D	E0047	Hamilton Park UMC	Gym	11881 Schroeder Rd	Dallas	75243
	1 D	E1116	Harry Stone Recreation Center	Multi-Purpose Room 104	2403 Millmar Dr	Dallas	75228
	3 D	E3073	Highland Hills Library	Auditorium	6200 Bonnie View Rd	Dallas	75241



DALLAS COUNTY ELECTIONS DEPARTMENT

Attachment B - Early Voting Vote Center Locations

November 4, 2025 - Constitutional Amendment, Special & Joint Election

Party	Comm. District	VC#	Location <i>Edificio</i> Địa Điểm	Voting Area <i>Lugar De Votación</i> Khu Vực Bỏ Phiếu	Address <i>Dirección</i> Địa Chỉ	City <i>Ciudad</i> Thành Phố	ZIP <i>Codigo Postal</i> Mã Bưu Chính
	3 D	E3950	Hutchins City Hall	Council Chambers	321 N Main Street	Hutchins	75141
	4 D	E4642	Irving Arts Center	Art Lab 1	3333 N Macarthur Blvd	Irving	75062
	4 D	E4607	Irving City Hall	Main Lobby	825 W Irving Blvd	Irving	75060
	2 D	E0021	Islamic Association of North Texas	Brothers & Sisters Ent Foyer	840 Abrams Rd	Richardson	75081
	2 D	E0057	Islamic Center of Irving	Library	2555 Esters Rd	Irving	75062
	4 D	E4081	Jaycee Zaragoza Recreation Center	Area in Lobby/Hallway	3114 Clymer Street	Dallas	75212
	2 D	E2407	Josey Ranch Lake Library	Meeting Room 150	1700 Keller Springs Rd	Carrollton	75006
	4 D	E0025	Kiest Recreation Center	Small Rm	3081 S Hampton Rd	Dallas	75224
	3 D	E3809	Lancaster Veterans Memorial Library	Meeting Room	1600 Veterans Memorial Pkwy	Lancaster	75134
	1 D	E1052	Lochwood Branch Library	Blackbox Theater	11221 Lochwood Blvd	Dallas	75218
	2 D	E0042	Madinah Masjid of Carrollton	Multipurpose Hall	2180 Old Denton Rd	Carrollton	75006
	1 D	E0041	Makkah Masjid IDEA	Back Multipurpose Room	3301 Buckingham Rd	Garland	75042
	2 D	E2005	Marsh Lane Baptist Church	Fellowship Hall	10716 Marsh Ln	Dallas	75229
	4 D	E4064	Martin Weiss Recreation Center	Large Room	1111 Martindell Ave	Dallas	75211
	2 D	E0043	Ministerios Charisma	Large Side Room	740 Melrose Dr	Richardson	75080
	3 D	E0029	MLK Jr Branch Library	Auditorium	2922 MLK Jr Blvd	Dallas	75215
	4 D	E4050	Mountain Creek Library	Auditorium	6102 Mountain Creek Pkwy	Dallas	75249
	4 D	E4113	Mountain View Campus-Dallas College	E Foyer	4849 W Illinois Ave	Dallas	75211
	1 D	E0024	North Garland Branch Library	Program Room	3845 N Garland Ave	Garland	75040
	4 D	E4633	North Lake Campus-Dallas College	L137 A/B	5001 N Macarthur Blvd	Irving	75038
	2 D	E0030	Northway Christian Church	Fellowship Hall	7202 W Northwest Hwy	Dallas	75225
	4 D	E4071	Oak Cliff Government Center	Main Lobby	702 E Jefferson Blvd	Dallas	75203
	2 D	E1022	Oak Lawn Branch Library	Auditorium	4100 Cedar Springs Rd	Dallas	75219
	4 D	E4528	Our Redeemer Lutheran Church-GP	Fellowship Hall NE Wing	4729 S Carrier Pkwy	Grand Prairie	75052
	3 D	E3043	Paul L Dunbar Library	Auditorium	2008 E Kiest Blvd	Dallas	75216
	1 D	E1096	Pleasant Grove Ctr-Dallas College	PG 108	802 S Buckner Blvd	Dallas	75217
	2 D	E1029	Richland Campus-Dallas College	LeCroy Center R012/019	12800 Abrams Rd	Dallas	75243



DALLAS COUNTY ELECTIONS DEPARTMENT

Attachment B - Early Voting Vote Center Locations

November 4, 2025 - Constitutional Amendment, Special & Joint Election

Party	Comm. District	VC#	Location <i>Edificio</i> Địa Điểm	Voting Area <i>Lugar De Votación</i> Khu Vực Bỏ Phiếu	Address <i>Dirección</i> Địa Chỉ	City <i>Ciudad</i> Thành Phố	ZIP <i>Codigo Postal</i> Mã Bưu Chính
	3 D	E2927	Rowlett Community Centre	Room D	5300 Main St	Rowlett	75088
	2 D	E0038	Royal Lane Baptist Church	Vickrey Hall	6707 Royal Ln	Dallas	75230
	3 D	E2941	Sachse City Hall	Courtroom	3815-B Sachse Rd	Sachse	75048
	2 D	E1074	Samuell Grand Recreation Center	Game Room 112	6200 E Grand Ave	Dallas	75223
	3 D	E3921	Seagoville City Hall	Foyer	702 N Hwy 175	Seagoville	75159
	2 D	E0059	Shalom Temple	Epstein Board Room	6930 Alpha Rd	Dallas	75240
	1 D	E1088	Skyline Branch Library	Auditorium	6006 Everglade Rd	Dallas	75227
	1 D	E1723	South Garland Branch Library	Program Room	4845 Broadway Blvd	Garland	75043
	1 D	E0046	St Paul's Church	Fellowship Hall	6464 E Lovers Lane	Dallas	75214
	3 D	E3500	Sunnyvale Town Hall	Council Chambers	127 N Collins Rd	Sunnyvale	75182
	4 D	E4514	The Summit	Ballroom 1	2975 Esplanade Dr	Grand Prairie	75052
	2 D	E2220	University Park UMC	Parlor Rm 101	4024 Caruth Blvd	Dallas	75225
	2 D	E2604	Valley Ranch Library	Meeting Room	401 Cimarron Trl	Irving	75063
	1 D	E0022	Vietnamese Community Center	Senior Room	3221 Belt Line Rd	Garland	75044
	4 D	E4029	West Dallas Center-Dallas College	Room W146	3330 N Hampton Rd	Dallas	75212
	3 D	E3940	Wilmer Community Center	Main Room	101 Davidson Plz	Wilmer	75172



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment C - Election Day Vote Center Locations
November 4, 2025 - Constitutional Amendment, Special & Joint Election

Party	Comm. District	VC#	Location <i>Edificio</i> Địa Điểm	Voting Area <i>Lugar De Votación</i> Khu Vực Bỏ Phiếu	Address <i>Dirección</i> Địa Chỉ	City <i>Ciudad</i> Thành Phố	ZIP <i>Codigo Postal</i> Mã Bưu Chính
D	1	V3314	A C New Middle School	Front Entry Hallway	3700 S Belt Line Rd	Balch Springs	75181
D	3	V3100	A E Sims Cedar Hill Rec Center	Lobby	310 E Parkerville Rd	Cedar Hill	75104
D	2	V1030	A M Aikin Elementary School	Gym	12300 Pleasant Valley Dr	Dallas	75243
D	1	V1703	A R Davis Elementary School	Teacher Lounge, Rm #201	1621 Mccallum Dr	Garland	75042
D	4	V4623	A S Johnston Elementary School	Big Gym	2801 Rutgers Dr	Irving	75062
R	1	V0052	Abbett Elementary School	Front Foyer	730 W Muirfield Rd	Garland	75044
D	2	V0095	Addison Athletic Club	Community Rm	3900 Beltway Dr	Addison	75001
D	3	V3055	Adelle Turner Elementary School	Gym	5505 S Polk St	Dallas	75232
R	4	V0035	Albert Farine Elementary School	Cafeteria	615 Metker St	Irving	75062
D	1	V1060	Alex Sanger Preparatory School	Auditorium	8410 San Leandro Dr	Dallas	75218
D	3	V3201	Alexander Elementary School	Music Room	510 Softwood Dr	Duncanville	75137
R	2	V2301	Alfred J Loos Field House	Main Entry	3815 Spring Valley Rd	Addison	75001
D	4	V4085	Anita Martinez Recreation Center	Large Room	3212 N Winnetka Ave	Dallas	75212
D	2	V2079	Anne Frank Elementary School	Auditorium	5201 Celestial Rd	Dallas	75254
D	1	V1091	Annie Webb Blanton Elem School	Auditorium	8915 Greenmound Ave	Dallas	75227
D	4	V4066	Anson Jones Elementary School	Auditorium	3901 Meredith Ave	Dallas	75211
D	3	V0054	Antioch Worship Center	Auditorium	6245 Shannon Rd	Mesquite	75181
D	2	V2506	Arapaho Classical Magnet School	Gym	1300 Cypress Dr	Richardson	75080
D	4	V4065	Arcadia Park Elementary School	Main Bldg Entry Hall	1300 N Justin Ave	Dallas	75211
D	3	V3207	Arise Church	Legacy Hall	201 W Center St.	Duncanville	75116
D	4	V4019	Arlington Park Recreation Center	Gym	1505 Record Crossing Rd	Dallas	75235
D	2	V2020	Arthur Kramer Elementary School	Foyer	7131 Midbury Dr	Dallas	75230
D	2	V1027	Audelia Creek Elementary School	Gym	12600 Audelia Rd	Dallas	75243
R	1	V2059	Audelia Road Branch Library	Auditorium	10045 Audelia Rd	Dallas	75238
D	1	V1709	Austin Academy	Practice Gym	1125 Beverly Dr.	Garland	75040
R	3	V2942	B G Hudson Middle School	Practice Gym	4405 Hudson Dr	Sachse	75048



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment C - Election Day Vote Center Locations
November 4, 2025 - Constitutional Amendment, Special & Joint Election

Party	Comm. District	VC#	Location <i>Edificio</i> Địa Điểm	Voting Area <i>Lugar De Votación</i> Khu Vực Bỏ Phiếu	Address <i>Dirección</i> Địa Chỉ	City <i>Ciudad</i> Thành Phố	ZIP <i>Codigo Postal</i> Mã Bưu Chính
D	1	V1102	B H Macon Elementary School	Auditorium	650 Holcomb Rd	Dallas	75217
D	4	V4087	Bachman Recreation Center	Assembly Room	2750 Bachman Dr	Dallas	75220
R	3	V2921	Back Elementary School	Gym	7300 Bluebonnet Dr	Rowlett	75089
D	1	V3400	Balch Springs Civic Center	Big Room Area	12400 Elam Rd	Balch Springs	75180
D	1	V3408	Balch Springs Recreation Center	Meeting Room	4372 Shepherd Ln	Balch Springs	75180
D	4	V0081	BAPS Shri Swaminarayan Mandir	Gym	4601 N State Hwy 161	Irving	75038
D	3	V3061	Barack Obama Male Leadership Acad	Foyer	3030 Stag Rd	Dallas	75241
D	1	V1078	Bayles Elementary School	Computer Lab, Rm 121	2444 Telegraph Ave	Dallas	75228
D	4	V4629	Bear Creek Community Church	Lobby Breezeway	2700 Finley Rd	Irving	75062
D	2	V1020	Ben Milam Elementary School	Cafeteria	4200 Mckinney Ave	Dallas	75205
D	2	V2023	Benjamin Franklin - IEA	Auditorium	6920 Meadow Rd	Dallas	75230
D	3	V3103	Bessie Coleman Middle School	Library, Enter Door #2	1208 E Pleasant Run Rd	Cedar Hill	75104
D	4	V4502	Betty Warmack Library	Empower Room	760 Bardin Rd	Grand Prairie	75052
D	1	V2700	Big Springs Elementary School	Gym	3301 W Campbell Rd	Garland	75044
D	4	V4052	Bilhartz Elementary School	Gym	6700 Wandt Dr	Dallas	75236
D	4	V4509	Bill Arnold Middle School	Auxiliary Gym	1204 E Marshall Dr	Grand Prairie	75051
D	3	V3016	Bill J Priest Ctr-Dallas College	Room #1530	1402 Corinth St	Dallas	75215
D	2	V2404	Blanton Elementary School	Gym	2525 Scott Mill Rd	Carrollton	75006
D	3	V3081	Booker T Washington High School	Montgomery Arts Theater Foyer	2501 Flora St	Dallas	75201
D	4	V4110	Boude Storey Middle School	Main Lobby	3000 Maryland Ave	Dallas	75216
D	2	V2047	Bowie Elementary School	Gym	7643 La Manga Dr	Dallas	75248
D	4	V4511	Bowie Fine Arts	Gym	425 Alice Dr	Grand Prairie	75051
D	4	V0089	Bowie Middle School Annex Bldg	Cafeteria	600 E 6th St	Irving	75060
D	1	V1706	Bradfield Elementary School	Gym	3817 Bucknell Dr	Garland	75042
D	1	V1700	Bradfield Recreation Center	Classroom	1146 Castle Dr	Garland	75040
D	4	V4624	Brandenburg Elementary School	Cafeteria	2800 Hillcrest Dr	Irving	75062



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment C - Election Day Vote Center Locations
November 4, 2025 - Constitutional Amendment, Special & Joint Election

Party	Comm. District	VC#	Location <i>Edificio</i> Địa Điểm	Voting Area <i>Lugar De Votación</i> Khu Vực Bỏ Phiếu	Address <i>Dirección</i> Địa Chỉ	City <i>Ciudad</i> Thành Phố	ZIP <i>Código Postal</i> Mã Bưu Chính
D	3	V3205	Brandenburg Intermediate School	Band	1903 Blueridge Dr	Duncanville	75116
D	2	V2307	Brookhaven Campus-Dallas College	Bldg W Lobby	3939 Valley View Ln	Farmers Branch	75244
D	1	V1701	Bussey Middle School	Gym	1204 Travis St	Garland	75040
R	3	V3206	Byrd Middle School	Gym B	1040 W Wheatland Rd	Duncanville	75116
D	4	V4031	C F Carr Elementary School	Auditorium	1952 Bayside St	Dallas	75212
D	2	V0021	Campbell Green Recreation Center	AB Room	16600 Park Hill Dr	Dallas	75248
R	2	V2501	Canyon Creek Elementary School	Gym	2100 Copper Ridge Dr	Richardson	75080
D	4	V4646	Cardwell Career Preparatory Ctr	Library	101 E Union Bower Rd	Irving	75061
R	2	V2509	Care Church	Atrium A3	1504 E Campbell Rd	Richardson	75081
D	1	V1054	Casa View Elementary School	Auditorium Foyer	2100 N Farola Dr	Dallas	75228
D	3	V0044	Cedar Hill Collegiate High School	Gym	1515 W Beltline Rd	Cedar Hill	75104
D	3	V3072	Cedar Valley Campus-Dallas College	Rm M105	3030 N Dallas Ave	Lancaster	75134
D	3	V0020	Central Elementary School-DISD	Gym	902 Shady Ln	Seagoville	75159
D	3	V3047	CFNI Student Center	Main Lobby	444 Fawn Ridge Dr.	Dallas	75224
D	2	V2306	Chapel Hill Preparatory School	Auditorium	12701 Templeton Trl	Dallas	75234
D	1	V1056	Charles A Gill Elementary School	Auditorium	10910 Ferguson Rd	Dallas	75228
R	4	V4512	Charley Taylor Recreation Center	Meeting Room	601 E Grand Prairie Rd	Grand Prairie	75051
D	2	V0005	Churchill Recreation Center	Parlor	6906 Churchill Way	Dallas	75230
D	2	V2602	Cimarron Park Rec Center	Small Activity Room	201 Red River Trl	Irving	75063
D	3	V3049	Clara Oliver Elementary School	Auditorium	4010 Idaho Ave	Dallas	75216
D	1	V1717	Classical Ctr at Brandenburg MS	Library	626 Nickens Rd	Garland	75043
D	1	V1722	Classical Ctr at Vial Elem Sch	Gym	126 Creekview Dr	Garland	75043
D	4	V4046	Clinton P Russell Elementary Sch	Auditorium	3031 S Beckley Ave	Dallas	75224
R	1	V2713	Club Hill Elementary School	Gym	1330 Colonel Dr	Garland	75043
D	4	V4300	Cockrell Hill City Hall	Library	4125 W Clarendon Dr	Cockrell Hill	75211
D	3	V3607	Cockrell Hill Elementary School	Gym	425 S Cockrell Hill Rd	Desoto	75115
D	1	V1083	Colonial Baptist Church	Hallway	6459 Scylene Rd	Dallas	75227



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R	2	V2805	Coppell Town Center	Atrium	255 E Parkway Blvd	Coppell	75019
D	3	V3069	Cornerstone Temple Church	Bldg B, Room 1	2817 Cherry Valley Blvd	Dallas	75241
R	2	V2808	Cottonwood Creek Elem School	Gym	615 Minyard Dr	Coppell	75019
D	1	V3700	Couch Elementary School	Gym	4349 Waterhouse Blvd	Garland	75043
D	2	V2408	Crosby Recreation Center	The Pioneer Room	1610 E Crosby Rd	Carrollton	75006
D	4	V4514	Crosswinds High School	Room 104	1100 N Carrier Pkwy	Grand Prairie	75050
R	3	V0093	Dallas County Mesquite Gov Ctr	Community Rm L101	500 S Galloway Ste: C100	Mesquite	75149
D	3	V0094	Dallas County Records Bldg	Lobby	500 Elm St Ste: 2100	Dallas	75202
D	1	V2068	Dan D Rogers Elementary School	Foyer	5314 Abrams Rd	Dallas	75214
D	3	V3004	Daniel Webster Elementary School	Auditorium	3815 S Franklin St	Dallas	75233
D	4	V4507	Daniels Elementary Academy	Community Room	801 Sw 19Th St	Grand Prairie	75051
D	2	V2511	Dartmouth Elementary School	Library	417 Dartmouth Ln	Richardson	75081
D	4	V4618	David Crockett Middle School	Front Foyer	2431 Hancock St	Irving	75061
D	4	V4097	David G Burnet Elem School	Auditorium	3200 Kinkaid Dr	Dallas	75220
D	2	V4006	Degolyer Elementary School	Auditorium	3453 Flair Dr	Dallas	75229
D	3	V3611	Desoto East Middle School	Gym 2	601 E Belt Line Rd	Desoto	75115
D	3	V3609	Desoto High School	Academy Cafeteria	600 Eagle Dr	Desoto	75115
D	3	V0040	Desoto House of Peace & Comm Center	Gym, Door 11	531 W Belt Line Rd	Desoto	75115
D	3	V3605	Disciple Central Comm Church	Youth Room	901 N Polk St	Desoto	75115
D	2	V1500	Dover Elementary School	Gym	700 Dover Dr	Richardson	75080
D	1	V3303	Dr JC Cannady Elementary School	Gym	2701 Chisolm Trl	Mesquite	75150
D	3	V3017	Dr MLK Jr Arts Academy	Main Lobby	1817 Warren Ave	Dallas	75215
R	3	V3209	Duncanville High School	Performance Hall Foyer	900 W Camp Wisdom Rd	Duncanville	75116
D	3	V3202	Duncanville Library	Meeting Rms 1-3	201 James Collins Blvd	Duncanville	75116
D	3	V3203	Duncanville's First Baptist Chur	Sanctuary Foyer	323 W Wheatland Rd	Duncanville	75116
R	1	V3301	Dunford Recreation Center	Galloway	1015 Green Canyon Dr	Mesquite	75150
D	1	V1100	E B Comstock Middle School	Auditorium	7044 Hodde St	Dallas	75217



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R	2	V2077	E D Walker Middle School	Gym	12532 Nuestra Dr	Dallas	75230
D	1	V1303	Eastfield Campus-Dallas College	G Building, Lobby	3737 Motley Dr	Mesquite	75150
D	3	V3083	Ebby Halliday Elementary School	Room 141	10210 Teagarden Rd	Dallas	75217
D	1	V1084	Edna Rowe Elementary School	Auditorium	4918 Hovenkamp Dr	Dallas	75227
D	2	V1076	Eduardo Mata Montessori School	Library	7420 La Vista Dr	Dallas	75214
D	1	V1092	Edward Titcher Elementary School	Auditorium	9560 Highfield Dr	Dallas	75227
R	4	V4517	Eisenhower Elementary School	Music Room	2102 N Carrier Pkwy	Grand Prairie	75050
D	4	V4081	Eladio Martinez Learning Center	Library Hallway	4500 Bernal Dr	Dallas	75212
D	4	V0016	Elections Training / Warehouse	Vote Center	1460 Round Table Dr	Dallas	75247
D	3	V3052	Elisha M Pease Elementary School	Auditorium	2914 Cummings St	Dallas	75216
R	4	V4508	Ellen Ochoa Stem Acad Milam Elem	Project Room	2030 Proctor Dr	Grand Prairie	75051
D	4	V4063	Elmwood-El Buen Samaritano UMC	Fellowship Hall Rm 13	1315 Berkley Ave	Dallas	75224
D	3	V3807	Elsie Robertson Middle School	Gymnasium	822 W Pleasant Run Rd	Lancaster	75146
D	4	V4022	Esperanza Medrano Elementary Sch	Front Entry Foyer	2221 Lucas Dr	Dallas	75219
D	3	V3029	Evangelist Temple Church	Church	2627 Dorris St	Dallas	75215
D	3	V0003	Evans Recreation Center	Fitness Room	1116 Hillcrest St	Mesquite	75149
D	2	V3009	Exall Park Recreation Center	Large Room	1355 Adair St	Dallas	75204
D	3	V3035	F D Roosevelt HS of Innovation	Library	525 Bonnie View Rd	Dallas	75203
D	4	V4002	F P Cailliet Elem School	Auditorium	3033 Merrell Rd	Dallas	75229
D	3	V3211	Fairmeadows Elementary School	Gym	101 E Fairmeadows Dr	Duncanville	75116
D	3	V3601	Faith Bible Church	Auditorium	1437 W Pleasant Run Rd	Desoto	75115
D	2	V2305	Farmers Branch Manske Library	Community Hub	13613 Webb Chapel Rd	Farmers Branch	75234
D	1	V1109	Fireside Recreation Center	Small Room	8601 Fireside Dr	Dallas	75217
R	3	V0027	First UMC of Sachse	Gym	1520 Blackburn Rd	Sachse	75048
D	1	V1301	Florence Recreation Center	Event Room	2501 Whitson Way	Mesquite	75150
D	1	V3403	Floyd Elementary School	Gym	3025 Hickory Tree Rd	Mesquite	75180
D	3	V0062	For Oak Cliff	Multipurpose Room	907 E Ledbetter Dr	Dallas	75216



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D	1	V1004	Forest Meadow Middle School	Back Entry/Hallway	9373 Whitehurst Dr	Dallas	75243
D	3	V3051	Fountain of Living Word Church	Sanctuary Entrance	2543 E Ledbetter Dr	Dallas	75216
D	4	V0042	Frank Crowley Courts Building	A5	133 N Riverfront Blvd	Dallas	75207
D	3	V0041	Frank D Moates Elementary School	Gym	1500 Heritage Blvd	Glenn Heights	75154
R	3	V0058	Freedom Place Church	Sanctuary	4111 Main St	Rowlett	75088
R	2	V2052	Fretz Park Library	Black Box Theater	6990 Belt Line Rd	Dallas	75254
D	3	V3064	Friendship West Baptist Church	Banquet Hall Foyer	2020 W Wheatland Rd	Dallas	75232
D	1	V1312	Galloway Elementary School	Front Foyer	200 Clary Dr	Mesquite	75149
D	1	V1708	Garland Center-Dallas College	Room B	675 W Walnut St	Garland	75040
D	1	V1063	George Truett Elementary School	Auditorium	1811 Gross Rd	Dallas	75228
R	1	V3302	Georgia Kimball Elementary Sch	Gym	4010 Coryell Way	Mesquite	75150
D	3	V3045	Gethsemane Missionary Baptist Ch	Fellowship Hall	4600 Solar Ln	Dallas	75216
D	3	V0090	Glenn Heights Community Center	Banquet Rm B	1938-D S Hampton Rd	Glenn Heights	75154
D	4	V4538	Global Leadership Academy	Gym	511 E Springdale Ln	Grand Prairie	75052
D	3	V3040	Good Street Baptist Church	Nathaniel Spigner Wing	3110 Bonnie View Rd	Dallas	75216
D	1	V1304	Goodbar Recreation Center	Lobby	3000 Concord Dr	Mesquite	75150
D	2	V1070	Grace United Methodist Church	Parlor	4105 Junius St	Dallas	75246
D	1	V1711	Granger Recreation Center	Classroom 103	1310 W Ave F	Garland	75040
D	4	V4086	Grauwylar Park Recreation Center	Room A	7780 Harry Hines Blvd	Dallas	75235
D	3	V3034	Greater Mt Pleasant Baptist Chur	Conference Room	1403 Morrell Ave	Dallas	75203
D	2	V2500	Greenwood Hills Elementary Sch	Gym	1313 W Shore Dr	Richardson	75080
D	3	V3200	H Bob Daniel SR Intermediate Sch	Band 102	1007 Springwood Dr	Duncanville	75137
D	1	V1108	H Grady Spruce High School	Auditorium	9733 Old Seagoville Rd	Dallas	75217
D	3	V3050	H I Holland Elem School @ Lisbon	Main Entrance Foyer	4203 S Lancaster Rd	Dallas	75216
D	2	V1003	Hamilton Park UMC	Gym	11881 Schroeder Dr.	Dallas	75243
D	4	V4038	Harrell Budd Elementary School	Gym	2121 S Marsalis Ave	Dallas	75216
D	2	V2006	Harry C Withers Elementary Sch	Auditorium	3959 Northaven Rd	Dallas	75229



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D	1	V1058	Harry Stone Recreation Center	Multi-Purpose Room 104	2403 Millmar Dr	Dallas	75228
D	4	V4527	Hector P Garcia Elementary Sch - GP	Gym	2444 Graham St	Grand Prairie	75050
D	4	V3032	Hector P Garcia Middle Sch-DISD	Art Room A	700 E 8th St	Dallas	75203
R	4	V2034	Henry W Longfellow - CEA	Auditorium	5314 Boaz St	Dallas	75209
R	3	V2926	Herfurth Elementary School	Gym	7500 Miller Rd	Rowlett	75088
D	1	V1134	Herschel Forester Field House	Main Lobby	8233 Military Pkwy	Dallas	75227
D	1	V2705	Hickman Elementary School	Gym	3114 Pinewood Dr	Garland	75044
D	3	V3073	Highland Hills Library	Auditorium	6200 Bonnie View Rd	Dallas	75241
D	3	V3071	Highland Hills UMC	Fellowship Hall	3800 Simpson Stuart Rd	Dallas	75241
R	2	V2226	Highland Park ISD Admin Bldg	Boardroom	7015 Westchester Dr	Dallas	75205
R	2	V2224	Highland Park Middle School	Small Gym Foyer	3555 Granada Dr	Dallas	75205
D	3	V3107	Highlands Elementary School	Gym, Enter Door #4	131 Sims Dr	Cedar Hill	75104
D	1	V3405	Hodges Elem Sch	Gym	14401 Spring Oaks Dr	Balch Springs	75180
D	3	V3317	Horn High School	Senior Section	3300 E Cartwright Rd.	Mesquite	75181
D	4	V4513	Houston Auxiliary Building	PD Room 218	1502 College St	Grand Prairie	75050
D	3	V3800	Houston Elementary School-LISD	Library	2929 Marquis Ln	Lancaster	75134
D	4	V4640	Houston Middle School	Auxiliary Gym	3033 W Country Club Rd	Irving	75038
D	3	V3951	Hutchins City Hall	Council Chambers	321 N Main Street	Hutchins	75141
D	3	V3059	Ideal Family Church	Main Gym	1000 E Redbird Ln	Dallas	75241
D	2	V1118	Ignite Middle School	Main Entrance	2211 Caddo St	Dallas	75204
D	3	V3022	Irma Rangel Women's School	Auditorium	1718 Robert B Cullum Blvd	Dallas	75210
D	4	V4642	Irving Arts Center	Art Lab 1	3333 N Macarthur Blvd	Irving	75062
D	4	V4607	Irving City Hall	Main Lobby	825 W Irving Blvd	Irving	75060
D	4	V4654	Irving Fire Station #2	Front Bay	1306 N Story Rd	Irving	75061
D	4	V4627	Irving Fire Station #8	Front Bay	650 Las Colinas Blvd E	Irving	75039
D	4	V4613	Irving High School	Gym Foyer	900 N O' Connor Rd	Irving	75061
D	2	V0038	Islamic Association of North Texas	Brothers & Sisters Ent Foyer	840 Abrams Rd	Richardson	75081



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D	3	V3090	J Erik Jonsson Central Library	Dallas East Room	1515 Young St	Dallas	75201
D	4	V4083	J Moroles Expressive Arts Vanguard	Auditorium Foyer	1400 Walmsley Ave	Dallas	75208
D	3	V3062	J N Ervin Elementary School	Auditorium Foyer	3722 Black Oak Dr	Dallas	75241
D	4	V4608	J O Davis Elementary School	Classroom 108 & 109	310 Davis Dr	Irving	75061
D	3	V3313	J R Thompson Elementary School	Gym	2525 Helen Ln	Mesquite	75181
D	4	V4634	Jack E Singley Academy	Auditorium Foyer	4601 N Macarthur Blvd	Irving	75038
D	2	V0022	Janie Stark Elementary School	Cafeteria	12400 Josey Ln	Farmers Branch	75234
D	4	V4082	Jaycee Zaragoza Recreation Center	Area in Lobby/Hallway	3114 Clymer Street	Dallas	75212
R	1	V1311	JC Rugel Elementary School	Cafeteria	2701 Sybil Dr	Mesquite	75149
D	3	V3054	Jdg Louis A Bedford, Jr Law Academy	Auditorium Foyer	1303 Reynoldston Ln	Dallas	75232
D	2	V2403	Jerry R Junkins Elementary Sch	Auditorium	2808 Running Duke Dr	Carrollton	75006
D	2	V2514	Jess Harben Elementary School	Gym	600 S Glenville Dr	Richardson	75081
R	2	V2008	John J Pershing Elementary Sch	Auditorium, Rm 136	5715 Meaders Ln	Dallas	75229
D	4	V4070	John Peeler Elementary School	Library	810 S Llewellyn Ave	Dallas	75208
D	4	V4616	John R Good Elementary School	Room 600	1200 E Union Bower Rd	Irving	75061
R	2	V2203	John S Armstrong Elem School	Small Outside Gym	3600 Cornell Ave	Dallas	75205
R	2	V2221	John S Bradfield Elem School	Gym	4300 Southern Ave	Dallas	75205
D	3	V3046	John W Carpenter Elem School	Auditorium	2121 Tosca Ln	Dallas	75224
D	2	V2407	Josey Ranch Lake Library	Meeting Room 150	1700 Keller Springs Rd	Carrollton	75006
D	2	V0053	Jubilee Park and Community Center	Room 101	917 Bank St	Dallas	75223
D	2	V1073	Junius Heights Church	Milton Greer, Fellowship Hall	5429 Reiger Ave	Dallas	75214
D	4	V4016	K B Polk Vanguard Center ATG	Auditorium	6911 Victoria Ave.	Dallas	75209
D	3	V0063	Katherine Johnson Tech Magnet Acad	Cafeteria	1200 Academy Way	Desoto	75115
D	2	V2406	Keller Springs Baptist Church	Community Room 100	3227 Keller Springs Rd	Carrollton	75006
D	4	V4079	Kessler Park United Methodist Chur	Sanctuary	1215 Turner Ave	Dallas	75208
D	4	V4078	Kidd Springs Recreation Center	Large Room	711 W Canty St	Dallas	75208
D	4	V4057	Kiest Recreation Center	Small Rm	3081 S Hampton Rd	Dallas	75224



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D	1	V1710	Kimberlin Academy	Gym	1520 Cumberland Dr	Garland	75040
R	2	V2056	King of Glory Lutheran Church	Edu Wing, Rm 115	6411 Lbj Fwy	Dallas	75240
D	3	V3080	Kleberg-Rylie Recreation Center	Small Room	1515 Edd Rd	Dallas	75253
R	4	V4610	L B Barton Elementary School	Small Gym	2931 Conflans Rd	Irving	75061
D	4	V4525	L B Johnson Daep	Main Entrance	650 Stonewall Dr	Grand Prairie	75052
D	4	V2009	L G Cigarroa Elementary School	Auditorium	9990 Webb Chapel Rd	Dallas	75220
D	3	V3102	L Kim Lewis Auxiliary Services Ctr	Training Room, Enter Door #1	202 E Beltline Rd	Cedar Hill	75104
D	1	V2067	L L Hotchkiss Elementary School	Auditorium Foyer	6929 Town North Dr	Dallas	75231
D	4	V4061	L O Donald Elementary School	Auditorium	1218 Phinney Ave	Dallas	75211
D	2	V0049	La Villita Elementary School	Gymnasium	1601 Camino Lago	Irving	75039
D	1	V2061	Lake Highlands Elementary School	Gym	9501 Ferndale Rd	Dallas	75238
R	1	V1128	Lake Highlands High School	L Auditorium	9449 Church Rd	Dallas	75238
D	3	V3109	Lake Ridge Elementary School	Gym, Enter Door #9	1020 Lake Ridge Pkwy	Cedar Hill	75104
D	2	V1071	Lakewood Branch Library	Auditorium	6121 Worth St	Dallas	75214
D	1	V2071	Lakewood Elementary School	Library	3000 Hillbrook St	Dallas	75214
D	4	V4606	Lamar Middle School	Auxiliary Gym	219 Crandall Rd	Irving	75060
D	3	V3809	Lancaster Veterans Memorial Library	Meeting Room	1600 Veterans Memorial Pkwy	Lancaster	75134
D	1	V0032	Larry G Smith Elementary School	Auditorium	5299 Gus Thomasson Rd	Mesquite	75150
D	2	V1008	Lee McShan Jr Elem School	Main Lobby	8307 Meadow Rd	Dallas	75231
D	4	V4062	Leila P Cowart Elementary School	Auditorium	1515 S Ravinia Dr	Dallas	75211
D	4	V4055	Leslie Stemmons Elementary Sch	Auditorium	2727 Knoxville St	Dallas	75211
R	3	V2922	Liberty Grove Elementary School	Computer Lab 401	10201 Liberty Grove Rd	Rowlett	75089
D	4	V4068	Lida Hooe Elementary School	Main Lobby	2419 Gladstone Dr	Dallas	75211
D	2	V3012	Life in Deep Ellum Community Ctr	Prayer & Practice Center	2803 Taylor St	Dallas	75226
D	3	V3027	Lincoln High School - CHM	Auditorium	2826 Elsie Faye Heggins St	Dallas	75215
D	1	V2710	Lister Elementary School	Cafeteria	3131 Mars Dr	Garland	75040
R	4	V4619	Lively Elementary School	Front Office, Corner Hallway	1800 Plymouth Dr W	Irving	75061



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D	1	V1121	Living Waters Church of God	Fellowship Hall	11110 Shiloh Rd	Dallas	75228
D	1	V1052	Lochwood Branch Library	Blackbox Theater	11221 Lochwood Blvd	Dallas	75218
D	4	V4521	Lorenzo De Zavala Academy	Parent/Community Room	3410 Kirby Creek Dr	Grand Prairie	75052
R	4	V2013	Lovers Lane UMC	Watson Hall	9200 Inwood Rd	Dallas	75220
D	1	V2714	Lyles Middle School	Competition Gym	4655 S Country Club Rd	Garland	75043
D	4	V4626	Macarthur High School	CTE Foyer	3700 N Macarthur Blvd	Irving	75062
D	3	V3104	Maddox Teaching & Learning Center	Gym, Enter Door #3	1533 Hight Pointe Ln	Cedar Hill	75104
D	2	V0085	Madinah Masjid of Carrollton	Multipurpose Hall	2180 Old Denton Rd	Carrollton	75006
D	1	V0082	Makkah Masjid IDEA	Back Multipurpose Room	3301 W Buckingham Rd	Garland	75042
D	4	V4018	Maple Lawn Elementary School	Cafeteria	3120 Inwood Rd	Dallas	75235
D	4	V4004	Marcus Recreation Center	Large Room	3003 Northaven Rd	Dallas	75229
D	4	V4035	Margaret B Henderson Elem School	Gym	2200 S Edgefield Ave	Dallas	75224
D	3	V3056	Mark Twain Leadership Vanguard	Auditorium	724 Green Cove Ln	Dallas	75232
D	2	V2005	Marsh Lane Baptist Church	Fellowship Hall	10716 Marsh Ln	Dallas	75229
D	1	V1047	Martha T Reilly Elementary Sch	Auditorium	11230 Lippitt Ave	Dallas	75218
D	3	V3066	Martin Weiss Elementary School	Large Room	8601 Willoughby Blvd	Dallas	75232
D	4	V4064	Martin Weiss Recreation Center	Large Room	1111 Martindell Ave	Dallas	75211
D	2	V0018	MAS Islamic Center of Dallas	Banquet Hall	1515 Blake Dr	Richardson	75081
D	3	V3900	McCowan Middle School	Dance Room Door #2	1500 Majestic Meadow Dr	Glenn Heights	75154
D	2	V2402	McCoy Elementary School	Gym	2425 McCoy Rd	Carrollton	75006
D	1	V1713	Memorial Pathway Academy	Gym	2825 S First St	Garland	75041
D	1	V1049	Merriman Park Elementary School	Cafeteria	7101 Winedale Dr	Dallas	75231
D	1	V3308	Mesquite Convention Center	Exhibit Hall A	1700 Rodeo Dr	Mesquite	75149
R	3	V3310	Mesquite High School	Back Delivery Hallway	300 E Davis St.	Mesquite	75149
R	2	V0083	Ministerios Charisma	Large Side Room	740 Melrose Dr	Richardson	75080
D	3	V0051	MLK Jr Branch Library	Auditorium	2922 MLK Jr Blvd	Dallas	75215
R	2	V2803	Mockingbird Elementary School-CISD	Gym	300 Mockingbird Ln	Coppell	75019



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Party	Comm. District	VC#	Location <i>Edificio</i> Địa Điểm	Voting Area <i>Lugar De Votación</i> Khu Vực Bỏ Phiếu	Address <i>Dirección</i> Địa Chỉ	City <i>Ciudad</i> Thành Phố	ZIP <i>Código Postal</i> Mã Bưu Chính
D	2	V0019	Mockingbird Elementary School-DISD	Auditorium	5828 E Mockingbird Ln	Dallas	75206
R	2	V2503	Mohawk Elementary School	Gym	1500 Mimosa Dr	Richardson	75080
D	4	V0047	Moises E Molina High School	Auditorium	2355 Duncanville Rd	Dallas	75211
D	1	V1719	Montclair Elementary School	Gym	5200 Broadmoor Dr	Garland	75043
R	1	V1006	Moss Haven Elementary School	Gym	9202 Moss Farm Ln	Dallas	75243
D	1	V1305	Motley Elementary School	Portable 119	3719 Moon Dr	Mesquite	75150
D	4	V4050	Mountain Creek Library	Auditorium	6102 Mountain Creek Pkwy	Dallas	75249
D	4	V4113	Mountain View Campus-Dallas College	E Foyer	4849 W Illinois Ave	Dallas	75211
D	3	V3025	Mt Horeb Missionary Baptist Chur	Fellowship Hall	3306 Carpenter Ave	Dallas	75215
D	2	V1015	Multiple Careers Magnet Center	Portable 1016	4528 Rusk Ave	Dallas	75204
D	2	V4647	Mustang Park Recreation Center	Large Activity Room	2223 Kinwest Pkwy	Irving	75063
D	4	V4060	Nancy Jane Cochran Elem Sch	Rm 128	6000 Keeneland Pkwy	Dallas	75211
R	2	V2004	Nathan Adams Elementary School	Auditorium	12600 Welch Rd	Dallas	75244
D	1	V1095	Nathaniel Hawthorne Elem School	Auditorium	7800 Umphress Rd	Dallas	75217
D	2	V1005	New Mount Zion Baptist Church	Educational Bldg, Chapel	9530 Shepherd Rd	Dallas	75243
D	4	V4602	Nimitz High School	Auditorium Foyer	100 W Oakdale Rd	Irving	75060
D	2	V1013	North Dallas High School	Freshman Bldg	3120 N Haskell Ave	Dallas	75204
D	1	V2704	North Garland Branch Library	Program Room	3845 N Garland Ave	Garland	75040
D	4	V4633	North Lake Campus-Dallas College	L137 A/B	5001 N Macarthur Blvd	Irving	75038
R	2	V2018	Northaven United Methodist Ch	Atrium; Flex Room (Room 127)	11211 Preston Rd	Dallas	75230
D	1	V2712	Northlake Elementary Sch-Garland	Gym	1626 Bosque Dr	Garland	75040
D	2	V2505	Northrich Elementary School	Library	1301 Custer Rd	Richardson	75080
R	1	V2072	Northridge Presbyterian Church	Quillin Hall	6920 Bob-O-Link Dr	Dallas	75214
R	1	V2715	Northside Baptist Church	Fellowship Hall	2510 N Glenbrook Dr	Garland	75040
R	2	V0076	Northway Christian Church	Fellowship Hall	7202 W Northwest Hwy	Dallas	75225
D	2	V1032	Northwood Hills Elementary Sch	Gym	14532 Meandering Way	Dallas	75254
D	1	V1705	O Henry Elementary School	Cafeteria	4100 Tynes Dr	Garland	75042



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D	4	V4071	Oak Cliff Government Center	Main Lobby	702 E Jefferson Blvd	Dallas	75203
D	4	V4620	Oak Haven United Methodist Church	Fellowship Hall	1600 N Irving Heights Dr	Irving	75061
D	2	V1022	Oak Lawn Branch Library	Auditorium	4100 Cedar Springs Rd	Dallas	75219
D	1	V1720	O'Banion Middle School	Practice Gym	700 Birchwood Dr	Garland	75043
D	4	V4605	Otis Brown Elementary School	Small Gym	2501 W Tenth St	Irving	75060
D	3	V3060	Otto M Fridia Elementary School	Auditorium	6011 Old Ox Rd	Dallas	75241
D	4	V4528	Our Redeemer Lutheran Church - GP	Fellowship Hall NE Wing	4729 S Carrier Pkwy	Grand Prairie	75052
D	1	V1081	Owenwood Farm & Neighbor Space	Sanctuary	1451 John West Rd	Dallas	75228
D	4	V4056	Palabra De Vida Church	Multi-Purpose Bldg	2550 W Illinois Ave	Dallas	75233
D	4	V4094	Park Forest Branch Library	Auditorium	3421 Forest Ln	Dallas	75234
D	3	V3078	Park in the Woods Recreation Ctr	Gym	6801 Mountain Creek Pkwy	Dallas	75249
D	2	V2042	Parkhill Junior High School	Small Gym	16500 Shadybank Dr	Dallas	75248
D	1	V1727	Patty Granville Arts Center	Atrium Building	300 N Fifth St	Garland	75040
D	3	V3043	Paul L Dunbar Library	Auditorium	2008 E Kiest Blvd	Dallas	75216
D	2	V0066	Pilgrim Rest Missionary Baptist Ch	Fellowship Hall	1819 N Washington Ave	Dallas	75204
D	3	V3312	Pirrung Elementary School	Gym	1500 Creek Valley Rd	Mesquite	75181
D	1	V1045	PLA @ Highland Meadows	Auditorium	8939 Whitewing Ln	Dallas	75238
D	1	V1101	Pleasant Grove Branch Library	Community Room 108/109	7310 Lake June Rd	Dallas	75217
D	1	V1096	Pleasant Grove Ctr-Dallas College	PG 108	802 S Buckner Blvd	Dallas	75217
D	3	V3802	Pleasant Run Elementary School	Library	427 W Pleasant Run Rd	Lancaster	75146
D	3	V3106	Plummer Elementary School	Door 1, Main Entrance	1203 S Clark Rd	Cedar Hill	75104
R	1	V3300	Porter Elementary School	Cafeteria	517 Via Avenida	Mesquite	75150
R	3	V3304	Poteet High School	Door 2, Front Conference Rm	3300 Poteet Dr	Mesquite	75150
R	2	V2502	Prairie Creek Elementary School	Hall C	2120 E Prairie Creek Dr	Richardson	75080
D	4	V4073	Preparing the Way Ministries	Situation Room	2442 W Jefferson Blvd	Dallas	75211
R	2	V2026	Preston Hollow UMC	Parlor	6315 Walnut Hill Ln	Dallas	75230
D	2	V2050	Prestonwood Elementary School	Cafeteria / Stage	6525 La Cosa Dr	Dallas	75248



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D	1	V1308	Range Elementary School	Library	4060 Emerald Dr	Mesquite	75150
D	3	V3204	Reed Middle School	Auditorium	530 E Freeman St	Duncanville	75116
D	1	V1059	Reinhardt Elementary School	Auditorium	10122 Losa Dr	Dallas	75218
D	2	V4032	Reverchon Recreation Center	Game Room	3505 Maple Ave	Dallas	75219
D	1	V1107	Richard Lagow Elementary School	Main Lobby	637 Edgeworth Dr	Dallas	75217
D	2	V2507	Richardson Heights Elem Sch	Gym	101 N Floyd Rd	Richardson	75080
D	2	V1029	Richland Campus-Dallas College	LeCroy Center R012/019	12800 Abrams Rd	Dallas	75243
D	2	V1503	Richland Elementary School	Gym	550 Park Bend Dr	Richardson	75081
D	1	V2069	Ridgewood-Belcher Recreation Center	Large Room	6818 Fisher Rd	Dallas	75214
D	1	V2064	Robert T Hill Middle School	Auditorium	505 Easton Rd	Dallas	75218
D	4	V0055	Rocky Springs Missionary Baptist Ch	Fellowship Hall	316 E Shady Grove Rd	Grand Prairie	75050
D	3	V3803	Rolling Hills Elementary School	Library	450 Rolling Hills Pl	Lancaster	75146
D	3	V3063	Ronald E McNair Elementary Sch	Main Lobby	3150 Bainbridge Ave	Dallas	75237
D	4	V4519	Ronald Reagan Middle School	Main Gym	4616 Bardin Rd	Grand Prairie	75052
D	3	V3805	Rosa Parks Millbrook Elem School	Gym	630 Millbrook Dr	Lancaster	75146
D	4	V0012	Rosemont Elem School-Lower Campus	Auditorium	1919 Stevens Forest Dr	Dallas	75208
D	1	V1726	Routh Roach Elementary School	Foyer	1811 Mayfield Ave	Garland	75041
R	3	V2924	Rowlett Community Centre	Room D	5300 Main St	Rowlett	75088
R	3	V2925	Rowlett Elementary School	Gym	3315 Carla Dr	Rowlett	75088
R	2	V0079	Royal Lane Baptist Church	Godly Playroom	6707 Royal Ln	Dallas	75230
D	3	V3604	Ruby Young Elementary School	Gym	707 Young Blvd	Desoto	75115
D	3	V3316	Rutherford Recreation Center	Room #100	900 Rutherford Dr	Mesquite	75149
D	1	V1094	S Mendez Crew Leadership Acad	Auditorium	1515 N Jim Miller Rd	Dallas	75217
D	1	V1079	S S Conner Elementary School	Auditorium	3037 Greenmeadow Dr	Dallas	75228
R	3	V2941	Sachse City Hall	Courtroom	3815-B Sachse Rd	Sachse	75048
D	3	V0050	Salem Institutional Baptist Church	Fellowship Hall	3918 Crozier St	Dallas	75215
R	4	V4601	Sally B Elliot Elementary School	Cafeteria	1900 S Story Rd	Irving	75060



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D	1	V1728	Sam Houston Middle School	Classroom 101	2232 Sussex Dr	Garland	75041
D	4	V4520	Sam Rayburn Elementary School	Gym	2800 Reforma Dr	Grand Prairie	75052
D	2	V1001	Sam Tasby M S	Rm 114	7001 Fair Oaks Ave	Dallas	75231
D	2	V1074	Samuell Grand Recreation Center	Game Room 112	6200 E Grand Ave	Dallas	75223
D	1	V1090	San Jacinto Elementary School	Auditorium	7900 Hume Dr	Dallas	75227
R	3	V2927	Schrade Middle School	Comp	6201 Danridge Rd	Rowlett	75089
D	3	V3921	Seagoville City Hall	Foyer	702 N Hwy 175	Seagoville	75159
D	3	V3068	Singing Hills Recreation Center	Tech Room	6805 Patrol Way	Dallas	75241
D	2	V2032	Skillman Southwestern Library	Auditorium	5707 Skillman St	Dallas	75206
D	1	V1088	Skyline Branch Library	Auditorium	6006 Everglade Rd	Dallas	75227
D	1	V1087	Skyline High School	Auditorium Foyer	7777 Forney Rd	Dallas	75227
R	1	V1043	Skyview Elementary School	Gym	9229 Meadowknoll Dr	Dallas	75243
R	2	V2225	SMU/Hughes-Triggs Student Center	Ballroom A & B	3140 Dyer St	Dallas	75205
D	2	V1120	Solar Preparatory School for Boys	Auditorium	1802 Moser Ave	Dallas	75206
D	2	V1019	Solar Preparatory School for Girls	Bonham Bldg Vestibule	2617 N Henderson Ave	Dallas	75206
D	1	V1723	South Garland Branch Library	Program Room	4845 Broadway Blvd	Garland	75043
D	1	V1716	South Garland High School	Foyer	600 Colonel Dr	Garland	75043
D	3	V3048	South Oak Cliff High School	Auditorium	3601 S Marsalis Ave	Dallas	75216
R	1	V1718	Southgate Elementary School	Gym	1115 Mayfield Ave	Garland	75041
R	1	V2702	Spring Creek Elem School-GISD	Foyer	1510 Spring Creek Dr	Garland	75040
D	2	V2051	Spring Creek Elementary School	Gym	7667 Roundrock Rd	Dallas	75248
R	2	V1033	Spring Valley Elementary School	Gym	13535 Spring Grove Ave	Dallas	75240
D	1	V2701	Springpark Sports Club	1st Floor Ballroom	3330 Springpark Way	Garland	75044
D	2	V2513	Springridge Elementary School	Gym	1801 E Spring Valley Rd	Richardson	75081
D	2	V2040	St Andrews Presbyterian Church	Nance Hall	3204 Skillman St	Dallas	75206
D	2	V1119	St Luke Community Church	Echols Chapel	5710 E R L Thornton Frwy	Dallas	75223
D	3	V3026	St Paul Baptist Church	Fellowship Hall	1600 Pear St	Dallas	75215



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D	3	V3058	St Paul Lutheran Church	Chi Rho House	5725 S Marsalis Ave	Dallas	75241
D	1	V1057	St Pius X Catholic Church Parish	Parish Hall	3030 Gus Thomasson Rd	Dallas	75228
D	4	V4010	Stephen Foster Elementary School	Auditorium	3700 Clover Ln	Dallas	75220
D	3	V0034	Stephens Elementary School	Entrance Hall	3700 Cheyenne Dr	Rowlett	75088
D	4	V4076	Stevens Park Elem School	Auditorium Foyer	2615 W Colorado Blvd	Dallas	75211
R	4	V4014	Sudie L Williams TAG Academy	Auditorium	4518 Pomona Rd	Dallas	75209
R	3	V3500	Sunnyvale Town Hall	Council Chambers	127 N Collins Rd	Sunnyvale	75182
D	4	V4074	Sunset High School - Annex Bldg	Annex Bldg-Room 410/411	201 W Tenth St	Dallas	75208
D	4	V4501	Suzanna Dickinson Elem School	Music Room, D113	1902 Palmer Trl	Grand Prairie	75052
D	3	V3057	T G Terry Elementary School	Class Rm 115	6661 Greenspan Ave	Dallas	75232
R	4	V4630	T J Lee Elementary School	Small Gym	1600 Carlisle St	Irving	75062
D	3	V3003	T W Browne Middle School	Band Hall	3333 Sprague Dr	Dallas	75233
D	2	V2401	Ted Polk Middle School	Gym Office	2001 Kelly Blvd	Carrollton	75006
D	2	V2044	Texas A&M AgriLife Research	Founders Hall 116	17360 Coit Rd	Dallas	75252
D	2	V0071	The Chapel of the Cross	Fellowship Hall	4333 Cole Ave	Dallas	75205
D	2	V1023	The Father's Church	Youth Room	2707 Abrams Rd	Dallas	75214
D	3	V3606	The Meadows Elementary School	Gym	1016 The Meadows Pkwy	Desoto	75115
D	4	V0061	The Summit	Ballroom 1	2975 Esplanade Dr	Grand Prairie	75052
D	3	V4043	The Union Church	Educational Wing 4 & 6	3410 S Polk St	Dallas	75224
D	4	V3038	The Way-Truth-Life Christian Ch	Fellowship Hall Parlor	1702 S Denley Dr	Dallas	75216
D	4	V0026	The Woods United Methodist Church	The Commons	1350 Bardin Rd	Grand Prairie	75052
D	2	V2002	Thomas C Marsh Preparatory Academy	Auditorium	3838 Crown Shore Dr	Dallas	75244
D	4	V4621	Thomas Haley Elementary School	Small Gym	3601 Cheyenne St	Irving	75062
D	2	V0067	Thomas Jefferson High School	Main Gym	4001 Walnut Hill Ln	Dallas	75229
D	1	V1040	Thurgood Marshall Elementary School	Large Room	9666 Ferris Branch Blvd	Dallas	75243
D	3	V3092	Thurgood Marshall Recreation Ctr	Large Room	5150 Mark Trail Way	Dallas	75232
D	3	V3315	Tisinger Elementary School	Front Foyer	1701 Hillcrest St	Mesquite	75149



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R	1	V3702	Toler Elementary School	Gym	3520 Guthrie Rd	Garland	75043
D	3	V3070	Tommie Allen Recreation Center	Multipurpose Room	7071 Bonnie View Rd	Dallas	75241
D	1	V1310	Tosch Elementary School	Library	2424 Larchmont Dr	Mesquite	75150
D	4	V4631	Travis Middle School	Auxillary Gym	1600 Finley Rd	Irving	75062
R	3	V0064	Trinity Love Church	Gym	111 E Stark Rd	Seagoville	75159
D	4	V4522	Truman Middle School	Library, A126	1501 Coffeyville Trl	Grand Prairie	75052
D	3	V3065	Umphrey Lee Elementary School	Auditorium	7808 Racine Dr	Dallas	75232
R	2	V2016	Unity Church of Dallas	Fellowship Hall	6525 Forest Ln	Dallas	75230
D	3	V3097	University of North Texas-Dallas	Room 100	7300 University Hills Blvd	Dallas	75216
D	2	V2041	University of Texas - Dallas	Visitor Center-Atrium	800 W Campbell Rd	Richardson	75080
R	2	V2223	University Park Elem School	Gym C111	3505 Amherst Ave	Dallas	75225
R	2	V2220	University Park UMC	Parlor Rm 101	4024 Caruth Blvd	Dallas	75225
D	1	V1085	Urban Park Elementary School	Auditorium	6901 Military Pkwy	Dallas	75227
D	2	V2601	Valley Ranch Elementary School	Gym	9800 Rodeo Dr	Irving	75063
D	2	V2604	Valley Ranch Library	Meeting Room	401 Cimarron Trl	Irving	75063
D	1	V1300	Vanston Middle School	Lobby/ Main Entrance	3230 Karla Dr	Mesquite	75150
D	1	V1302	Vernon Price Elementary School	Cafeteria	630 Stroud Ln	Garland	75043
D	1	V2065	Victor Hexter Elementary School	Auditorium	9720 Waterview Rd	Dallas	75218
D	4	V4028	Victory Cathedral	Main Foyer	3407 N Westmoreland Rd	Dallas	75212
D	1	V0014	Vietnamese Community Center	Senior Room	3221 Belt Line Rd	Garland	75044
D	2	V2302	Vivian Field Middle School	Lobby	13551 Dennis Ln	Farmers Branch	75234
D	3	V3082	W A Blair Elementary School	Library	7720 Gayglen Dr	Dallas	75217
D	1	V1061	W H Gaston Middle School	Auditorium Foyer	9565 Mercer Dr	Dallas	75228
D	3	V3307	W L Wilkinson Middle School	300 Front Foyer	2100 Crest Park Dr	Mesquite	75149
D	4	V4622	W T Hanes Elementary School	Small Gym	2730 Cheyenne St	Irving	75062
D	2	V2003	W T White High School	H101, 102, 103	4505 Ridgeside Dr	Dallas	75244
D	1	V1097	W W Samuell High School	Auditorium	8928 Palisade Dr	Dallas	75217



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D	1	V2706	Wallace Ethridge Elementary Sch	Gym	2301 Sam Houston Dr	Garland	75044
D	2	V2011	Walnut Hill Recreation Center	Small Room A	10011 Midway Rd	Dallas	75229
D	1	V1715	Watson Technology Center	Gym	2601 Dairy Rd	Garland	75041
D	4	V4029	West Dallas Center-Dallas College	Room 152	3330 N Hampton Rd	Dallas	75212
D	4	V0039	West Irving Library	Large Meeting Room	4444 W Rochelle Rd	Irving	75062
D	3	V3808	West Main Elementary School	Library	531 W Main St	Lancaster	75146
D	1	V1314	West Mesquite High School	Front Foyer, Right Side	2500 Memorial Pkwy	Mesquite	75149
R	4	V2029	Westminster Presbyterian Church	Fellowship Hall	8200 Devonshire	Dallas	75209
D	1	V1104	William Anderson Elem School	Auditorium	620 N St Augustine Rd	Dallas	75217
D	3	V3000	William B Travis Vanguard Acad	Orchestra Rm	3001 Mckinney Ave	Dallas	75204
D	4	V4515	William B Travis World Lang Academy	Gym	525 Ne 15Th St	Grand Prairie	75050
D	1	V0099	Williams Elem School	Gym	2232 Parkcrest Dr	Garland	75041
D	3	V3940	Wilmer Community Center	Main Room	101 Davidson Plz	Wilmer	75172
D	3	V3075	Wilmer-Hutchins High School	Auditorium Foyer	5520 Langdon Rd	Dallas	75241
R	2	V2802	Wilson Elementary School	Gym	200 S Coppell Rd	Coppell	75019
D	4	V4069	Winnetka Elementary School	Gym	1151 S Edgefield Ave	Dallas	75208
R	4	V0030	Woodhaven Presbyterian Church	Hancock Hall	3650 N O'Connor Rd	Irving	75062
D	2	V2510	Yale Elementary School	Gym	1900 E Collins Blvd	Richardson	75081
D	1	V1098	Young Men's Leadership Academy	Auditorium	1625 N Masters Dr	Dallas	75217
	2	V0103	Islamic Center of Irving	Library	2555 Esters Rd	Irving	75062
	2	V0102	Envision Dallas	Conference Room	1801 Valley View Ln	Farmers Branch	75234
	2	V0104	Temple Shalom	Epstein Board Room	6930 Alpha Rd	Dallas	75240
R	3	V0065	Mt Zion MBC of Sandbranch	Main Sanctuary	128 Burns Dr	Combine	75159



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment D - Election Day Presiding Judges & Alternate Judges
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Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
1	V0095	Addison Athletic Club	3900 Beltway Dr	Addison	75001	Kimberly Woodward	Lola Hurt
2	V2301	Alfred J Loos Field House	3815 Spring Valley Rd	Addison	75001	---	William Griggs
3	V3314	A C New Middle School	3700 S Belt Line Rd	Balch Springs	75181	---	---
4	V3400	Balch Springs Civic Center	12400 Elam Rd	Balch Springs	75180	---	---
5	V3405	Hodges Elem Sch	14401 Spring Oaks Dr	Balch Springs	75180	Janice Harrison	---
6	V3408	Balch Springs Recreation Center	4372 Shepherd Ln	Balch Springs	75180	---	---
7	V0085	Madinah Masjid of Carrollton	2180 Old Denton Rd	Carrollton	75006	---	---
8	V2401	Ted Polk Middle School	2001 Kelly Blvd	Carrollton	75006	---	---
9	V2402	McCoy Elementary School	2425 Mccoy Rd	Carrollton	75006	---	---
10	V2403	Jerry R Junkins Elementary Sch	2808 Running Duke Dr	Carrollton	75006	---	---
11	V2404	Blanton Elementary School	2525 Scott Mill Rd	Carrollton	75006	Ronald Sercely	---
12	V2406	Keller Springs Baptist Church	3227 Keller Springs Rd	Carrollton	75006	Mary Scoville	---
13	V2407	Josey Ranch Lake Library	1700 Keller Springs Rd	Carrollton	75006	---	---
14	V2408	Crosby Recreation Center	1610 E Crosby Rd	Carrollton	75006	---	---
15	V0044	Cedar Hill Collegiate High School	1515 W Beltline Rd	Cedar Hill	75104	Ricky Dillard	---
16	V3100	A E Sims Cedar Hill Rec Center	310 E Parkerville Rd	Cedar Hill	75104	Jacqueline Ivy	---
17	V3102	L Kim Lewis Auxiliary Services Ctr	202 E Beltline Rd	Cedar Hill	75104	Beverly Moore	---
18	V3103	Bessie Coleman Middle School	1208 E Pleasant Run Rd	Cedar Hill	75104	Anna Green	---
19	V3104	Maddox Teaching & Learning Center	1533 High Pointe Ln	Cedar Hill	75104	Dorothy Chambers	---
20	V3106	Plummer Elementary School	1203 S Clark Rd	Cedar Hill	75104	Sharon Garrett-Barnes	---
21	V3107	Highlands Elementary School	131 Sims Dr	Cedar Hill	75104	Cassandra Cooper	---
22	V3109	Lake Ridge Elementary School	1020 Lake Ridge Pkwy	Cedar Hill	75104	Tawana Williams	---
23	V4300	Cockrell Hill City Hall	4125 W Clarendon Dr	Cockrell Hill	75211	Thaxton Holmes	Ruby Lee
24	V2802	Wilson Elementary School	200 S Coppell Rd	Coppell	75019	---	Nancy Wang
25	V2803	Mockingbird Elementary School-CISD	300 Mockingbird Ln	Coppell	75019	---	---
26	V2805	Coppell Town Center	255 E Parkway Blvd	Coppell	75019	---	Lisa Lundgren



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Attachment D - Election Day Presiding Judges & Alternate Judges
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Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
27	V2808	Cottonwood Creek Elem School	615 Minyard Dr	Coppell	75019	---	---
28	V0005	Churchill Recreation Center	6906 Churchill Way	Dallas	75230	Janice Schwarz	Mark Parry
29	V0012	Rosemont Elem School-Lower Campus	1919 Stevens Forest Dr	Dallas	75208	William White	Linda Quinlan
30	V0016	Elections Training / Warehouse	1460 Round Table Dr	Dallas	75247	Valerie Hutchins	Carolyn Pittman
31	V0019	Mockingbird Elementary School-DISD	5828 E Mockingbird Ln	Dallas	75206	Beth Brown	Madeline Dvorocsik
32	V0021	Campbell Green Recreation Center	16600 Park Hill Dr	Dallas	75248	---	Cynthia Caton
33	V0042	Frank Crowley Courts Building	133 N Riverfront Blvd	Dallas	75207	Krisshondra Walker	---
34	V0047	Moises E Molina High School	2355 Duncanville Rd	Dallas	75211	Jerlys Anderson	---
35	V0050	Salem Institutional Baptist Church	3918 Crozier St	Dallas	75215	Saundra Ray	---
36	V0051	MLK Jr Branch Library	2922 MLK Jr Blvd	Dallas	75215	Gerre Williams	---
37	V0053	Jubilee Park and Community Center	917 Bank St	Dallas	75223	---	---
38	V0062	For Oak Cliff	907 E Ledbetter Dr	Dallas	75216	Myrtle Brown	---
39	V0066	Pilgrim Rest Missionary Baptist Ch	1819 N Washington Ave	Dallas	75204	Clinton Blade	---
40	V0067	Thomas Jefferson High School	4001 Walnut Hill Ln	Dallas	75229	Brittany Reynolds	---
41	V0071	The Chapel of the Cross	4333 Cole Ave	Dallas	75205	---	---
42	V0076	Northway Christian Church	7202 W Northwest Hwy	Dallas	75225	---	David Fisher
43	V0079	Royal Lane Baptist Church	6707 Royal Ln	Dallas	75230	---	Michele Valentino
44	V0094	Dallas County Records Bldg	500 Elm St, Ste 2100	Dallas	75202	Sandra Biggs	---
45	V0104	Temple Shalom	6930 Alpha Rd	Dallas	75240	---	---
46	V1001	Sam Tasby M S	7001 Fair Oaks Ave	Dallas	75231	Jonathan Bell	---
47	V1003	Hamilton Park UMC	11881 Schroeder Dr	Dallas	75243	Linton Gray	---
48	V1004	Forest Meadow Middle School	9373 Whitehurst Dr	Dallas	75243	---	---
49	V1005	New Mount Zion Baptist Church	9530 Shepherd Rd	Dallas	75243	---	---
50	V1006	Moss Haven Elementary School	9202 Moss Farm Ln	Dallas	75243	---	Isaac Ward
51	V1008	Lee McShan Jr Elem School	8307 Meadow Rd	Dallas	75231	---	---



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Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
52	V1013	North Dallas High School	3120 N Haskell Ave	Dallas	75204	---	---
53	V1015	Multiple Careers Magnet Center	4528 Rusk Ave	Dallas	75204	Dale Greer	---
54	V1019	Solar Preparatory School for Girls	2617 N Henderson Ave	Dallas	75206	Amos Howell	---
55	V1020	Ben Milam Elementary School	4200 Mckinney Ave	Dallas	75205	---	---
56	V1022	Oak Lawn Branch Library	4100 Cedar Springs Rd	Dallas	75219	Joye Fridia-Hamilton	---
57	V1023	The Father's Church	2707 Abrams Rd	Dallas	75214	Jean Lamberty	---
58	V1027	Audelia Creek Elementary School	12600 Audelia Rd	Dallas	75243	Robin Goodpaster	---
59	V1029	Richland Campus-Dallas College	9596 Walnut St	Dallas	75243	Chrystin Pleasants	---
60	V1030	A M Aikin Elementary School	12300 Pleasant Valley Dr	Dallas	75243	Randall Epps	---
61	V1032	Northwood Hills Elementary Sch	14532 Meandering Way	Dallas	75254	---	---
62	V1033	Spring Valley Elementary School	13535 Spring Grove Ave	Dallas	75240	---	---
63	V1040	Thurgood Marshall Elementary School	9666 Ferris Branch Blvd	Dallas	75243	---	Natalia Bossert-Montoya
64	V1043	Skyview Elementary School	9229 Meadowknoll Dr	Dallas	75243	---	Karen Simmons
65	V1045	PLA @ Highland Meadows	8939 Whitewing Ln	Dallas	75238	Linda Cross	---
66	V1047	Martha T Reilly Elementary Sch	11230 Lippitt Ave	Dallas	75218	George Siggers	---
67	V1049	Merriman Park Elementary School	7101 Winedale Dr	Dallas	75231	Michele Stephens	---
68	V1052	Lochwood Branch Library	11221 Lochwood Blvd	Dallas	75218	---	---
69	V1054	Casa View Elementary School	2100 N Farola Dr	Dallas	75228	Anne Shuttee	---
70	V1056	Charles A Gill Elementary School	10910 Ferguson Rd	Dallas	75228	Derrick Drennon	---
71	V1057	St Pius X Catholic Church Parish	3030 Gus Thomasson Rd	Dallas	75228	---	---
72	V1058	Harry Stone Recreation Center	2403 Millmar Dr	Dallas	75228	---	---
73	V1059	Reinhardt Elementary School	10122 Losa Dr	Dallas	75218	---	---
74	V1060	Alex Sanger Preparatory School	8410 San Leandro Dr	Dallas	75218	Bruce Anton	---
75	V1061	W H Gaston Middle School	9565 Mercer Dr	Dallas	75228	Marseilles Pataro	---



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Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
76	V1063	George Truett Elementary School	1811 Gross Rd	Dallas	75228	Elizabeth Hardage	---
77	V1070	Grace United Methodist Church	4105 Junius St	Dallas	75246	Kenneth Jackson	---
78	V1071	Lakewood Branch Library	6121 Worth St	Dallas	75214	Vivian Dudley	---
79	V1073	Junius Heights Church	5429 Reiger Ave	Dallas	75214	---	---
80	V1074	Samuell Grand Recreation Center	6200 E Grand Ave	Dallas	75223	Lota Dunham	---
81	V1076	Eduardo Mata Montessori School	7420 La Vista Dr	Dallas	75214	Louis Henry	---
82	V1078	Bayles Elementary School	2444 Telegraph Ave	Dallas	75228	Ola Allen	---
83	V1079	S S Conner Elementary School	3037 Greenmeadow Dr	Dallas	75228	---	---
84	V1081	Owenwood Farm & Neighbor Space	1451 John West Rd	Dallas	75228	---	---
85	V1083	Colonial Baptist Church	6459 Scyene Rd	Dallas	75227	Jerry Leggio	---
86	V1084	Edna Rowe Elementary School	4918 Hovenkamp Dr	Dallas	75227	Brenda Anderson	---
87	V1085	Urban Park Elementary School	6901 Military Pkwy	Dallas	75227	---	---
88	V1087	Skyline High School	7777 Forney Rd	Dallas	75227	Delphine Vasser	---
89	V1088	Skyline Branch Library	6006 Everglade Rd	Dallas	75227	---	---
90	V1090	San Jacinto Elementary School	7900 Hume Dr	Dallas	75227	Melba Johnson	---
91	V1091	Annie Webb Blanton Elem School	8915 Greenmound Ave	Dallas	75227	Queen Williams	---
92	V1092	Edward Titche Elementary School	9560 Highfield Dr	Dallas	75227	Herlinda Resendiz	---
93	V1094	S Mendez Crew Leadership Acad	1515 N Jim Miller Rd	Dallas	75217	Andre Turner	---
94	V1095	Nathaniel Hawthorne Elem School	7800 Umphress Rd	Dallas	75217	---	---
95	V1096	Pleasant Grove Ctr-Dallas College	802 S Buckner Blvd	Dallas	75217	Lakisha Nealy	---
96	V1097	W W Samuell High School	8928 Palisade Dr	Dallas	75217	James Smith	---
97	V1098	Young Men's Leadership Academy	1625 N Masters Dr	Dallas	75217	Samuel Dick-Onuoha	---
98	V1100	E B Comstock Middle School	7044 Hodde St	Dallas	75217	---	---
99	V1101	Pleasant Grove Branch Library	7310 Lake June Rd	Dallas	75217	---	---
100	V1102	B H Macon Elementary School	650 Holcomb Rd	Dallas	75217	Robert Davis	---
101	V1104	William Anderson Elem School	620 N St Augustine Rd	Dallas	75217	Aubrey Sears	---
102	V1107	Richard Lagow Elementary School	637 Edgeworth Dr	Dallas	75217	---	---



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Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
103	V1108	H Grady Spruce High School	9733 Old Seagoville Rd	Dallas	75217	Vernon Granville	---
104	V1109	Fireside Recreation Center	8601 Fireside Dr	Dallas	75217	---	---
105	V1118	Ignite Middle School	2211 Caddo St	Dallas	75204	Max Nunez	---
106	V1119	St Luke Community Church	5710 E R L Thornton Frwy	Dallas	75223	---	---
107	V1120	Solar Preparatory School for Boys	1802 Moser Ave	Dallas	75206	---	---
108	V1121	Living Waters Church of God	11110 Shiloh Rd	Dallas	75228	---	---
109	V1128	Lake Highlands High School	9449 Church Rd	Dallas	75238	---	---
110	V1134	Herschel Forester Field House	8233 Military Pkwy	Dallas	75227	---	---
111	V2002	Thomas C Marsh Preparatory Academy	3838 Crown Shore Dr	Dallas	75244	Michael Mikkelson	---
112	V2003	W T White High School	4505 Ridgeside Dr	Dallas	75244	Roxane Wierman	---
113	V2004	Nathan Adams Elementary School	12600 Welch Rd	Dallas	75244	---	---
114	V2005	Marsh Lane Baptist Church	10716 Marsh Ln	Dallas	75229	---	---
115	V2006	Harry C Withers Elementary Sch	3959 Northaven Rd	Dallas	75229	---	---
116	V2008	John J Pershing Elementary Sch	5715 Meaders Ln	Dallas	75229	---	Anne Haskel
117	V2009	L G Cigarroa Elementary School	9990 Webb Chapel Rd	Dallas	75220	---	---
118	V2011	Walnut Hill Recreation Center	10011 Midway Rd	Dallas	75229	Amy Peck	---
119	V2013	Lovers Lane UMC	9200 Inwood Rd	Dallas	75220	---	Austin Anderton
120	V2016	Unity Church of Dallas	6525 Forest Ln	Dallas	75230	---	Nisa Ortiz
121	V2018	Northaven United Methodist Ch	11211 Preston Rd	Dallas	75230	---	---
122	V2020	Arthur Kramer Elementary School	7131 Midbury Dr	Dallas	75230	Rollin Gary	---
123	V2023	Benjamin Franklin - IEA	6920 Meadow Rd	Dallas	75230	Vincent Perucca	---
124	V2026	Preston Hollow UMC	6315 Walnut Hill Ln	Dallas	75230	---	---
125	V2029	Westminster Presbyterian Church	8200 Devonshire Dr	Dallas	75209	---	Rhonda Adams
126	V2032	Skillman Southwestern Library	5707 Skillman St	Dallas	75206	---	---
127	V2034	Henry W Longfellow - CEA	5314 Boaz St	Dallas	75209	---	---



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Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
128	V2040	St Andrews Presbyterian Church	3204 Skillman St	Dallas	75206	---	---
129	V2042	Parkhill Junior High School	16500 Shadybank Dr	Dallas	75248	---	---
130	V2044	Texas A&M AgriLife Research	17360 Coit Rd	Dallas	75252	---	---
131	V2047	Bowie Elementary School	7643 La Manga Dr	Dallas	75248	Colleen Martin	---
132	V2050	Prestonwood Elementary School	6525 La Cosa Dr	Dallas	75248	Natalie Levy	---
133	V2051	Spring Creek Elementary School	7667 Roundrock Rd	Dallas	75248	---	---
134	V2052	Fretz Park Library	6990 Belt Line Rd	Dallas	75254	---	Kristin Malmberg
135	V2056	King of Glory Lutheran Church	6411 LBJ Fwy	Dallas	75240	---	---
136	V2059	Audelia Road Branch Library	10045 Audelia Rd	Dallas	75238	---	---
137	V2061	Lake Highlands Elementary School	9501 Ferndale Rd	Dallas	75238	---	---
138	V2064	Robert T Hill Middle School	505 Easton Rd	Dallas	75218	---	---
139	V2065	Victor Hexter Elementary School	9720 Waterview Rd	Dallas	75218	---	---
140	V2067	L L Hotchkiss Elementary School	6929 Town North Dr	Dallas	75231	---	---
141	V2068	Dan D Rogers Elementary School	5314 Abrams Rd	Dallas	75214	---	---
142	V2069	Ridgewood-Belcher Recreation Center	6818 Fisher Rd	Dallas	75214	---	---
143	V2071	Lakewood Elementary School	3000 Hillbrook St	Dallas	75214	---	---
144	V2072	Northridge Presbyterian Church	6920 Bob-O-Link Dr	Dallas	75214	---	---
145	V2077	E D Walker Middle School	12532 Nuestra Dr	Dallas	75230	---	Jason Garrett
146	V2079	Anne Frank Elementary School	5201 Celestial Rd	Dallas	75254	Wendy Campbell	---
147	V2203	John S Armstrong Elem School	3600 Cornell Ave	Dallas	75205	---	---
148	V2220	University Park UMC	4024 Caruth Blvd	Dallas	75225	---	Robert Kersey
149	V2221	John S Bradfield Elem School	4300 Southern Ave	Dallas	75205	---	---
150	V2223	University Park Elem School	3500 Lovers Ln	Dallas	75225	---	Jere Reiser
151	V2224	Highland Park Middle School	3555 Granada Dr	Dallas	75205	---	---
152	V2225	SMU/Hughes-Triggs Student Center	3140 Dyer St	Dallas	75205	---	---
153	V2226	Highland Park ISD Admin Bldg	7015 Westchester Dr	Dallas	75205	---	Cheryl Winters
154	V2306	Chapel Hill Preparatory School	12701 Templeton Trl	Dallas	75234	---	---



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Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
155	V3000	William B Travis Vanguard Acad	2910 Allen St	Dallas	75204	Andrea Barreiro	---
156	V3003	T W Browne Middle School	3333 Sprague Dr	Dallas	75233	Joe Tave	---
157	V3004	Daniel Webster Elementary School	3815 S Franklin St	Dallas	75233	Martin Burrell	---
158	V3009	Exall Park Recreation Center	1355 Adair St	Dallas	75204	Jennifer Lorenz	---
159	V3012	Life in Deep Ellum Community Ctr	2803 Taylor St	Dallas	75226	---	---
160	V3016	Bill J Priest Ctr-Dallas College	1402 Corinth St	Dallas	75215	Kajuana Young	---
161	V3017	Dr MLK Jr Arts Academy	1817 Warren Ave	Dallas	75215	Candance Williams	---
162	V3022	Irma Rangel Women's School	1718 Robert B Cullum Blvd	Dallas	75210	Karine Gipson	---
163	V3025	Mt Horeb Missionary Baptist Chur	3306 Carpenter Ave	Dallas	75215	Brittany Smith	---
164	V3026	St Paul Baptist Church	1600 Pear St	Dallas	75215	Nicole Sims	---
165	V3027	Lincoln High School - CHM	2826 Elsie Faye Heggins St	Dallas	75215	Betty Hooey	---
166	V3029	Evangelist Temple Church of God	2627 Dorris St	Dallas	75215	Lucy Cain	---
167	V3032	Hector P Garcia Middle Sch-DISD	700 E 8th St	Dallas	75203	---	---
168	V3034	Greater Mt Pleasant Baptist Chur	1403 Morrell Ave	Dallas	75203	Gloria James	---
169	V3035	F D Roosevelt HS of Innovation	525 Bonnie View Rd	Dallas	75203	Annie Newman	---
170	V3038	The Way-Truth-Life Christian Ch	1702 S Denley Dr	Dallas	75216	---	---
171	V3040	Good Street Baptist Church	3110 Bonnie View Rd	Dallas	75216	Michael King	---
172	V3043	Paul L Dunbar Library	2008 E Kiest Blvd	Dallas	75216	Kimberly Richardson-Jackson	---
173	V3045	Gethsemane Missionary Baptist Ch	4600 Solar Ln	Dallas	75216	Claudia Fowler	---
174	V3046	John W Carpenter Elem School	2121 Tosca Ln	Dallas	75224	Kia Williams	---
175	V3047	CFNI Student Center	444 Fawn Ridge Dr	Dallas	75224	Margaret Cumby	---
176	V3048	South Oak Cliff High School	3601 S Marsalis Ave	Dallas	75216	Patricia Chambers	---
177	V3049	Clara Oliver Elementary School	4010 Idaho Ave	Dallas	75216	Artherine Prieston	---
178	V3050	H I Holland Elem School @ Lisbon	4203 S Lancaster Rd	Dallas	75216	Debra Lipscomb	---



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179	V3051	Fountain of Living Word Church	2543 E Ledbetter Dr	Dallas	75216	Myrtle Johnson	---
180	V3052	Elisha M Pease Elementary School	2914 Cummings St	Dallas	75216	Linda Wilkerson-Wynn	---
181	V3054	Jdg Louis A Bedford, Jr Law Academy	1303 Reynoldston Ln	Dallas	75232	Shelby Gooden	---
182	V3055	Adelle Turner Elementary School	5505 S Polk St	Dallas	75232	Vivian Hill	---
183	V3056	Mark Twain Leadership Vanguard	724 Green Cove Ln	Dallas	75232	Kebran Alexander	---
184	V3057	T G Terry Elementary School	6661 Greenspan Ave	Dallas	75232	Lawson Turner	---
185	V3058	St Paul Lutheran Church	5725 S Marsalis Ave	Dallas	75241	Gladys Lary	---
186	V3059	Ideal Family Church	1000 E Redbird Ln	Dallas	75241	Marylin Howard	---
187	V3060	Otto M Fridia Elementary School	6011 Old Ox Rd	Dallas	75241	Kimberly Walker	---
188	V3061	Barack Obama Male Leadership Acad	3030 Stag Rd	Dallas	75241	Patsy Pea	---
189	V3062	J N Ervin Elementary School	3722 Black Oak Dr	Dallas	75241	Ashlyn McKnight	---
190	V3063	Ronald E McNair Elementary Sch	3150 Bainbridge Ave	Dallas	75237	Dorothy Whaley	---
191	V3064	Friendship West Baptist Church	2020 W Wheatland Rd	Dallas	75232	Connie Smith	---
192	V3065	Umphrey Lee Elementary School	7808 Racine Dr	Dallas	75232	Sedonia Kidd	---
193	V3066	Martin Weiss Elementary School	8601 Willoughby Blvd	Dallas	75232	Tiphonie Paige	---
194	V3068	Singing Hills Recreation Center	6805 Patrol Way	Dallas	75241	Vivian Brown-Taylor	---
195	V3069	Cornerstone Temple Church	2817 Cherry Valley Blvd	Dallas	75241	Gloria Wafer	---
196	V3070	Tommie Allen Recreation Center	7071 Bonnie View Rd	Dallas	75241	Yolonda Hightower	---
197	V3071	Highland Hills UMC	3800 Simpson Stuart Rd	Dallas	75241	Debra Harwell	---
198	V3073	Highland Hills Library	6200 Bonnie View Rd	Dallas	75241	Debbie Lee	---
199	V3075	Wilmer-Hutchins High School	5520 Langdon Rd	Dallas	75241	Oliver Black	---
200	V3078	Park in the Woods Recreation Ctr	6801 Mountain Creek Pkwy	Dallas	75249	William Hill	---
201	V3080	Kleberg-Rylie Recreation Center	1515 Edd Rd	Dallas	75253	Lantresa Williams	---
202	V3081	Booker T Washington High School	2501 Flora St	Dallas	75201	Eduardo Garcia	---
203	V3082	W A Blair Elementary School	7720 Gayglen Dr	Dallas	75217	Yvonne Branch	---



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204	V3083	Ebby Halliday Elementary School	10210 Teagarden Rd	Dallas	75217	Johnnie Goins	---
205	V3090	J Erik Jonsson Central Library	1515 Young St	Dallas	75201	Rickie Wright	---
206	V3092	Thurgood Marshall Recreation Ctr	5150 Mark Trail Way	Dallas	75232	Phylneec Harrison	---
207	V3097	University of North Texas-Dallas	7300 University Hills Blvd	Dallas	75216	Annitra Verrett	---
208	V4002	F P Caillet Elem School	3033 Merrell Rd	Dallas	75229	---	---
209	V4004	Marcus Recreation Center	3003 Northaven Rd	Dallas	75229	Alan Yuster	---
210	V4006	Degolyer Elementary School	3453 Flair Dr	Dallas	75229	---	---
211	V4010	Stephen Foster Elementary School	3700 Clover Ln	Dallas	75220	---	---
212	V4014	Sudie L Williams TAG Academy	4518 Pomona Rd	Dallas	75209	---	Jose Alejandro-White
213	V4016	K B Polk Vanguard Center ATG	6911 Victoria Ave	Dallas	75209	Jonathan Maples	---
214	V4018	Maple Lawn Elementary School	3120 Inwood Rd	Dallas	75235	Brent Pimentel	---
215	V4019	Arlington Park Recreation Center	1505 Record Crossing Rd	Dallas	75235	Mark Blaskovich	---
216	V4022	Esperanza Medrano Elementary Sch	2221 Lucas Dr	Dallas	75219	---	---
217	V4028	Victory Cathedral	3407 N Westmoreland Rd	Dallas	75212	---	---
218	V4029	West Dallas Center-Dallas College	3330 N Hampton Rd	Dallas	75212	Craig Holcomb	---
219	V4031	C F Carr Elementary School	1952 Bayside St	Dallas	75212	Julia Vasquez	---
220	V4032	Reverchon Recreation Center	3505 Maple Ave	Dallas	75219	Daniel Foyt	---
221	V4035	Margaret B Henderson Elem School	2200 S Edgefield Ave	Dallas	75224	Donna Wilson	---
222	V4038	Harrell Budd Elementary School	2121 S Marsalis Ave	Dallas	75216	---	---
223	V4043	The Union Church	3410 S Polk St	Dallas	75224	Marisa Gonzales	---
224	V4046	Clinton P Russell Elementary Sch	3031 S Beckley Ave	Dallas	75224	---	---
225	V4050	Mountain Creek Library	6102 Mountain Creek Pkwy	Dallas	75249	Pamela McKinney	---
226	V4052	Bilhartz Elementary School	6700 Wandt Dr	Dallas	75236	Sedrick McCurdy	---



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Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
227	V4055	Leslie Stemmons Elementary Sch	2727 Knoxville St	Dallas	75211	Anthony Shuman	---
228	V4056	Palabra De Vida Church	2550 W Illinois Ave	Dallas	75233	Dario Ganic	---
229	V4057	Kiest Recreation Center	3081 S Hampton Rd	Dallas	75224	Michael Goodman	---
230	V4060	Nancy Jane Cochran Elem Sch	6000 Keeneland Pkwy	Dallas	75211	---	---
231	V4061	L O Donald Elementary School	1218 Phinney Ave	Dallas	75211	---	---
232	V4062	Leila P Cowart Elementary School	1515 S Ravinia Dr	Dallas	75211	---	---
233	V4063	Elmwood-El Buen Samaritano UMC	1315 Berkley Ave	Dallas	75224	---	Leslie Hooker
234	V4064	Martin Weiss Recreation Center	1111 Martindell Ave	Dallas	75211	Russell Garner	---
235	V4065	Arcadia Park Elementary School	1300 N Justin Ave	Dallas	75211	Luther Walker	---
236	V4066	Anson Jones Elementary School	3901 Meredith Ave	Dallas	75211	Temeckia Derrough	---
237	V4068	Lida Hooe Elementary School	2419 Gladstone Dr	Dallas	75211	Perla Loza	Gloria Hibdon
238	V4069	Winnetka Elementary School	1151 S Edgefield Ave	Dallas	75208	---	---
239	V4070	John Peeler Elementary School	810 S Llewellyn Ave	Dallas	75208	---	---
240	V4071	Oak Cliff Government Center	702 E Jefferson Blvd, STE 1200	Dallas	75203	Ngina White	---
241	V4073	Preparing the Way Ministries	2442 W Jefferson Blvd	Dallas	75211	---	---
242	V4074	Sunset High School - Annex Bldg	2021 W Tenth St	Dallas	75208	Stuart Bolding	---
243	V4076	Stevens Park Elem School	2615 W Colorado Blvd	Dallas	75211	Isabella Mohr	---
244	V4078	Kidd Springs Recreation Center	711 W Canty St	Dallas	75208	---	Marianne Morris
245	V4079	Kessler Park United Methodist Chur	1215 Turner Ave	Dallas	75208	Monica Rachel	Megan Pearson
246	V4081	Eladio Martinez Learning Center	4500 Bernal Dr	Dallas	75212	Yolanda Jimenez	---
247	V4082	Jaycee Zaragoza Recreation Center	3114 Clymer St	Dallas	75212	---	Kathryn Reyes
248	V4083	J Moroles Expressive Arts Vanguard	1400 Walmsley Ave	Dallas	75208	Debbora Thomas	---
249	V4085	Anita Martinez Recreation Center	3212 N Winnetka Ave	Dallas	75212	Samuel Baker	---
250	V4086	Grauwylar Park Recreation Center	7780 Harry Hines Blvd	Dallas	75235	---	---
251	V4087	Bachman Recreation Center	2750 Bachman Dr	Dallas	75220	Katherine Weeks	Philip Swatzell
252	V4094	Park Forest Branch Library	3421 Forest Ln	Dallas	75234	---	Marguerite Buccino



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Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
253	V4097	David G Burnet Elem School	3200 Kinkaid Dr	Dallas	75220	---	---
254	V4110	Boude Storey Middle School	3000 Maryland Ave	Dallas	75216	Stephen Carter	Juana Hernandez
255	V4113	Mountain View Campus-Dallas College	4849 W Illinois Ave	Dallas	75211	---	Donald Weeks
256	V0040	Desoto House of Peace & Comm Center	531 W Belt Line Rd	Desoto	75115	Tanya Mason	---
257	V0063	Katherine Johnson Tech Magnet Acad	1200 Academy Way	Desoto	75115	Tonya Burton	---
258	V3601	Faith Bible Church	1437 W Pleasant Run Rd	Desoto	75115	Norma Young	---
259	V3604	Ruby Young Elementary School	707 Young Blvd	Desoto	75115	Lajuana Barton	---
260	V3605	Disciple Central Comm Church	901 N Polk St, Suite 101	Desoto	75115	Patricia Carr	---
261	V3606	The Meadows Elementary School	1016 The Meadows Pkwy	Desoto	75115	Duttrell Jackson	---
262	V3607	Cockrell Hill Elementary School	425 S Cockrell Hill Rd	Desoto	75115	Sandra Chambers	---
263	V3609	Desoto High School	600 Eagle Dr	Desoto	75115	Brenda Curry	---
264	V3611	Desoto East Middle School	601 E Belt Line Rd	Desoto	75115	Rodney White	---
265	V3200	H Bob Daniel SR Intermediate Sch	1007 Springwood Dr	Duncanville	75137	Betty Pittman	---
266	V3201	Alexander Elementary School	510 Softwood Dr	Duncanville	75137	Glenda Anderson	---
267	V3202	Duncanville Library	201 James Collins Blvd	Duncanville	75116	Zina West-Lewis	---
268	V3203	Duncanville's First Baptist Chur	323 W Wheatland Rd	Duncanville	75116	Andrea Curtis Richardson	---
269	V3204	Reed Middle School	530 E Freeman St	Duncanville	75116	Frances Martinez	---
270	V3205	Brandenburg Intermediate School	1903 Blueridge Dr	Duncanville	75116	Sharon Jones	---
271	V3206	Byrd Middle School	1040 W Wheatland Rd	Duncanville	75116	---	Gail Turner
272	V3207	Arise Church	201 W Center St	Duncanville	75116	Carla Reynolds-Grogan	---
273	V3209	Duncanville High School	900 W Camp Wisdom Rd	Duncanville	75116	---	Alex Givens



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment D - Election Day Presiding Judges & Alternate Judges
 November 4, 2025 - Constitutional Amendment, Special & Joint Election

Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
274	V3211	Fairmeadows Elementary School	101 E Fairmeadows Dr	Duncanville	75116	Diane Searcy	---
275	V0022	Janie Stark Elementary School	12400 Josey Ln	Farmers Branch	75234	---	---
276	V0102	Envision Dallas	1801 Valley View Ln	Farmers Branch	75234	---	---
277	V2302	Vivian Field Middle School	13551 Dennis Ln	Farmers Branch	75234	---	---
278	V2305	Farmers Branch Manske Library	13613 Webb Chapel Rd	Farmers Branch	75234	---	---
279	V2307	Brookhaven Campus-Dallas College	3939 Valley View Ln	Farmers Branch	75244	Patricia Munoz	---
280	V0014	Vietnamese Community Center	3221 Belt Line Rd	Garland	75044	Danny Nguyen	John Knoll
281	V0052	Abbett Elementary School	730 W Muirfield Rd	Garland	75044	---	---
282	V0082	Makkah Masjid IDEA	3301 W Buckingham Rd	Garland	75042	Mauri Long	---
283	V0099	Williams Elem School	2232 Parkcrest Dr	Garland	75041	---	Janet Atkin
284	V1302	Vernon Price Elementary School	630 Stroud Ln	Garland	75043	---	---
285	V1700	Bradfield Recreation Center	1146 Castle Dr	Garland	75040	Daphne Gomez	---
286	V1701	Bussey Middle School	1204 Travis St	Garland	75040	---	---
287	V1703	A R Davis Elementary School	1621 McCallum Dr	Garland	75042	Sandra Johnson	---
288	V1705	O Henry Elementary School	4100 Tynes Dr	Garland	75042	Mabel Okechukwu	---
289	V1706	Bradfield Elementary School	3817 Bucknell Dr	Garland	75042	---	---
290	V1708	Garland Center-Dallas College	675 W Walnut St	Garland	75040	Janet Harris	---
291	V1709	Austin Academy	1125 Beverly Dr	Garland	75040	---	---
292	V1710	Kimberlin Academy	1520 Cumberland Dr	Garland	75040	---	---
293	V1711	Granger Recreation Center	1310 W Ave F	Garland	75040	Maggie Ensley	---
294	V1713	Memorial Pathway Academy	2825 S First St	Garland	75041	Marilyn Portman	---
295	V1715	Watson Technology Center	2601 Dairy Rd	Garland	75041	---	---
296	V1716	South Garland High School	600 Colonel Dr	Garland	75043	---	---



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment D - Election Day Presiding Judges & Alternate Judges
 November 4, 2025 - Constitutional Amendment, Special & Joint Election

Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
297	V1717	Classical Ctr at Brandenburg MS	626 Nickens Rd	Garland	75043	Victor Davis	---
298	V1718	Southgate Elementary School	1115 Mayfield Ave	Garland	75041	---	---
299	V1719	Montclair Elementary School	5200 Broadmoor Dr	Garland	75043	Jannette Swinton	---
300	V1720	O'Banion Middle School	700 Birchwood Dr	Garland	75043	Reginal Bulus Nieves	---
301	V1722	Classical Ctr at Vial Elem Sch	126 Creekview Dr	Garland	75043	---	---
302	V1723	South Garland Branch Library	4845 Broadway Blvd	Garland	75043	---	---
303	V1726	Routh Roach Elementary School	1811 Mayfield Ave	Garland	75041	---	---
304	V1727	Patty Granville Arts Center	300 N Fifth St	Garland	75040	---	---
305	V1728	Sam Houston Middle School	2232 Sussex Dr	Garland	75041	---	---
306	V2700	Big Springs Elementary School	3301 W Campbell Rd	Garland	75044	---	---
307	V2701	Springpark Sports Club	3330 Springpark Way	Garland	75044	---	---
308	V2702	Spring Creek Elem School-GISD	1510 Spring Creek Dr	Garland	75040	---	---
309	V2704	North Garland Branch Library	3845 N Garland Ave	Garland	75040	---	---
310	V2705	Hickman Elementary School	3114 Pinewood Dr	Garland	75044	---	---
311	V2706	Wallace Ethridge Elementary Sch	2301 Sam Houston Dr	Garland	75044	---	---
312	V2710	Lister Elementary School	3131 Mars Dr	Garland	75040	Debra Segal	---
313	V2712	Northlake Elementary Sch-Garland	1626 Bosque Dr	Garland	75040	---	---
314	V2713	Club Hill Elementary School	1330 Colonel Dr	Garland	75043	---	---
315	V2714	Lyles Middle School	4655 S Country Club Rd	Garland	75043	---	---
316	V2715	Northside Baptist Church	2510 N Glenbrook Dr	Garland	75040	---	Earnestine Sampson
317	V3700	Couch Elementary School	4349 Waterhouse Blvd	Garland	75043	Travis Wortham	---
318	V3702	Toler Elementary School	3520 Guthrie Rd	Garland	75043	---	Rowena Montgomery
319	V0041	Frank D Moates Elementary School	1500 Heritage Blvd	Glenn Heights	75154	Theodis Simmons	---
320	V0090	Glenn Heights Community Center	1938-D S Hampton Rd	Glenn Heights	75154	Deborah Lister	---



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment D - Election Day Presiding Judges & Alternate Judges
November 4, 2025 - Constitutional Amendment, Special & Joint Election

Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
321	V3900	McCowan Middle School	1500 Majestic Meadow Dr	Glenn Heights	75154	Pamela Deal-Chance	---
322	V0026	The Woods United Methodist Church	1350 Bardin Rd	Grand Prairie	75052	Corrion Cox	Philip Varghese
323	V0055	Rocky Springs Missionary Baptist Ch	316 E Shady Grove Rd	Grand Prairie	75050	---	---
324	V0061	The Summit	2975 Esplanade Dr	Grand Prairie	75052	Gwenda Lowe	---
325	V4501	Suzanna Dickinson Elem School	1902 Palmer Trl	Grand Prairie	75052	Hattie Lanier Hairston	Kathryn Monette
326	V4502	Betty Warmack Library	760 Bardin Rd	Grand Prairie	75052	---	---
327	V4507	Daniels Elementary Academy	801 Sw 19th St	Grand Prairie	75051	---	---
328	V4508	Ellen Ochoa Stem Acad Milam Elem	2030 Proctor Dr	Grand Prairie	75051	---	---
329	V4509	Bill Arnold Middle School	1204 E Marshall Dr	Grand Prairie	75051	---	Trudy Gill-Price
330	V4511	Bowie Fine Arts	425 Alice Dr	Grand Prairie	75051	Michael Connell	---
331	V4512	Charley Taylor Recreation Center	601 E Grand Prairie Rd	Grand Prairie	75051	Richard Smith	David Yaqubian
332	V4513	Houston Auxiliary Building	1502 College St	Grand Prairie	75050	---	Elizabeth Caires
333	V4514	Crosswinds High School	1100 N Carrier Pkwy	Grand Prairie	75050	Archie Stephenson	Theresa Hayes
334	V4515	William B Travis World Lang Academy	525 Ne 15th St	Grand Prairie	75050	---	---
335	V4517	Eisenhower Elementary School	2102 N Carrier Pkwy	Grand Prairie	75050	John Duncan	---
336	V4519	Ronald Reagan Middle School	4616 Bardin Rd	Grand Prairie	75052	Michele Epps	Jena Perkins
337	V4520	Sam Rayburn Elementary School	2800 Reforma Dr	Grand Prairie	75052	Paulina Bustamante	---
338	V4521	Lorenzo De Zavala Academy	3410 Kirby Creek Dr	Grand Prairie	75052	---	---
339	V4522	Truman Middle School	1501 Coffeyville Trl	Grand Prairie	75052	Lynell Arps	---
340	V4525	L B Johnson Daep	650 Stonewall Dr	Grand Prairie	75052	---	---
341	V4527	Hector P Garcia Elementary Sch - GP	2444 Graham St	Grand Prairie	75050	---	Vance Roper
342	V4528	Our Redeemer Lutheran Church - GP	4729 S Carrier Pkwy	Grand Prairie	75052	Evelyn Gray	---
343	V4538	Global Leadership Academy	511 E Springdale Ln	Grand Prairie	75052	Sunja Smith	---
344	V3951	Hutchins City Hall	321 N Main St	Hutchins	75141	Ellena Davis	---
345	V0030	Woodhaven Presbyterian Church	3650 N O'Connor Rd	Irving	75062	Carol Holland	Lee Gnader
346	V0035	Albert Farine Elementary School	615 Metker St	Irving	75062	---	Janice Webb



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment D - Election Day Presiding Judges & Alternate Judges
 November 4, 2025 - Constitutional Amendment, Special & Joint Election

Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
347	V0039	West Irving Library	4444 W Rochelle Rd	Irving	75062	Bryant Jackson	---
348	V0049	La Villita Elementary School	1601 Camino Lago	Irving	75039	---	---
349	V0081	BAPS Shri Swaminarayan Mandir	4601 N State Hwy 161	Irving	75038	ShaRica Reese	---
350	V0089	Bowie Middle School Annex Bldg	600 E 6th St	Irving	75060	Benedict Parks	---
351	V0103	Islamic Center of Irving	2555 Esters Rd	Irving	75062	---	---
352	V2601	Valley Ranch Elementary School	9800 Rodeo Dr	Irving	75063	---	---
353	V2602	Cimarron Park Rec Center	201 Red River Trl	Irving	75063	---	---
354	V2604	Valley Ranch Library	401 Cimarron Trl	Irving	75063	Juzar Hasta	---
355	V4601	Sally B Elliot Elementary School	1900 S. Story Road	Irving	75060	Roy Getting	---
356	V4602	Nimitz High School	100 W Oakdale Rd	Irving	75060	---	---
357	V4605	Otis Brown Elementary School	2501 W Tenth St	Irving	75060	---	Elizabeth Patton
358	V4606	Lamar Middle School	219 Crandall Rd	Irving	75060	Bridgette Burdick	---
359	V4607	Irving City Hall	825 W Irving Blvd	Irving	75060	Magdalena Martins	Deborah Arnett
360	V4608	J O Davis Elementary School	310 Davis Dr	Irving	75061	Cindy Corpier	Janet Corey
361	V4610	L B Barton Elementary School	2931 Conflans Rd	Irving	75061	John Humen	---
362	V4613	Irving High School	900 N O'Connor Rd	Irving	75061	---	---
363	V4616	John R Good Elementary School	1200 E Union Bower Rd	Irving	75061	Alan Galicia	Mark Frost
364	V4618	David Crockett Middle School	2431 Hancock St	Irving	75061	---	---
365	V4619	Lively Elementary School	1800 Plymouth Dr W	Irving	75061	Clarissa Lindsey	---
366	V4620	Oak Haven United Methodist Church	1600 N Irving Heights Dr	Irving	75061	Sherron Molina	Carrie Perkins-Frost
367	V4621	Thomas Haley Elementary School	3601 Cheyenne St	Irving	75062	---	---
368	V4622	W T Hanes Elementary School	2730 Cheyenne St	Irving	75062	---	---
369	V4623	A S Johnston Elementary School	2801 Rutgers Dr	Irving	75062	---	Judith Tolosa
370	V4624	Brandenburg Elementary School	2800 Hillcrest Dr	Irving	75062	---	Rhonda Gilliland
371	V4626	Macarthur High School	3700 N MacArthur Blvd	Irving	75062	---	Claire Shahzad
372	V4627	Irving Fire Station #8	650 Las Colinas Blvd E	Irving	75039	Carolyn Fusinato	Mary Caldwell



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment D - Election Day Presiding Judges & Alternate Judges
November 4, 2025 - Constitutional Amendment, Special & Joint Election

Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
373	V4629	Bear Creek Community Church	2700 Finley Rd	Irving	75062	Elizabeth Hameline	---
374	V4630	T J Lee Elementary School	1600 Carlisle St	Irving	75062	---	Sheila Vandebush
375	V4631	Travis Middle School	1600 Finley Rd	Irving	75062	Jacqueline Blair	Theodore Cole
376	V4633	North Lake Campus-Dallas College	5001 N Macarthur Blvd	Irving	75038	Martin Saenz	Kevin Reno
377	V4634	Jack E Singley Academy	4601 N MacArthur Blvd	Irving	75038	---	---
378	V4640	Houston Middle School	3033 W Country Club Rd	Irving	75038	Lynn Alford	---
379	V4642	Irving Arts Center	3333 N Macarthur Blvd	Irving	75062	---	---
380	V4646	Cardwell Career Preparatory Ctr	101 E Union Bower Rd	Irving	75061	---	Joseph Rhea
381	V4647	Mustang Park Recreation Center	2223 Kinwest Pkwy	Irving	75063	---	Kathleen Hodges
382	V4654	Irving Fire Station #2	1306 N Story Rd	Irving	75061	---	Katherine Whitehill
383	V3072	Cedar Valley Campus-Dallas College	3030 N Dallas Ave	Lancaster	75134	Annie Graves	---
384	V3800	Houston Elementary School-LISD	2929 Marquis Ln	Lancaster	75134	Melvin Armstrong	---
385	V3802	Pleasant Run Elementary School	427 W Pleasant Run Rd	Lancaster	75146	Frankie Walker Leonard	---
386	V3803	Rolling Hills Elementary School	450 Rolling Hills Pl	Lancaster	75146	Donna Sparks	---
387	V3805	Rosa Parks Millbrook Elem School	630 Millbrook Dr	Lancaster	75146	Sherry Galloway	---
388	V3807	Elsie Robertson Middle School	822 W Pleasant Run Rd	Lancaster	75146	Anthony Forcelledo	---
389	V3808	West Main Elementary School	531 W Main St	Lancaster	75146	Monica Turner	---
390	V3809	Lancaster Veterans Memorial Library	1600 Veterans Memorial Pkwy	Lancaster	75134	Edward Williams	---
391	V0003	Evans Recreation Center	1116 Hillcrest St	Mesquite	75149	Margaret Hall	Johannes Schroer
392	V0032	Larry G Smith Elementary School	5299 Gus Thomasson Rd	Mesquite	75150	---	Brian Martinez
393	V0054	Antioch Worship Center	6245 Shannon Rd	Mesquite	75181	Shatoria Bowens	---
394	V0093	Dallas County Mesquite Gov Ctr	500 S Galloway, Ste C100	Mesquite	75149	Ericka Thrower	---
395	V1300	Vanston Middle School	3230 Karla Dr	Mesquite	75150	---	---



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment D - Election Day Presiding Judges & Alternate Judges
 November 4, 2025 - Constitutional Amendment, Special & Joint Election

Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
396	V1301	Florence Recreation Center	2501 Whitson Way	Mesquite	75150	Marylin Sherrard	---
397	V1303	Eastfield Campus-Dallas College	3737 Motley Dr	Mesquite	75150	Lisa Theriot	---
398	V1304	Goodbar Recreation Center	3000 Concord Dr	Mesquite	75150	Melanie White	---
399	V1305	Motley Elementary School	3719 Moon Dr	Mesquite	75150	Tommy Cole	---
400	V1308	Range Elementary School	4060 Emerald Dr	Mesquite	75150	Arlene Beasley	---
401	V1310	Tosch Elementary School	2424 Larchmont Dr	Mesquite	75150	---	---
402	V1311	JC Rugel Elementary School	2701 Sybil Dr	Mesquite	75149	---	---
403	V1312	Galloway Elementary School	200 Clary Dr	Mesquite	75149	---	---
404	V1314	West Mesquite High School	2500 Memorial Pkwy	Mesquite	75149	Martina Macaldo	---
405	V3300	Porter Elementary School	517 Via Avenida	Mesquite	75150	---	Laura Velasco
406	V3301	Dunford Recreation Center	1015 Green Canyon Dr	Mesquite	75150	---	Valerie Walker
407	V3302	Georgia Kimball Elementary Sch	4010 Coryell Way	Mesquite	75150	---	Terri Lark-Abrams
408	V3303	Dr JC Cannady Elementary School	2701 Chisolm Trl	Mesquite	75150	Sandra Weatherall	---
409	V3304	Poteet High School	3300 Poteet Dr	Mesquite	75150	---	Debra Scally
410	V3307	W L Wilkinson Middle School	2100 Crest Park Dr	Mesquite	75149	Shirley Sanders	---
411	V3308	Mesquite Convention Center	1700 Rodeo Dr	Mesquite	75149	Rose Walker	---
412	V3310	Mesquite High School	300 E Davis St	Mesquite	75149	---	George Hicks
413	V3312	Pirrung Elementary School	1500 Creek Valley Rd	Mesquite	75181	Martha Rosales	---
414	V3313	J R Thompson Elementary School	2525 Helen Ln	Mesquite	75181	Suzanne Hess	---
415	V3315	Tisinger Elementary School	1701 Hillcrest St	Mesquite	75149	Leon Chandler	---
416	V3316	Rutherford Recreation Center	900 Rutherford Dr	Mesquite	75149	Doretha Hamilton-Adkins	---
417	V3317	Horn High School	3300 E Cartwright Rd	Mesquite	75181	Jeanen Mims	---
418	V3403	Floyd Elementary School	3025 Hickory Tree Rd	Mesquite	75180	---	---
419	V0018	MAS Islamic Center of Dallas	1515 Blake Dr	Richardson	75081	Kathleen Nugent	Mary Binning
420	V0038	Islamic Association of North Texas	840 Abrams Rd	Richardson	75081	Ulysses Prioleau	Shannon Barnett
421	V0083	Ministerios Charisma	740 Melrose Dr	Richardson	75080	Cynthia Saxiones	---



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment D - Election Day Presiding Judges & Alternate Judges
 November 4, 2025 - Constitutional Amendment, Special & Joint Election

Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
422	V1500	Dover Elementary School	700 Dover Dr	Richardson	75080	Hollis Simmons	---
423	V1503	Richland Elementary School	550 Park Bend Dr	Richardson	75081	Nancy Goehl	---
424	V2041	University of Texas - Dallas	800 W Campbell Rd	Richardson	75080	James Urmin	---
425	V2500	Greenwood Hills Elementary Sch	1313 W Shore Dr	Richardson	75080	---	---
426	V2501	Canyon Creek Elementary School	2100 Copper Ridge Dr	Richardson	75080	---	Carol Coulter
427	V2502	Prairie Creek Elementary School	2120 E Prairie Creek Dr	Richardson	75080	---	---
428	V2503	Mohawk Elementary School	1500 Mimosa Dr	Richardson	75080	---	Richard Coady
429	V2505	Northrich Elementary School	1301 Custer Rd	Richardson	75080	---	---
430	V2506	Arapaho Classical Magnet School	1300 Cypress Dr	Richardson	75080	John Keiser	---
431	V2507	Richardson Heights Elem Sch	101 N Floyd Rd	Richardson	75080	---	---
432	V2509	Care Church	1504 E Campbell Rd	Richardson	75081	---	Evelyn Roberson
433	V2510	Yale Elementary School	1900 E Collins Blvd	Richardson	75081	Howard Maher	---
434	V2511	Dartmouth Elementary School	417 Dartmouth Ln	Richardson	75081	David Santucci	---
435	V2513	Springridge Elementary School	1801 E Spring Valley Rd	Richardson	75081	---	---
436	V2514	Jess Harben Elementary School	600 S Glenville Dr	Richardson	75081	Dina Alsaid	---
437	V0034	Stephens Elementary School	3700 Cheyenne Dr	Rowlett	75088	Wathenia Clark	---
438	V0058	Freedom Place Church	4111 Main St	Rowlett	75088	---	Diane Flores
439	V2921	Back Elementary School	7300 Bluebonnet Dr	Rowlett	75089	---	Sharon Hall
440	V2922	Liberty Grove Elementary School	10201 Liberty Grove Rd	Rowlett	75089	---	A'Londa Kusimo
441	V2924	Rowlett Community Centre	5300 Main St	Rowlett	75088	Leslie Montena	---
442	V2925	Rowlett Elementary School	3315 Carla Dr	Rowlett	75088	---	Kendra Prevost
443	V2926	Herfurth Elementary School	7500 Miller Rd	Rowlett	75088	---	Claire Nelson
444	V2927	Schrade Middle School	6201 Danridge Rd	Rowlett	75089	---	LaShandia Harris
445	V0027	First UMC of Sachse	1520 Blackburn Rd	Sachse	75048	Nancy Click	---
446	V2941	Sachse City Hall	3815-B Sachse Rd	Sachse	75048	---	Sandra Richardson
447	V2942	B G Hudson Middle School	4405 Hudson Dr	Sachse	75048	---	---
448	V0020	Central Elementary School-DISD	902 Shady Ln	Seagoville	75159	Omar Jimenez	Russell Miller



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment D - Election Day Presiding Judges & Alternate Judges
November 4, 2025 - Constitutional Amendment, Special & Joint Election

Ln. No.	Poll Code	Vote Center Name	Address	City	Zip	Presiding Judge	Alternate Judge
449	V0064	Trinity Love Church	111 E Stark Rd	Seagoville	75159	---	Caryl Brock
450	V0065	Mt Zion MBC of Sandbranch	128 Burns Dr	Seagoville	75159	---	Lorinda Freeman
451	V3921	Seagoville City Hall	702 N Hwy 175	Seagoville	75159	Teena Gayle	---
452	V3500	Sunnyvale Town Hall	127 N Collins Rd	Sunnyvale	75182	---	Wana Alwalee
453	V3940	Wilmer Community Center	101 Davidson Plz	Wilmer	75172	Rossetta Washington- Howell	---

DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment E - Constitutional Amendment, Special & Joint Election Participants
November 4, 2025

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
1004-01	560			Richardson		County
1004-02	1,099			Richardson		County
1006-01	1,678			Richardson		County
1007-01	397			Richardson		County
1039-01	300			Richardson		County
1040-01	1,692			Richardson		County
1040-02	1,408			Richardson		County
1041-01	867			Richardson		County
1043-01	1,989			Richardson		County
1043-02	389			Richardson		County
1044-01	3,138			Richardson		County
1045-01	1,903					County
1046-01	351					County
1047-01	1,567					County
1048-01	2,729					County
1049-01	1,996			Richardson		County
1049-02	0					County
1049-03	0					County
1050-01	47					County
1050-02	101					County
1051-01	219					County
1052-01	3,470					County
1054-01	1,909					County
1055-01	940					County
1056-01	1,064					County
1057-01	1,432					County
1057-02	789					County
1058-01	2,174					County
1059-01	1,724					County
1060-01	3,393					County
1060-02	916					County
1061-01	1,460					County
1062-01	48					County
1063-01	1,135					County
1063-02	701					County
1064-01	122					County
1065-01	1,778					County
1065-02	1,188					County
1065-03	0	Mesquite	ME2			County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
1067-01	1					County
1067-02	7					County
1068-01	69					County
1076-01	55					County
1077-01	0					County
1078-01	1,055					County
1078-02	0					County
1078-03	173					County
1079-01	1,439					County
1079-02	404					County
1080-01	863					County
1081-01	2,946					County
1082-01	124					County
1082-02	224					County
1083-01	1,273					County
1083-02	347					County
1083-03	339					County
1084-01	3,601					County
1084-02	49					County
1085-01	1,424					County
1085-02	113					County
1086-01	485					County
1087-01	3,327					County
1087-02	0					County
1087-03	0	Mesquite	ME3			County
1087-07	0					County
1088-01	2,389					County
1089-01	2,285					County
1089-02	0					County
1089-03	0					County
1090-01	2,400					County
1091-01	2,136					County
1091-02	211					County
1092-01	2,756					County
1092-02	511					County
1092-03	191					County
1092-04	181					County
1093-01	1,803					County
1093-02	3					County
1094-01	1,345					County
1095-01	1,610					County
1096-01	1,592					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
1097-01	2,889					County
1098-01	2,204					County
1099-01	83					County
1100-01	1,503					County
1100-02	1,643					County
1100-03	102					County
1101-01	1,416					County
1101-02	529					County
1101-03	56					County
1102-01	2,124					County
1103-01	540					County
1104-01	2,813					County
1105-01	33					County
1105-02	0					County
1105-03	9					County
1106-01	260					County
1107-01	968					County
1108-01	2,704					County
1108-02	64					County
1109-01	581					County
1109-02	34					County
1110-01	25					County
1111-01	1,805					County
1113-01	299					County
1114-01	697					County
1115-01	1,482					County
1116-01	1,566					County
1121-01	2,413					County
1121-02	29			Garland		County
1121-03	0			Garland		County
1121-04	0					County
1121-05	0					County
1124-01	10					County
1125-01	172			Garland		County
1125-02	1,887					County
1125-03	0			Garland		County
1128-01	681			Richardson		County
1129-01	133			Richardson		County
1133-01	368					County
1134-01	580					County
1135-01	1,716					County
1136-01	11					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
1137-01	35					County
1139-01	13	Mesquite	ME1			County
1140-01	0					County
1141-01	1,303			Richardson		County
1142-01	2,824			Richardson		County
1143-01	1,613			Richardson		County
1143-02	0					County
1143-03	0					County
1144-01	3,050			Richardson		County
1144-02	51					County
1146-01	2,267			Richardson		County
1147-01	775			Richardson		County
1148-01	0					County
1151-01	68					County
1153-01	18					County
1159-01	0					County
1162-01	0			Richardson		County
1163-01	1,433					County
1164-01	2,448					County
1165-01	2,074					County
1165-02	0					County
1168-01	3,066					County
1169-01	2,918					County
1170-01	1,502					County
1171-01	2,593					County
1172-01	1,751			Richardson		County
1172-02	314					County
1172-03	0			Garland		County
1173-01	1,069					County
1174-01	2,610					County
1174-02	0					County
1176-01	0					County
1300-01	2,828	Mesquite	ME2			County
1300-02	20	Mesquite	ME2	Garland		County
1301-01	1,605	Mesquite	ME1			County
1301-02	989	Mesquite	ME2			County
1302-01	2,319	Mesquite	ME1			County
1303-01	120	Mesquite	ME2			County
1304-01	1,644	Mesquite	ME2			County
1305-01	1,780	Mesquite	ME2			County
1305-02	0	Mesquite	ME2			County
1307-01	181	Mesquite	ME2			County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
1307-02	0	Mesquite	ME3			County
1307-03	0	Mesquite	ME3			County
1307-04	0					County
1308-01	2,068	Mesquite	ME2			County
1308-03	17	Mesquite	ME3			County
1309-01	429	Mesquite	ME2			County
1310-01	3,031	Mesquite	ME3			County
1311-01	2,247	Mesquite	ME3			County
1312-01	1,069	Mesquite	ME3			County
1313-01	380	Mesquite	ME3			County
1314-01	2,105	Mesquite	ME4			County
1314-02	710	Mesquite	ME3			County
1314-03	93	Mesquite	ME4			County
1315-01	34	Mesquite	ME2			County
1315-02	25	Mesquite	ME2			County
1315-03	0	Mesquite	ME2			County
1316-01	801	Mesquite	ME1			County
1323-01	0	Mesquite	ME2			County
1324-01	2,829	Mesquite	ME1			County
1324-04	0			Garland		County
1325-01	2,739	Mesquite	ME1			County
1325-02	0	Town of Sun				County
1325-03	0	Mesquite	ME1			County
1326-01	1,456	Mesquite	ME1			County
1327-01	2,260	Mesquite	ME1			County
1327-02	629	Mesquite	ME3			County
1328-01	8	Mesquite	ME3			County
1329-01	4	Mesquite	ME3			County
1401-01	465					County
1402-01	1,434					County
1402-02	676					County
1402-03	485					County
1403-01	42					County
1404-01	626					County
1404-02	0					County
1405-01	447					County
1405-02	69					County
1405-03	14					County
1406-01	80					County
1406-02	398					County
1407-01	9					County
1407-02	0					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
1408-01	2					County
1409-01	454					County
1409-02	305					County
1410-01	332					County
1410-02	1,022					County
1410-03	506					County
1410-04	359					County
1411-01	3,150					County
1411-02	786					County
1411-03	23					County
1411-04	0					County
1412-01	448					County
1412-03	2					County
1700-01	2,460			Garland		County
1701-01	2,197			Garland		County
1702-01	3,068			Garland		County
1703-01	3,871			Garland		County
1704-01	1,571					County
1705-01	2,185					County
1706-01	3,313			Garland		County
1707-01	755			Garland		County
1707-02	8			Garland		County
1707-03	10					County
1707-04	0			Richardson		County
1708-01	692			Garland		County
1708-02	133			Garland		County
1709-01	3,973			Garland		County
1710-01	1,743			Garland		County
1711-01	2,440			Garland		County
1712-01	2,200			Garland		County
1712-02	2			Garland		County
1713-01	1,250			Garland		County
1714-01	2,160			Garland		County
1715-01	1,756			Garland		County
1716-01	2,222			Garland		County
1717-01	3,520			Garland		County
1718-01	1,561			Garland		County
1719-01	1,825			Garland		County
1719-02	927			Garland		County
1720-01	2,815			Garland		County
1720-03	0					County
1721-01	1,893					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
1721-02	156			Garland		County
1721-03	40	Mesquite	ME1			County
1721-08	0			Garland		County
1721-09	18	Mesquite	ME1			County
1722-01	3,158			Garland		County
1722-02	0	Mesquite	ME1	Garland		County
1722-03	0					County
1723-01	199			Garland		County
1724-01	0			Garland		County
1724-02	201					County
1725-01	489			Garland		County
1726-01	2,007			Garland		County
1726-02	0					County
1727-01	291			Garland		County
1728-01	1,478			Garland		County
1729-01	1,674			Garland		County
1730-01	0					County
1731-01	0					County
1732-01	1,519			Garland		County
1733-01	2,750			Garland		County
1733-02	1,033			Garland		County
1734-01	1,504			Garland		County
1734-02	35			Garland		County
1735-01	4,127			Garland		County
1735-02	905			Garland		County
1736-01	1,829			Garland		County
1737-01	4,907			Garland		County
1737-03	6			Garland		County
1737-04	0			Garland		County
1738-01	3,317			Garland		County
1739-01	2,938			Garland		County
1740-01	4,700			Garland		County
1741-01	3,782			Garland		County
1741-02	0			Garland		County
1741-03	1,452			Garland		County
1742-01	4,206			Garland		County
1742-02	0			Garland		County
1742-03	892			Garland		County
1743-01	4,275			Garland		County
1744-01	26			Garland		County
1744-02	53			Garland		County
1745-01	2,844			Garland		County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
1746-01	2,013			Garland		County
1747-01	3,441			Garland		County
1747-02	0			Garland		County
1748-01	2,292			Garland		County
1749-01	4,123			Garland		County
1750-01	3,080			Garland		County
1751-01	1,688			Garland		County
1751-02	2,194			Richardson		County
1751-03	1,938			Garland		County
1751-04	4			Garland		County
1751-05	21			Richardson		County
1751-06	0			Richardson		County
1751-07	0			Richardson		County
1752-01	2,434			Richardson		County
1752-02	934			Garland		County
2000-01	20					County
2001-01	30					County
2002-01	1,380					County
2003-01	2,736					County
2004-01	2,316					County
2005-01	1,015					County
2006-01	1,597					County
2007-01	3,131					County
2008-01	724					County
2008-02	738					County
2009-01	2,107					County
2010-01	1,486					County
2011-01	2,188					County
2015-01	1,374					County
2016-01	3,278					County
2016-02	199			Richardson		County
2016-03	0			Richardson		County
2017-01	1,863			Richardson		County
2018-01	974					County
2019-01	1,825					County
2020-01	2,561					County
2020-02	2			Richardson		County
2020-03	2			Richardson		County
2021-01	3,756					County
2022-01	797					County
2023-01	1,246					County
2024-01	1,825					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
2025-01	2,749					County
2026-01	3,095					County
2027-01	1,646					County
2028-01	1					County
2030-01	1,190					County
2030-02	612					County
2030-03	38					County
2030-04	456					County
2030-05	2					County
2030-06	2					County
2031-01	3,933					County
2032-01	2,424					County
2033-01	2,261					County
2033-02	0					County
2035-01	1,689					County
2035-02	459					County
2035-05	0					County
2037-01	1,653					County
2038-01	3,102					County
2038-02	311					County
2039-01	2,612					County
2039-02	471					County
2040-01	1,764					County
2041-01	2,522					County
2041-02	1,984					County
2041-03	78					County
2042-01	2,991					County
2043-01	2,031					County
2043-02	69					County
2044-01	1,091					County
2045-01	1,257					County
2045-02	645					County
2046-01	1,247					County
2046-02	540					County
2047-01	2,425					County
2048-01	4,393					County
2049-01	1,047					County
2049-02	523					County
2050-01	756					County
2050-02	878					County
2051-01	2,501					County
2052-01	1,222					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
2052-02	179					County
2053-01	3,146					County
2054-01	2,587					County
2055-01	1,590					County
2055-02	20			Richardson		County
2056-01	766			Richardson		County
2056-02	660					County
2057-01	443			Richardson		County
2057-02	131					County
2058-01	1,083			Richardson		County
2058-02	142					County
2058-03	0					County
2074-01	1,761					County
2074-02	0					County
2074-03	18					County
2074-04	2					County
2076-01	7					County
2077-01	1,374					County
2079-01	2,095					County
2080-01	275					County
2081-01	652					County
2081-02	0					County
2081-03	157					County
2081-04	4					County
2081-05	0					County
2082-01	1,498					County
2082-02	1,496					County
2083-01	1,640					County
2084-01	531					County
2085-01	245					County
2086-01	3,089					County
2087-01	2,690					County
2090-01	55					County
2091-01	545					County
2091-02	287			Richardson		County
2091-03	188					County
2092-01	0			Richardson		County
2094-01	625					County
2094-02	330					County
2094-03	0			Richardson		County
2095-01	0					County
2095-02	0					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
2096-01	0					County
2097-01	0					County
2098-01	1,839					County
2099-01	3,691					County
2099-02	17					County
20A8-01	0					County
2100-01	1,816					County
2100-02	2,095					County
2101-01	1,940					County
2102-01	3,005					County
2102-02	1,738					County
2103-01	1,022					County
2103-02	171					County
2103-04	2					County
2104-01	430					County
2104-02	25					County
2105-01	2,876					County
2106-01	2,209					County
2106-02	0					County
2107-01	9					County
2107-02	38					County
2108-01	490					County
2108-02	306					County
2109-01	0					County
2110-01	566					County
2110-02	12					County
2110-03	0					County
2111-01	34					County
2112-01	99					County
2113-01	0					County
2114-01	2,217					County
2114-02	408					County
2114-03	17					County
2115-01	1					County
2115-02	226					County
2116-01	40					County
2116-02	102					County
2117-01	1,987					County
2117-02	0					County
2118-01	605					County
2118-02	603					County
2118-03	248					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
2119-01	376					County
2119-02	14			Richardson		County
2120-01	2,464			Richardson		County
2121-01	1,328			Richardson		County
2122-01	1,494			Richardson		County
2123-01	410					County
2123-02	1,580			Richardson		County
2123-03	0					County
2124-01	2,764			Richardson		County
2124-02	3			Richardson		County
2124-03	2			Garland		County
2124-04	0			Garland		County
2125-01	3,421			Richardson		County
2125-02	118			Richardson		County
2126-01	645					County
2127-01	1,932					County
2127-02	765			Richardson		County
2127-03	1,326			Richardson		County
2128-01	2,430			Richardson		County
2128-02	311			Richardson		County
2129-01	685					County
2130-01	1,527					County
2131-01	1,864					County
2132-01	884					County
2133-01	89			Richardson		County
2134-01	2,027					County
2134-02	0					County
2137-01	1,357					County
2138-01	917					County
2139-01	318					County
2139-02	514					County
2140-01	987					County
2141-01	883					County
2142-01	1,358					County
2143-01	461					County
2143-02	2					County
2144-01	1,719					County
2145-01	2,098					County
2145-02	1,045					County
2145-03	289					County
2146-01	3,129					County
2146-02	0					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
2147-01	2,067					County
2147-02	0					County
2148-01	568					County
2148-02	176					County
2149-01	1,230					County
2149-02	593					County
2150-01	1,702					County
2150-02	0					County
2151-01	261					County
2152-01	2,379					County
2152-02	145					County
2153-01	790					County
2153-02	872					County
2154-01	64					County
2155-01	1,087					County
2155-02	1,042					County
2200-01	1,196					County
2200-02	654					County
2201-01	1,833					County
2201-02	0					County
2201-03	0					County
2201-04	0					County
2201-05	2					County
2201-06	0					County
2202-01	1,868					County
2202-02	0					County
2203-01	1,587					County
2220-01	1,801					County
2221-01	3,633					County
2222-01	3,101					County
2223-01	1,661					County
2223-02	0					County
2223-03	0					County
2223-04	0					County
2224-01	1,864					County
2225-01	1,711					County
2226-01	2,991					County
2300-01	1,233					County
2300-02	186	Farmers Bran				County
2300-04	16	Farmers Bran				County
2301-01	2,399					County
2302-01	1,680	Farmers Bran				County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
2302-02	210					County
2302-03	215	Farmers Bran				County
2302-04	0					County
2303-01	2,311					County
2303-03	371	Farmers Bran				County
2305-01	1,079	Farmers Bran				County
2305-02	584	Farmers Bran				County
2305-03	1,164					County
2305-04	0	Farmers Bran				County
2306-01	1,445	Farmers Bran				County
2306-02	0	Farmers Bran				County
2307-01	688	Farmers Bran				County
2308-01	2,594					County
2308-02	0					County
2308-04	26	Farmers Bran				County
2308-07	483	Farmers Bran				County
2309-01	2,074					County
2309-02	0					County
2309-03	0					County
2309-04	0					County
2310-01	862					County
2310-02	751	Farmers Bran				County
2310-03	49	Farmers Bran				County
2310-04	0	Farmers Bran				County
2310-05	0	Farmers Bran				County
2310-08	147					County
2310-09	464					County
2310-10	32					County
2311-01	575	Farmers Bran				County
2312-01	76					County
2312-02	2					County
2313-01	5	Farmers Bran				County
2315-01	238	Farmers Bran				County
2316-01	645					County
2316-02	777					County
2316-03	197	Farmers Bran				County
2316-05	273	Farmers Bran				County
2400-01	169					County
2400-02	0					County
2400-03	0					County
2400-04	0					County
2401-01	2,609					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
2401-02	729					County
2402-01	3,268					County
2403-01	1					County
2403-02	0					County
2404-01	2,102					County
2405-01	3,303					County
2406-01	3,185					County
2406-02	0					County
2406-03	46					County
2406-04	0					County
2406-05	0					County
2407-01	4,415					County
2408-01	2,109					County
2409-01	2,480					County
2410-01	1,739					County
2410-02	15					County
2411-01	862					County
2412-01	1					County
2412-02	0					County
2417-01	132					County
2417-02	85					County
2500-01	1,765					County
2501-01	1,411			Richardson		County
2502-01	1,964			Richardson		County
2503-01	2,642					County
2504-01	1,427					County
2505-01	2,295			Richardson		County
2506-01	2,340					County
2507-01	2,290					County
2508-01	2,282			Richardson		County
2508-03	851			Richardson		County
2508-04	875			Richardson		County
2508-05	34			Richardson		County
2509-01	2,881			Richardson		County
2510-01	1,872			Richardson		County
2511-01	2,134			Richardson		County
2512-01	1,508			Richardson		County
2513-01	2,848			Richardson		County
2514-01	2,904			Richardson		County
2515-01	782			Richardson		County
2517-01	2,847					County
2518-01	1,914					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
2519-01	2,326					County
2520-01	3,294			Richardson		County
2520-02	340					County
2520-03	2			Richardson		County
2520-04	0					County
2520-05	0					County
2521-01	1,372					County
2521-02	897					County
2523-01	1,000					County
2523-02	468					County
2601-01	1,090					County
2601-02	964					County
2602-01	3,204					County
2603-01	1,278					County
2603-02	1,619					County
2603-03	431					County
2604-01	3,227					County
2605-01	3,134					County
2605-02	0					County
2605-03	11					County
2606-01	1,065					County
2606-02	1,258					County
2607-01	5					County
2607-02	0					County
2608-01	3,146					County
2608-02	40					County
2609-01	17					County
2609-02	0					County
2610-01	0					County
2611-01	773					County
2611-02	153					County
2611-03	797					County
2612-01	355					County
2613-01	4,338					County
2613-02	39					County
2614-01	258					County
2800-01	3					County
2801-01	3,407					County
2802-01	4,748					County
2803-01	1,262					County
2804-01	1,547					County
2804-02	949					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
2804-03	0					County
2804-04	19					County
2804-05	11					County
2805-01	3,346					County
2805-02	707					County
2806-01	2,756					County
2807-01	2,479					County
2807-02	48					County
2807-03	0					County
2807-04	88					County
2807-05	0					County
2807-06	0					County
2808-01	3,449					County
2808-02	0					County
2809-01	1,116					County
2809-02	1,899					County
2809-03	0					County
2809-04	0					County
2809-05	0					County
2810-01	27					County
2810-02	0					County
2810-03	0					County
2810-04	0					County
2900-01	3,336					County
2901-01	2,070					County
2902-01	1,716					County
2902-02	53					County
2903-01	3,036					County
2904-01	17					County
2905-01	522					County
2910-01	79					County
2911-01	310					County
2913-01	7					County
29A1-01	0					County
3000-01	4,564					County
3001-01	263					County
3001-02	145					County
3001-03	116					County
3002-01	1,138					County
3003-01	1,770					County
3004-01	1,967					County
3005-01	1,012					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3006-01	3,171					County
3006-02	970					County
3007-01	1,079					County
3007-02	451					County
3007-03	268					County
3008-01	1					County
3008-02	3,382					County
3008-03	228					County
3008-04	7					County
3009-01	0					County
3010-01	554					County
3011-01	1,264					County
3012-01	33					County
3012-02	154					County
3012-03	8					County
3013-01	177					County
3013-02	767					County
3014-01	1,562					County
3014-02	2,038					County
3015-01	313					County
3015-02	2					County
3016-01	1,139					County
3016-02	523					County
3016-03	614					County
3016-04	0					County
3017-01	820					County
3018-01	1,804					County
3019-01	750					County
3020-01	233					County
3021-01	1,084					County
3022-01	2,025					County
3023-01	1,292					County
3024-01	1,507					County
3025-01	173					County
3026-01	834					County
3027-01	1,339					County
3028-01	1,049					County
3029-01	1,010					County
3030-01	15					County
3031-01	952					County
3032-01	1,513					County
3033-01	509					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3033-02	0					County
3034-01	1,504					County
3035-01	1,555					County
3036-01	22					County
3036-02	0					County
3036-03	0					County
3037-01	444					County
3038-01	833					County
3039-01	2,093					County
3040-01	1,466					County
3040-03	0					County
3041-01	229					County
3042-01	1,472					County
3043-01	1,997					County
3044-01	2,779					County
3045-01	715					County
3045-02	0					County
3045-03	0					County
3046-01	2,264					County
3047-01	1,632					County
3048-01	2,201					County
3048-02	0					County
3049-01	1,892					County
3050-01	2,051					County
3051-01	830					County
3052-01	2,442					County
3053-01	2,508					County
3053-02	2					County
3053-03	217					County
3053-04	0					County
3054-01	2,498					County
3055-01	2,225					County
3056-01	2,201					County
3056-02	0					County
3057-01	2,276					County
3057-02	406					County
3058-01	1,993					County
3059-01	1,146					County
3060-01	1,356					County
3060-02	0					County
3061-01	1,571					County
3062-01	2,999					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3063-01	3,071					County
3063-02	0					County
3063-03	526					County
3064-01	2,521					County
3065-01	2,272					County
3066-01	1,960					County
3067-01	822					County
3067-02	1,105					County
3067-03	303					County
3067-04	255					County
3068-01	4,062					County
3068-02	12					County
3068-03	0					County
3068-04	0					County
3068-05	0					County
3068-06	13					County
3068-07	1					County
3069-01	1,965					County
3070-01	3,012					County
3071-01	2,543					County
3072-01	34					County
3072-03	0					County
3072-04	34					County
3073-01	185					County
3074-01	898					County
3074-02	0					County
3075-01	112					County
3075-02	9					County
3075-04	73					County
3076-01	0					County
3076-03	0					County
3077-01	3,177					County
3077-02	0					County
3078-01	2,134					County
3078-02	879					County
3079-01	319					County
3079-02	341					County
3079-04	21					County
3080-01	1,524					County
3080-02	0					County
3081-01	1,571					County
3082-01	2,599					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3082-02	56					County
3082-03	202					County
3082-04	0					County
3082-05	14					County
3083-01	1,625					County
3083-02	54					County
3084-01	1,648					County
3085-01	376					County
3085-02	55					County
3086-01	2,667					County
3086-02	1,100					County
3087-01	0					County
3088-01	88					County
3089-01	134					County
3089-02	0					County
3090-01	1,363					County
3091-01	0					County
3092-01	1,599					County
3092-02	5					County
3093-01	12					County
3094-01	0					County
3095-01	2,198					County
3095-02	622					County
3095-03	259					County
3095-04	0					County
3096-01	2,334					County
3096-02	21					County
3096-03	372					County
3096-04	31					County
3096-05	243					County
3097-01	147					County
3098-01	259					County
3099-01	338					County
30A4-01	4					County
30A6-01	0					County
30C4-01	0					County
30T4-01	9					County
30T4-02	3					County
30T6-01	0					County
3100-01	2,313					County
3100-02	13					County
3100-03	10					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3101-01	782					County
3101-02	234					County
3101-03	414					County
3101-04	0	Glenn Height				County
3101-05	4					County
3101-06	0					County
3101-07	71					County
3101-08	0	Glenn Height				County
3102-01	3,136					County
3103-01	2,407					County
3103-02	775					County
3104-01	2,705					County
3105-01	2,521					County
3105-02	102					County
3105-03	0	Duncanville				County
3106-01	3,785					County
3107-01	2,613					County
3108-01	2,614					County
3109-01	4,040					County
3109-02	0					County
3109-03	0					County
3110-01	3,226					County
3111-01	3					County
3111-02	0					County
3111-03	0					County
3112-01	51					County
3113-01	7					County
3114-01	0					County
3115-01	2,228					County
3115-02	128					County
3116-01	10					County
3117-01	0					County
3117-02	83					County
3119-01	0	Duncanville				County
31A4-01	0					County
31A5-01	0	Duncanville				County
3200-01	2,096	Duncanville				County
3200-02	77	Duncanville				County
3201-01	1,361	Duncanville				County
3201-02	391	Duncanville				County
3201-03	0	Duncanville				County
3202-01	2,217	Duncanville				County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3202-02	23	Duncanville				County
3203-01	1,717	Duncanville				County
3203-02	347	Duncanville				County
3204-01	2,316	Duncanville				County
3204-02	390	Duncanville				County
3205-01	1,788	Duncanville				County
3206-01	2,428	Duncanville				County
3207-01	2,283	Duncanville				County
3207-02	567	Duncanville				County
3208-01	1,625	Duncanville				County
3208-02	330	Duncanville				County
3208-03	0	Duncanville				County
3209-01	195	Duncanville				County
3210-01	2,125	Duncanville				County
3210-02	0	Duncanville				County
3211-01	1,477	Duncanville				County
32A0-01	0					County
32A1-01	0					County
32C1-01	0					County
32T0-01	0					County
32T1-01	0	Duncanville				County
3304-01	2,227	Mesquite	ME3			County
3304-02	0					County
3304-03	768	Mesquite	ME1			County
3305-01	4,252	Mesquite	ME5			County
3305-02	0					County
3306-01	1,547	Mesquite	ME4			County
3306-02	337	Mesquite	ME5			County
3307-01	2,195	Mesquite	ME4			County
3308-01	2,352	Mesquite	ME4			County
3308-02	0					County
3309-01	2,004	Mesquite	ME4			County
3309-02	0	Mesquite	ME5			County
3309-03	0					County
3310-01	2,985	Mesquite	ME5			County
3310-02	15	Mesquite	ME4			County
3311-01	2,456	Mesquite	ME5			County
3312-01	3,267	Mesquite	ME6			County
3313-01	3,469	Mesquite	ME6			County
3314-01	1,787	Mesquite	ME5			County
3314-02	2,114	Mesquite	ME6			County
3315-01	855	Mesquite	ME5			County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3315-02	747	Mesquite	ME4			County
3316-01	1,223	Mesquite	ME5			County
3316-02	1,641	Mesquite	ME6			County
3317-01	2,818	Mesquite	ME6			County
3317-02	273					County
3317-03	1					County
3317-06	0					County
3318-01	1,603	Mesquite	ME6			County
3319-01	142					County
3321-01	0					County
3325-01	1,926	Mesquite	ME6			County
3325-02	26					County
3327-01	3	Mesquite	ME4			County
3328-01	53	Mesquite	ME4			County
3500-02	4	Mesquite	ME1			County
3500-03	4,131	Town of Sun				County
3501-01	0					County
3501-03	9	Town of Sun				County
3503-01	1,293	Town of Sun				County
3504-01	1,297	Town of Sun				County
3600-01	1,511					County
3600-02	886					County
3600-03	127					County
3600-04	11	Duncanville				County
3600-05	131					County
3601-01	2,046					County
3601-02	38					County
3602-01	671					County
3603-01	242					County
3603-02	25					County
3604-01	2,803					County
3605-01	2,349					County
3606-01	2,342					County
3606-02	50					County
3607-01	4,115					County
3608-01	3,523					County
3609-01	1,642					County
3609-02	1,904					County
3610-01	261					County
3610-02	290					County
3611-01	1,177					County
3612-01	2,550					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3612-02	636					County
3613-01	709					County
3614-01	613					County
3614-02	339					County
3615-01	2,662					County
3616-01	836					County
3617-01	2,573					County
3618-01	920					County
3618-02	1					County
3619-01	302					County
3620-01	1,425					County
3621-01	677					County
3701-01	0			Garland		County
3701-02	0			Garland		County
3701-03	5			Garland		County
3701-04	3			Garland		County
3702-01	1			Garland		County
3702-03	429			Garland		County
3702-04	29			Garland		County
3800-01	157					County
3800-02	2,225					County
3800-03	40					County
3800-04	1,851					County
3800-05	726					County
3800-06	0					County
3801-01	4					County
3801-02	592					County
3801-03	0					County
3801-04	0					County
3802-01	2,263					County
3802-02	1,709					County
3802-03	116					County
3803-01	910					County
3803-02	1,927					County
3803-03	645					County
3803-04	387					County
3805-01	1,856					County
3805-02	2,098					County
3805-03	1,239					County
3805-04	1					County
3806-01	987					County
3806-02	129					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3807-01	565					County
3807-02	866					County
3807-03	195					County
3807-04	501					County
3807-05	177					County
3807-06	90					County
3807-07	199					County
3808-01	1,348					County
3808-02	174					County
3808-03	315					County
3808-05	191					County
3808-06	1,175					County
3808-07	1,629					County
3808-08	121					County
3808-09	0					County
3808-12	0					County
3808-13	0					County
3809-01	292					County
3809-02	107					County
3809-03	9					County
3809-05	0					County
3900-01	3,510	Glenn Height				County
3920-01	161					County
3920-02	2,113					County
3920-03	387					County
3920-04	0					County
3920-05	2					County
3920-06	2					County
3920-07	9					County
3920-08	0					County
3921-01	4,785					County
3921-02	1,437					County
3921-03	0					County
3922-01	93					County
3940-01	223					County
3940-02	2,601					County
3940-03	85					County
3940-04	0					County
3940-05	0					County
3940-06	0					County
3940-07	0					County
3940-08	8					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3940-09	0					County
3940-10	38					County
3940-11	37					County
3940-12	0					County
3940-13	0					County
3940-14	0					County
3940-16	0					County
3940-17	0					County
3940-34	0					County
3940-36	7					County
3940-37	3					County
3940-38	2					County
3950-01	2,631					County
3950-02	131					County
3950-03	0					County
3950-04	0					County
3950-05	0					County
3950-06	0					County
3951-01	3,640	Glenn Height				County
3952-01	290					County
3960-01	3,421			Garland		County
3960-02	324			Garland		County
3960-04	0			Garland		County
3960-05	8			Garland		County
3961-01	2,890			Garland		County
3961-02	0			Garland		County
3962-01	5,583			Garland		County
3963-01	2,526			Garland		County
3963-02	0			Garland		County
3963-03	34			Garland		County
3963-04	0			Garland		County
3963-05	5			Garland		County
3963-06	0			Garland		County
3963-07	2			Garland		County
3963-08	7			Garland		County
3964-01	2,490			Garland		County
3964-02	0			Garland		County
3965-01	3,502			Garland		County
3966-01	3,975			Garland		County
3967-01	1,603			Garland		County
3968-01	4,241			Garland		County
3969-01	2,935			Garland		County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
3969-02	0			Garland		County
3970-01	0			Garland		County
3970-02	3,611			Garland		County
3971-01	3,558			Garland		County
3980-01	4,065			Garland		County
3981-01	1,634			Garland		County
3982-01	3,844			Garland		County
3982-02	506			Garland		County
3982-03	405			Garland		County
3982-07	9			Garland		County
3982-08	383			Garland		County
3982-09	32			Garland		County
3983-01	2,222			Garland		County
3983-02	196			Garland		County
3984-01	1,530			Garland		County
4000-01	511					County
4000-02	23					County
4001-01	925					County
4001-02	60					County
4001-03	374					County
4002-01	1,067					County
4003-01	414					County
4003-02	0					County
4003-03	20					County
4004-01	1,252					County
4004-02	0					County
4004-03	661					County
4005-01	946					County
4006-01	1,324					County
4007-01	190					County
4008-01	748					County
4009-01	1,628					County
4010-01	1,424					County
4011-01	882					County
4012-01	102					County
4013-01	321					County
4014-01	1,988					County
4015-01	1,664					County
4016-01	1,641					County
4017-01	462					County
4018-01	1,261					County
4019-01	1,810					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
4019-02	847					County
4020-01	971					County
4020-02	221					County
4021-01	1,966					County
4021-02	209					County
4021-03	378					County
4022-01	1,615					County
4023-01	3					County
4024-01	2,499					County
4024-02	2					County
4025-01	403					County
4025-02	0					County
4026-01	47					County
4026-02	113					County
4027-01	389					County
4028-01	1,039					County
4028-02	131					County
4029-01	22					County
4030-01	25					County
4031-01	2,290					County
4031-02	130					County
4031-03	84					County
4031-04	141					County
4033-01	2,259					County
4033-02	0					County
4035-01	551					County
4035-02	428					County
4035-03	140					County
4035-04	55					County
4036-01	856					County
4036-02	37					County
4037-01	202					County
4038-01	2,166					County
4039-01	699					County
4040-01	826					County
4041-01	652					County
4043-01	1,346					County
4044-01	1,295					County
4046-01	1,416					County
4047-01	996					County
4048-01	11					County
4049-01	0					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
4049-02	0					County
4049-03	0					County
4050-01	4,411					County
4051-01	0					County
4051-02	0					County
4051-03	0					County
4052-01	4,632					County
4052-02	0					County
4052-03	0					County
4053-01	220					County
4053-02	0					County
4053-03	284					County
4053-04	0					County
4054-01	607					County
4055-01	1,369					County
4055-02	535					County
4055-03	893					County
4055-04	0					County
4056-01	2,760					County
4056-02	285					County
4057-01	1,817					County
4058-01	1,056					County
4059-01	476					County
4059-02	0					County
4059-03	0					County
4060-01	2,673					County
4060-02	0					County
4060-03	0					County
4060-04	0					County
4060-08	22					County
4060-09	30					County
4061-01	2,683					County
4062-01	2,074					County
4063-01	2,474					County
4063-02	669					County
4065-01	840					County
4065-02	0					County
4066-01	1,345					County
4067-01	2,206					County
4068-01	2,132					County
4069-01	3,227					County
4070-01	1,877					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
4071-01	401					County
4072-01	336					County
4073-01	1,565					County
4074-01	2,833					County
4075-01	1,558					County
4076-01	1,935					County
4076-02	1,151					County
4077-01	1,051					County
4078-01	1,990					County
4079-01	4,013					County
4080-01	725					County
4081-01	3,354					County
4081-02	250					County
4081-03	354					County
4081-04	0					County
4081-05	0					County
4082-01	2,598					County
4083-01	1,535					County
4084-01	712					County
4085-01	1,086					County
4086-01	116					County
4086-02	2					County
4086-03	3,306					County
4086-04	0					County
4086-05	0					County
4087-01	1,028					County
4087-02	2					County
4088-01	447					County
4090-01	115					County
4091-01	0					County
4091-02	0					County
4092-01	185					County
4093-01	54					County
4093-02	14					County
4094-01	397					County
4094-02	143					County
4095-01	56					County
4096-01	15					County
4097-01	1,034					County
4098-01	40					County
4099-01	1,383					County
40A2-01	0					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
40A3-01	0					County
4100-01	33					County
4101-01	180					County
4107-01	140					County
4108-01	66					County
4109-01	58					County
4110-01	1,022					County
4111-01	385					County
4112-01	147					County
4112-02	0					County
4113-01	2,371					County
4114-01	1,841					County
4115-01	367					County
4116-01	0					County
4116-02	42					County
4117-01	206					County
4118-01	0					County
4119-01	1					County
4120-01	724					County
4122-01	0					County
4125-01	0					County
4126-01	1,388					County
4126-02	221					County
4126-03	28					County
4127-01	527					County
4128-01	1,364					County
4129-01	1,411					County
4129-02	439					County
4130-01	1,797					County
4131-01	638					County
4131-02	1,034					County
4135-01	1,849					County
4141-01	142					County
4143-01	149					County
4145-01	0					County
4145-02	0					County
4147-01	58					County
4149-01	149					County
4152-01	2					County
4153-01	120					County
4157-01	286					County
4157-02	69					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
4161-01	1,067					County
4161-02	0					County
4161-03	0					County
4166-01	4					County
41A1-01	0					County
4300-01	1,594					County
4500-01	625					County
4500-02	2,074					County
4501-01	872					County
4501-02	1,634					County
4502-01	3,737					County
4503-01	5,910					County
4503-02	157					County
4504-01	1,461					County
4505-01	806					County
4505-02	1,133					County
4505-03	0					County
4505-04	29					County
4505-05	243					County
4506-01	1,494					County
4506-02	193					County
4507-01	924					County
4507-02	0					County
4507-03	324					County
4508-01	635					County
4508-02	55					County
4509-01	1,538					County
4509-02	174					County
4510-01	2,403					County
4511-01	1,073					County
4511-02	464					County
4511-03	593					County
4512-01	1,420					County
4513-01	1,783					County
4513-02	1,158					County
4513-03	34					County
4513-04	10					County
4514-01	1,489					County
4514-02	52					County
4515-01	2,391					County
4516-01	51					County
4516-02	0					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
4516-03	0					County
4517-01	3,073					County
4518-01	891					County
4518-02	1,290					County
4519-01	3,496					County
4519-02	0					County
4520-01	1,256					County
4521-01	1,459					County
4521-02	1,404					County
4521-03	1,198					County
4521-04	668					County
4521-05	0					County
4522-01	1,173					County
4522-02	3,416					County
4522-03	3					County
4523-01	736					County
4525-01	1,523					County
4527-01	1					County
4527-02	4					County
4527-03	876					County
4527-04	1,042					County
4527-05	0					County
4527-06	0					County
4528-01	0					County
4529-01	771					County
4530-01	399					County
4531-01	230					County
4531-02	249					County
4531-03	149					County
4532-01	254					County
4532-02	78					County
4533-01	1,195					County
4534-01	117					County
4535-01	982					County
4536-01	53					County
4537-01	5					County
4538-01	1,010					County
4539-01	0					County
4541-01	0					County
4542-01	0					County
4554-01	71					County
4555-01	51					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
4557-01	0					County
4558-01	0					County
4559-01	0					County
4600-01	1,926					County
4600-02	2					County
4600-03	528					County
4601-01	3,981					County
4602-01	2,118					County
4603-01	62					County
4604-01	3,189					County
4605-01	2,598					County
4606-01	1,905					County
4606-02	1,004					County
4607-01	1,956					County
4608-01	3,704					County
4608-02	115					County
4609-01	1,709					County
4609-02	140					County
4609-03	0					County
4609-04	0					County
4610-01	1,239					County
4610-02	919					County
4610-03	108					County
4610-04	0					County
4611-01	1,303					County
4611-02	494					County
4611-03	47					County
4612-01	329					County
4613-01	758					County
4613-02	93					County
4614-01	544					County
4615-01	180					County
4615-02	53					County
4616-01	1,408					County
4617-01	185					County
4618-01	529					County
4619-01	1,385					County
4620-01	1,511					County
4620-02	292					County
4621-01	3,256					County
4621-02	625					County
4621-03	0					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
4622-01	894					County
4622-02	1,113					County
4623-01	2,601					County
4624-01	1,733					County
4625-01	1,490					County
4625-02	514					County
4626-01	1,087					County
4626-02	1,738					County
4627-01	3,264					County
4627-02	1,413					County
4628-01	1,844					County
4628-02	173					County
4629-01	739					County
4629-02	454					County
4630-01	926					County
4630-02	564					County
4631-01	1,034					County
4631-02	139					County
4632-01	142					County
4632-02	1,384					County
4632-03	347					County
4632-04	0					County
4632-05	491					County
4632-06	0					County
4632-10	0					County
4633-01	1,078					County
4634-01	3,392					County
4634-02	939					County
4639-01	608					County
4640-01	2,451					County
4640-02	283					County
4641-01	577					County
4642-01	171					County
4644-01	0					County
4644-02	26					County
4644-03	0					County
4644-04	0					County
4644-05	0					County
4644-06	0					County
4646-01	593					County
4646-02	30					County
4646-03	0					County

Pct-Sub	Reg. Voters	City	City District	ISD	ISD District	Countywide
4646-04	0					County
4646-06	0					County
4648-01	2,199					County
4649-01	96					County
4651-01	90					County
4652-01	737					County
4652-02	91					County
4653-01	146					County
4654-01	782					County
4654-02	308					County
4654-03	203					County
4655-01	50					County
4656-01	154					County
4657-01	111					County
4658-01	105					County
4659-01	238					County
4660-01	40					County
4661-01	863					County
4661-02	199					County
4662-01	270					County
4662-02	62					County
4662-03	1					County
4663-01	0					County
4663-02	0					County
4664-01	849					County
4664-02	0					County
4664-03	594					County
4665-01	0					County
4667-01	0					County
4667-02	0					County
4673-01	0					County
4674-01	0					County
4675-01	147					County
4677-01	882					County
4677-02	0					County
4678-01	207					County



DALLAS COUNTY ELECTIONS DEPARTMENT
Attachment F - Participating Political Subdivisions
November 4, 2025 - Constitutional Amendment, Special & Joint Election

Line No.	Entity	Name	Contact Email	Fax	Mailing Address	City	Zip Code	Office Address
1	City of Duncanville	Chiquita Taylor	Chiquita.Taylor@duncanvilletx.gov	972-780-5077	203 E. Wheatland Rd.	Duncanville	75116	203 E. Wheatland Rd. Duncanville, TX 75116
2	City of Glenn Heights	Brandi Brown	Brandi.Brown@glennheightstx.gov		1938-C South Hampton Rd.	Glenn Heights	75154	1938-C South Hampton Rd. Glenn Heights, TX 75154
3	City of Farmers Branch	Erin Flores Stacy Henderson	Erin.Flores@farmersbranchtx.gov Stacy.Henderson@farmersbranchtx.gov	972-919-2514	13000 William Dodson Pkwy	Farmers Branch	75234	13000 William Dodson Pkwy Farmers Branch, TX 75234
4	City of Mesquite	Sonja Land	SLand@cityofmesquite.com		1515 N Galloway Ave	Mesquite	75149	1515 N Galloway Ave Mesquite, TX 75149
5	Garland ISD	Mechelle Hogan	MnHogan@garlandisd.net	972-485-4936	501 S. Jupiter Rd.	Garland	75042	501 S. Jupiter Rd. Garland, TX 75042
6	Richardson ISD	David Pate Wendy Evans	David.Pate@risd.org Wendy.Evans2@risd.org		400 S Greenville Ave.	Richardson	75081	400 S Greenville Ave. Richardson, TX 75081
7	Town of Sunnyvale	Rachel Ramsey	Rachel.Ramsey@townofsunnyvale.org		127 N. Collins Rd.	Sunnyvale	75182	127 N. Collins Rd. Sunnyvale, TX 75182