

Regular Meeting  
Tuesday, September 8, 2020 7:00 PM

Harleton Independent School District  
17000 S.H. 154  
Harleton, Texas 75651

## **Agenda**

1. Call to Order
2. Roll Call of Board Members
3. Pledge of Allegiance
4. Student of the Month Recognition
5. Open Forum
6. Consent Agenda
  - A. Approval of Board Minutes
  - B. Donations
  - C. Obligations and Vouchers
  - D. Financial Statement
7. Information Items
  - A. Superintendent's Report
    1. Current Enrollment
8. Action Items
  - A. Consider / Take Action on Adopting Policy Update 115 with the Deletion of DED (LOCAL) Policy
  - B. Closed Session
    1. Pursuant to Texas Government Code Sections 551.074 for the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee and 551.072 Deliberations about Real Property - A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if the deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
  - C. Personnel Issues, Including Resignations, Terminations, and Discipline of District Employees
  - D. Student Issues, Including Discipline, Safety, and Student Information
9. Board Input
10. Adjourn

Harleton ISD

Special Meeting: August 3, 2020

**Special Meeting of the Board of Trustees by videoconference or telephone**

Thank you for your commitment to Harleton Independent School District, and we wish you and your family safety and health during these difficult days.

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will be conducted by videoconference or telephone call. At least a quorum of the board will be participating by videoconference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Again, members of the public may access this meeting as follows:

Topic: Special Board Meeting

Time: Aug 3, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85197703336>

Meeting ID: 851 9770 3336

Passcode: TRiU65

An electronic copy of the agenda packet is available on our district website at [www.harletonisd.net](http://www.harletonisd.net)

Members Present: Pat Mc Gill  
Brian Degner  
Kevin Wright  
Harvey Fox  
Shaun Borden  
Brad Nixon  
Jacob Muehlstein

Members Absent: None.

The board meeting was called to order at 7:00 PM by Jay Ratcliff with a roll call of members. Pledge and Invocation was led by Jay Ratcliff.

Open Forum was offered, but no one notified the Superintendent, as per the On-line Meeting Notification, to speak on any topic.

Motion by Brad Nixon and second by Harvey Fox to approve the Interlocal Agreement with the Region 4 Purchasing Cooperative for Operation Connectivity through TEA. Voting for: Kevin Wright, Brian Degner, Pat Mc Gill, Jacob Muehlstein and Shaun Borden. Voting against: None. Motion carried.

Motion by Brian Degner and second by Shaun Borden to approve Authorizing Purchase of Technological Devices for an Amount that Requires Prior Board Approval, as per CH (LOCAL) Board Policy. Voting for: Brad Nixon, Harvey Fox, Pat Mc Gill, Jacob Muehlstein and Kevin Wright. Voting against: None. Motion carried.

Closed Session was not held.

Motion by Brian Degner and second by Brad Nxion to adjourn meeting at 7:26 PM. Voting for: Harvey Fox, Pat Mc Gill, Shaun Borden, Jacob Muelstein and Kevin Wright. Voting against: None. Motion carried.

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Pat Mc Gill, President

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Brad Nixon, Secretary

Harleton ISD

Regular Meeting: August 4, 2020

Members Present: Pat Mc Gill  
Shaun Borden  
Kevin Wright  
Harvey Fox  
Brad Nixon  
Brian Degner  
Jacob Muehlstein

Members Absent: None.

The board meeting was called to order at 7:00 PM by Pat Mc Gill with a roll call of members. Pledge was led by Jay Ratcliff.

Open Forum was offered, but no one signed up to speak on any topic.

#### Discussion Items

- Conduct 2020-2021 Budget Workshop
- Certified Tax Appraisal
- Budgeted Tax Collections Worksheet
- Summary of Finance Template
- 2020-2021 Budget Notice
- Proposed Budget Comparison Documents
- Student Handbooks for Elementary, Junior High and High School

Motion by Jacob Muehlstein and second by Shaun Borden to approve Property and Casualty Renewal for 2020-2021 as presented. Voting for: Pat Mc Gill, Harvey Fox, Brian Degner, Kevin Wright and Brad Nixon. Voting against: None. Motion carried.

Motion by Harvey Fox and second by Brad Nixon to approve the 2020-2021 Allotment and TEKS Certification as presented. Voting for: Kevin Wright, Brian Degner, Jacob Muehlstein, Shaun Borden and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Shaun Borden and second by Jacob Muehlstein to approve the Fiscal Audit Contract Ending August 31, 2020. Voting for: Harvey Fox, Brian Degner, Kevin Wright, Pat Mc Gill and Brad Nixon. Voting against: None. Motion carried.

Motion by Brad Nixon and second by Kevin Wright to approve setting August 25, 2020 for the Public Hearing Concerning 2020-2021 Budget and Tax Rate. Voting for: Brian Degner, Jacob Muehlstein, Harvey Fox, Shaun Borden and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Jacob Muehlstein and second by Brian Degner to approve the 2020-2021 Auxillary Pay Scale. Voting for: Harvey Fox, Brad Nixon, Kevin Wright, Shaun Borden and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Brian Degner and second by Shaun Borden to approve the 2020-2021 Harleton ISD Stipend Scale. Voting for: Brad Nixon, Harvey Fox, Jacob Muehlstein, Kevin Wright and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Brad Nixon and second by Harvey Fox to approve Harleton ISD Code of Conduct for the Elementary, Junior High and High School. Voting for: Brian Degner, Jacob Muehlstein, Pat Mc Gill, Shaun Borden and Kevin Wright. Voting against: None. Motion carried.

The board did not convene into Closed Session.

Resignations were accepted from Candace Borden and Misti Jahr.

Motion by Shaun Borden and second by Brad Nixon to adjourn meeting at 7:53 PM. Voting for: Brian Degner, Jacob Muehlstein, Harvey Fox, Pat Mc Gill and Kevin Wright. Voting against: None. Motion carried.

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Pat Mc Gill, President

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Brad Nixon, Secretary

Harleton ISD

Regular Meeting: August 11, 2020

Members Present: Pat Mc Gill  
Shaun Borden  
Kevin Wright  
Harvey Fox  
Brad Nixon  
Jacob Muehlstein  
Brian Degner

Members Absent: None

The board meeting was called to order at 7:01 PM by Pat Mc Gill with a roll call of members. Pledge and Invocation was led by Jay Ratcliff.

Open Forum was offered, but no one signed up to speak on any topic

The consent agenda was approved by general consent which consisted of:

- Approval of July 14, 2020 board minutes
- Obligations and Vouchers
- Financial Statement

Information Items:

- Discussion of Update 115
- Updated/Corrected Gans & Smith Insurance Agency Inc. Proposal
- FIRST 2019-2020 Ratings Based On School Year 2018-2019 DATA- District Status Detail
- Enrollment as of August 10, 2020
- Transfers 2020-2021 List for Campuses

Motion by Jacob Muehlstein and second by Shaun Borden to approve the Harleton ISD board to officially call for a School Board Election on November 3, 2020 for Places 1, 2, 5, & 6. Voting for: Pat Mc Gill, Harvey Fox, Brian Degner, Kevin Wright and Brad Nixon. Voting against: None. Motion carried.

Motion by Brad Nixon and second by Harvey Fox to approve the Harleton ISD Teacher Appraisal Calendar for 2020-2021. Voting for: Brian Degner, Pat Mc Gill, Kevin Wright, Shaun Borden and Jacob Muehlstein. Voting against: None. Motion carried.

The board convened into closed session at 7:21 PM and reconvened at 8:08 PM.

Motion by Harvey Fox and second by Shaun Borden to adjourn meeting at 8:09 PM. Voting for: Jacob Muehlstein, Brad Nixon, Brian Degner, Pat Mc Gill and Kevin Wright. Voting against: None. Motion carried.

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Pat Mc Gill, President

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Brad Nixon, Secretary

Harleton ISD

Special Meeting: August 15, 2020

**NOTICE of Special Meeting of the Board of Trustees by videoconference or telephone**

Thank you for your commitment to Harleton Independent School District, and we wish you and your family safety and health during these difficult days.

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will be conducted by videoconference or telephone call. At least a quorum of the board will be participating by videoconference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Again, members of the public may access this meeting as follows:

Topic: Special Board Meeting

Time: Aug 15, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84164272561>

Meeting ID: 841 6427 2561

Passcode: un42kw

An electronic copy of the agenda packet is available on our district website at

[www.harletonisd.net](http://www.harletonisd.net) .

Members Present: Pat Mc Gill  
Brian Degner  
Kevin Wright  
Harvey Fox  
Brad Nixon  
Jacob Muehlstein

Members Absent: Shaun Borden.

The board meeting was called to order at 7:03 PM by Jay Ratcliff with a roll call of members. Pledge and Invocation was led by Jay Ratcliff.

Open Forum was not held.

Motion by Jacob Muehlstein and second by Kevin Wright to approve the Quote for the Construction of the Softball Field House Building and Concrete Slab. Voting for: Pat Mc Gill, Brian Degner, Brad Nixon and Harvey Fox. Voting against: None. Motion carried.

Closed Session was not held.

Motion by Brad Nixon and second by Brian Degner to adjourn meeting at 7:13 PM. Voting for: Harvey Fox, Pat Mc Gill, Jacob Muelstein and Kevin Wright. Voting against: None. Motion carried.

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Pat Mc Gill, President

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Brad Nixon, Secretary

Harleton ISD

Public Hearing: August 25, 2020

Members Present: Brad Nixon  
Brian Degner  
Kevin Wright  
Harvey Fox  
Pat Mc Gill

Members Absent: Jacob Muehlstein, Shaun Borden

The public hearing meeting was called to order at 7:00 PM to discuss the proposed budget for 2020-2021. The public hearing adjourned at 7:02 PM.

The regular meeting was called to order at 7:02 PM with a roll call of members. Invocation and the pledge of allegiance was led by Jay Ratcliff.

Open Forum was not held.

Information Items:

- 2020-2021 Employee Handbook

Motion by Brian Degner and second by Kevin Wright to approve Fund 199 budget for 2020-2021 as presented by administration. Voting for: Pat Mc Gill, Brad Nixon, and Harvey Fox. Voting against: None. Motion carried.

Motion by Harvey Fox and second by Brad Nixon to approve Fund 599 budget for 2020-2021 as presented by administration. Voting for: Brian Degner, Kevin Wright and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Brad Nixon and second by Kevin Wright to approve Fund 240 budget for 2020-2021 as presented by administration. Voting for: Brian Degner, Harvey Fox and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Brian Degner and second by Kevin Wright to approve setting a tax rate of \$1.134700 per \$100 appraised valuation for the 2020-2021 fiscal year. Voting for: Brad Nixon and Harvey Fox. Voting against: Pat Mc Gill. Motion carried.

Motion by Harvey Fox and second by Brad Nixon to approve the Budget Amendments to the 2019-2020 budget as presented by administration. Voting for: Brian Degner, Pat Mc Gill and Kevin Wright. Voting against: None. Motion carried.

Motion by Brad Nixon and second by Kevin Wright to approve TASB Unemployment Renewal for 2020-2021. Voting for: Brian Degner, Pat Mc Gill and Harvey Fox. Voting against: None. Motion carried.

Motion by Harvey Fox and second by Brian Degner to approve Harleton ISD Board to Officially Cancel School Board Election on November 3, 2020 for Places 1, 2, 5, & 6. Voting for: Pat Mc Gill, Kevin Wright and Brad Nixon. Voting against: None. Motion carried.

Convene in Closed Session –President Pat Mc Gill declared the meeting in closed session at 7:19 p.m. Pursuant to Texas Government Code Sections 551.074 for the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer, employee, or to hear complaints or charges against a public officer or employee, 551.076 discussion of security matters.

Reconvene in Open Session –President Pat Mc Gill declared the meeting in open session at 7:23 p.m.

Motion by Harvey Fox and second by Kevin Wright to adjourn meeting at 7:23 PM. Voting for: Brad Nixon, Brian Degner and Pat Mc Gill. Voting against: None. Motion carried.

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Pat Mc Gill, President

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Brad Nixon, Secretary



Upshur Rural Electric Cooperative  
 1200 West Tyler Street  
 PO Box 70  
 Gilmer, TX 75644-2017

PLEASE DETACH AND RETAIN

No. 84479

Date: 08/19/2020

DATE	INVOICE	DESCRIPTION	GROSS	NET
08/11/2020	20200814101107	SCHOOL SUPPLIES	12,500.00	12,500.00
Totals:			12,500.00	12,500.00

Donation

THIS CHECK IS VOID WITHOUT A COLORED BACKGROUND AND WATERMARK/LINES ON THE BACK - HOLD AT ANGLE TO VIEW



Upshur Rural Electric Cooperative  
 1200 West Tyler Street  
 PO Box 70  
 Gilmer, TX 75644-2017

No. 84479

88-561/1119

Gilmer National Bank  
 P.O. Box 460  
 Gilmer, TX 75644

TWELVE THOUSAND FIVE HUNDRED AND NO / 100\*\*\*\*\*

PAY TO THE ORDER OF  
 HARLETON ISD  
 PO BOX 5101  
 HARLETON TX 75651

DATE	CHECK NO.	AMOUNT
08/19/2020	84479	\$****12,500.00

*Damon Means*

*Robert A. Walker*

SIGNATURE HAS A COLORED BACKGROUND - BORDER CONTAINS MICROPRINTING

⑈84479⑈ ⑆111905612⑆ 6221858⑈

JOSEPH STROMAN

RAYMOND JAMES®

588

01/27/20

DATE

25-80/440  
BRANCH 100

PAY TO THE  
ORDER OF

Starleten Baseball team

\$7,000.<sup>00</sup>

Seven thousand dollars

DOLLARS



Security Features  
Included.  
Details on Back.

UMB Bank, N.A.  
Kansas City, MO

Expense Code:  
For Check Verification, Call 1-800-759-9797

FOR

Donation

*[Signature]*

⑆044000804⑆ 4790 20 20 70 1 2 0588

Donation

Team PJ United

HAHIB

HARLETON HIGH SCHOOL BASEBALL

0000000000486202

8/13/2020

0000037178

REFERENCE	INVOICE NUMBER	INV DATE	INVOICE AMOUNT	ADJUSTMENT	DISCOUNT	WRITE OFF	NET AMOUNT PAID
	ATHLETICS	8/6/2020	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
			\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00

Team PJ United  
2300 Resource Drive  
Birmingham, AL 35242-2996

REGIONS  
Birmingham, AL  
06-20-0/0019

0000037178

DATE	8/13/2020
AMOUNT	***1,000.00

PAY ONLY 1,000.00 CENTS

Check is valid for 90 Days.

PAY One Thousand Dollars and 00 Cents

TO THE ORDER OF HARLETON HIGH SCHOOL BASEBALL  
17240 TX-154  
HARLETON TX 75651

\*\* COPY \*\*

Team PJ United

HAHIB

HARLETON HIGH SCHOOL BASEBALL

0000000000486202

8/13/2020

0000037178

REFERENCE	INVOICE NUMBER	INV DATE	INVOICE AMOUNT	ADJUSTMENT	DISCOUNT	WRITE OFF	NET AMOUNT PAID
	ATHLETICS	8/6/2020	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
			\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00

THIS CHECK IS VOID WITHOUT A BLUE & RED BACKGROUND AND A WATERMARK - HOLD UP TO THE LIGHT TO VERIFY

Team PJ United  
2300 Resource Drive  
Birmingham, AL 35242-2996

REGIONS  
Birmingham, AL  
06-20-0/0019

0000037178

DATE	8/13/2020
AMOUNT	***1,000.00

PAY ONLY 1,000.00 CENTS

Check is valid for 90 Days.

PAY One Thousand Dollars and 00 Cents

TO THE ORDER OF HARLETON HIGH SCHOOL BASEBALL  
17240 TX-154  
HARLETON TX 75651

*HS*  
Donation to Football  
*Brad Leonard*

CHECK IS PRINTED ON SECURITY PAPER WHICH INCLUDES A MICROPRINT BORDER & FLUORESCENT FIBERS

⑈037178⑈ ⑆062000019⑆ 194671214⑈

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

MARSHALL SUBWAYS LLC  
STORE #19386  
1209 E. GRAND AVE.  
MARSHALL, TX 75670

BancorpSouth Bank  
88-105/1119

3589

8-14-20

Y TO THE  
DER OF

MARLETON I.S.D. (Ath. Dept.)

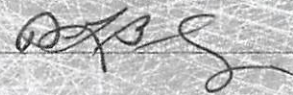
\$ 500.<sup>00</sup>

FIVE HUNDRED DOLLARS & <sup>00</sup>/<sub>100</sub>

DOLLARS

PROTECTED AGAINST FRAUD

Ath. Sponsorship  
Attn: Coach Little



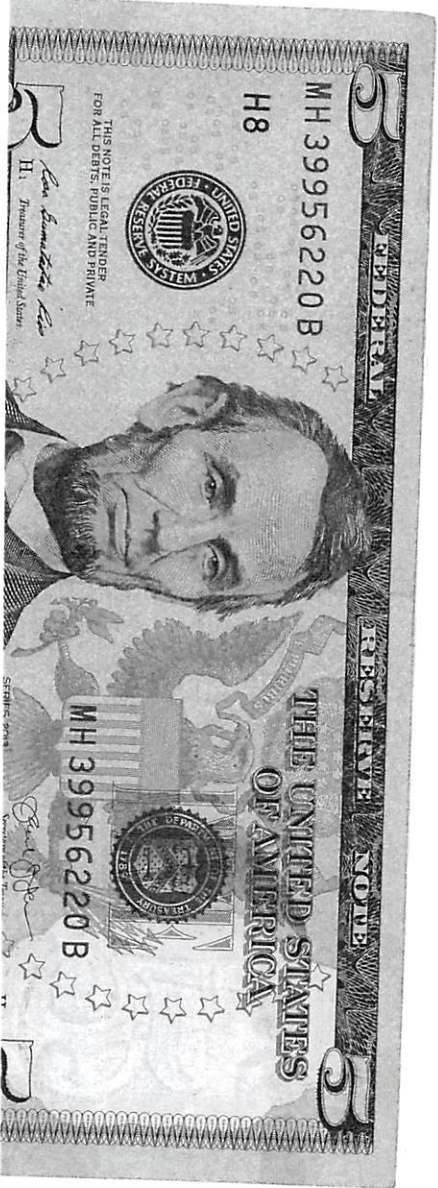
⑈003589⑈ ⑆111901056⑆ ⑈6400232804⑈

Details on Back  
Intuit® CheckLock™ Secure Check

Donation to

Wildcat HS Football

RECEIVED  
AUG 19 2020  
BY: *CS*



Donation from

Laxton family

to Elem Ft

for back packs

RECEIVED  
AUG 12 2020

BY: .....

RECEIVED  
AUG 10 2020  
BY: [Signature]

Donation

⑈ 336773⑈ ⑆ 11191103⑆ ⑈ 9200500⑈

**CASHIER'S CHECK**  
For Softball

Two hundred fifty dollars and zero cents

Payee

HARLETON WILDCAT FUND

Remitter

FIRST NATIONAL BANK OF HUGHES SPRINGS

OF HUGHES SPRINGS  
MAIN OFFICE: P.O. Box 188 • Hughes Springs, TX 75656  
903/639-2521 • FAX 903/639-2836



\*250.00\*

[Signature]

2 SIGNATURES REQUIRED OVER \$5,000.00

9/5/2019

NOTICE TO CUSTOMER:  
REQUESTS FOR REPLACEMENT OF A LOST OR  
STOLEN OFFICIAL BANK CHECK WILL REQUIRE A  
90 DAY WAITING PERIOD FROM THE DATE OF  
ISSUE AND A WRITTEN DECLARATION OF LOSS TO  
BE COMPLETED BY THE REMITTER OR PAYEE.

336773

THIS DOCUMENT HAS A MICRO-PRINT SIGNATURE LINE, WATERMARK AND A THERMOCHROMIC ICON; ABSENCE OF THESE FEATURES WILL INDICATE A COPY

For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
001645	08-10-2020	Brinley Gott	000022	SHREINER	829-61-6499.00-999-099000	ETEX SCHOLARSHIP	1,000.00	N
001646	08-13-2020	Marlie Demoney	000023	SFA	829-61-6499.00-999-099000	NHS & CNC SCHOLARSHIP	300.00	N
001672	08-04-2020	Southside Bank	000024	233805	599-71-6521.01-999-099000	BOND INTEREST	10,570.05	N
009631	08-06-2020	Alphabroder	002276	ab567903	865-00-2190.HS-001-0000HK	Elem Staff TShirts	175.60	N
009632	08-06-2020	Chelsea Allen	002328	243	865-00-2190.JH-041-0000J3	JH cheer shirts	300.00	N
009633	08-06-2020	Christi Siler	002325	11334718993439	865-00-2190.JH-041-0000J3	JH cheer sound system	199.00	N
009634	08-07-2020	Dancewear Solutions	002150	211004145	865-00-2190.HS-001-0000HJ	Majorette Supplies	486.39	N
009635	08-07-2020	Happy Feet Boots	002068	28334	865-00-2190.HS-001-0000HJ	Majorette Boots	327.25	N
009636	08-07-2020	Kim Winsted	002284	Dollar Tree Sam	865-00-2190.JH-041-0000J1	Back to School (Teacher)	219.48	N
009637	08-07-2020	Velocity Athletics	001849	v482-3	865-00-2190.HS-001-0000HA	Cross Country	665.00	N
009638	08-07-2020	Reverence Dance Apparel	002153	14612	865-00-2190.HS-001-0000HJ	Majorette Supplies	62.00	N
009639	08-07-2020	Misty Morris	002324	refund	865-00-2190.JH-041-0000J3	Refund JH Cheer	82.29	N
009640	08-13-2020	Katelynn Smith	002365	08132020	865-00-2190.HS-001-0000HB	old uniforms	20.00	N
009641	08-14-2020	Chelsea Allen	002372	249	865-00-2190.HS-001-0000HJ	Majorette Supplies	175.00	N
009642	08-14-2020	Alphabroder	002359	AB846383	865-00-2190.HS-001-0000HK	HS & JH Stronger Together	458.45	N
			002361	ab854104	865-00-2190.HS-001-0000HK	Work Wins for Athletics	408.84	N
						<b>Totals for Check 009642</b>	<b>867.29</b>	
009643	08-17-2020	EPI	002373	b002616206	865-00-2190.EL-101-0000E1	Elem School packs	1,400.86	N
009644	08-18-2020	Varsity Spirit Fashion	002314	10003946	865-00-2190.HS-001-0000HB	HS cheer shoes	1,092.50	N
009645	08-18-2020	2 the Point Tees & More	002375	333 334	865-00-2190.JH-041-0000J2	JH Girls Athletics	355.73	N
009646	08-19-2020	Classic Stitch	002317	4770 4875	865-00-2190.JH-041-0000J3	JH shirts	559.43	N
009647	08-19-2020	Harleton Isd Other	002393	08192020	865-00-2190.CO-750-0000C2	Cans for College Scholarships	1,250.00	N
			001908	08192020	865-00-2190.HS-001-0000HP	Checks for Local Scholarships	400.00	N
						<b>Totals for Check 009647</b>	<b>1,650.00</b>	
009648	08-19-2020	Shonda Irvine	002334	69906	865-00-2190.JH-041-0000J3	JH cheerleaders	56.00	N
009649	08-20-2020	Gandy Ink	002370	4 invoices	865-00-2190.HS-001-0000HB	Face masks	625.00	N
			002381	685235	865-00-2190.HS-001-0000HB	Spirit shirts-HS Cheer	1,035.00	N
						<b>Totals for Check 009649</b>	<b>1,660.00</b>	
009650	08-24-2020	Stitches n Stones	002403	0004	865-00-2190.HS-001-0000HJ	Majorette Supplies	30.00	N
009651	08-25-2020	Alphabroder	002411	ac297192	865-00-2190.HS-001-0000HK	Cannon T-Shirts / Misc. Supply	729.21	N
009652	08-25-2020	Paw Prints	002412	222019	865-00-2190.HS-001-0000HG	football tshirts	600.00	N
009653	08-26-2020	Varsity Spirit Fashion	001887	10003936	865-00-2190.JH-041-0000J3	Jh Cheer uniforms/camp clothes	99.50	N
009654	08-26-2020	Gandy Ink	002415	685226	865-00-2190.HS-001-0000HB	HS Cheerleaders fundraiser	750.42	N
009655	08-31-2020	Varsity Spirit Fashion	001887	1 inv 1 credit	865-00-2190.JH-041-0000J3	Jh Cheer uniforms/camp clothes	4,995.01	N

For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
071820	08-06-2020	A & H Worldwide	002241	149436	266-51-6319.00-999-099000	Covid Supplies	2,655.00	N
071821	08-06-2020	Accelerate Learning	002221	47410	410-11-6399.00-001-011000	Science Curriculum-HS	1,214.30	N
071822	08-06-2020	Alpha Fire Safety	002269	15157 15158	199-51-6249.02-999-099000	Annual Fire Inspection	684.00	N
			002269	15157 15158	199-51-6319.00-999-099000	Annual Fire Inspection	421.95	N
<b>Totals for Check 071822</b>							<b>1,105.95</b>	
071823	08-06-2020	Antoine Lakael Morrow	002268	07202020	199-11-6219.00-001-0110BD	sectional instruction	200.00	N
			002172	07202020	199-11-6219.00-041-0110BD	low brass instruction	160.00	N
<b>Totals for Check 071823</b>							<b>360.00</b>	
071824	08-06-2020	JP Gould Baxter - Longvie	002298	314246	199-51-6319.01-999-099000	Janitorial Supplies	102.97	N
071825	08-06-2020	Cdw Goverment, Inc	002255	zpf7471	199-11-6399.12-041-011000	MimioPads for JH Math Teachers	364.60	N
			002255	zpf7471	199-11-6649.03-041-011000	MimioPads for JH Math Teachers	796.46	N
			002185	znn9839	240-35-6319.00-999-099000	Battery Backup Replacements	338.36	N
<b>Totals for Check 071825</b>							<b>1,499.42</b>	
071826	08-06-2020	Chelsea Allen	002297	240	199-41-6499.01-750-099000	Shirts for New Teachers	160.00	N
071827	08-06-2020	Chem-serv	002271	123540	199-51-6319.01-999-099000	Janitorial Supplies	609.30	N
071828	08-06-2020	Chick-fil-a	002286	7862304	199-41-6499.01-750-099000	District meal	1,044.54	N
071829	08-06-2020	Cici's Pizza	002310	600163	199-36-6412.01-001-091000	Baseball meals March 12	126.00	N
071830	08-06-2020	Coburns	002198	113416715	199-51-6639.01-999-099000	HVAC Units	7,404.00	N
071831	08-06-2020	Complete Supply Inc.	002044	234514	199-34-6319.00-999-099000	transportation order	750.00	N
			002211	3invoices	199-51-6319.01-999-099000	Janitorial Supplies	1,075.43	N
			002248	238119	199-51-6649.00-999-099000	Janitorial equipment	2,858.60	N
<b>Totals for Check 071831</b>							<b>4,684.03</b>	
071832	08-07-2020	Datamax	000693	1628863	199-11-6269.00-001-011000	Monthly Copier rental	60.07	N
			000761	LG00392013	199-11-6269.00-041-011000	Monthly Copier rental	286.22	N
			000693	1628863	199-11-6269.00-101-011000	Monthly Copier rental	26.48	N
			000693	1628863	199-41-6269.00-750-099000	Monthly Copier rental	44.70	N
<b>Totals for Check 071832</b>							<b>417.47</b>	
071833	08-07-2020	Dealers Electric	002253	725648	199-51-6319.00-999-099000	Maintenance supplies- Elem	230.00	N
071834	08-07-2020	E Texas Filter Service Of L	000574	4 invoices	199-51-6249.00-001-099000	Filter Service	350.00	N
			000574	4 invoices	199-51-6249.00-041-099000	Filter Service	92.00	N
			000574	4 invoices	199-51-6249.00-101-099000	Filter Service	232.75	N
<b>Totals for Check 071834</b>							<b>674.75</b>	
071835	08-07-2020	Eagle Auto Glass	002279	3 invoices	199-34-6249.00-999-099000	Bus 2, 6 and 9	680.00	N
			002279	3 invoices	199-34-6319.00-999-099000	Bus 2, 6 and 9	480.00	N
<b>Totals for Check 071835</b>							<b>1,160.00</b>	
071836	08-07-2020	Enviromental Solvent Rec	002278	18801	199-34-6299.00-999-099000	Parts Cleaner	100.00	N
071837	08-07-2020	Envirotek Cleaning	002254	5393	199-34-6319.00-999-099000	transportation supplies	85.00	N
071838	08-07-2020	Ernest James Thomas	002267	07202020	199-11-6219.00-001-0110BD	sectional instruction	400.00	N

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Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
071839	08-07-2020	Follett Library Resources	002035	710207 -a -f	199-12-6329.02-999-099000	library books HS	1,542.65	N
			002036	710204 -a-f	199-12-6329.02-999-099000	library books elem/jh	4,494.68	N
<b>Totals for Check 071839</b>							<b>6,037.33</b>	
071840	08-07-2020	Gecko Pest Control LLC	000313	68936	199-51-6249.04-999-099000	PEST CONTROL AUG 2020	292.41	N
			000313	68936	240-51-6249.01-999-099000	PEST CONTROL AUG 2020	87.59	N
<b>Totals for Check 071840</b>							<b>380.00</b>	
071841	08-07-2020	Gopher	002057	5102856	199-11-6399.08-041-011000	PE equipment	345.15	N
071842	08-07-2020	Gwendolyn N Wright	002313	08022020	199-11-6411.00-001-021000	Travel Reimbursement	366.24	N
071843	08-07-2020	HOLLOWAY CARPET	002264	8507	199-51-6249.01-101-099000	Carpet District wide	3,685.00	N
071844	08-07-2020	Home Depot Credit Servic	000712	w862648615	199-51-6319.00-999-099000	Monthly Maint. Supplies	1,190.16	N
071845	08-07-2020	Jennifer Nicole Dale	002170	07062020	199-11-6649.00-001-0110BD	purchased used instruments	50.00	N
071846	08-07-2020	Jett Business Systems Inc	002274	111361	199-23-6399.00-001-099000	ID badge supplies	1,652.25	N
071847	08-07-2020	Jw Pepper & Son, Inc	002304	352708454	199-11-6399.01-041-0110BD	Pep tunes	50.00	N
071848	08-07-2020	Kane Security Company	000145	305746	199-51-6249.00-001-099000	Fire Alarm Monitoring Aug 2020	30.00	N
			002270	305764	199-51-6249.00-001-099000	Fire Alarm System Maintenance	859.48	N
<b>Totals for Check 071848</b>							<b>889.48</b>	
071849	08-07-2020	Kevin Jones	002326	001032	199-34-6299.01-999-099000	DOT Physical- reimbursement	60.00	N
071850	08-07-2020	Kyle Croley	002332	07202020	199-11-6219.00-001-0110BD	low brass instruction and camp	300.00	N
071851	08-07-2020	Lowe's Home Centers Inc	000372	07252020	199-51-6319.00-999-099000	Monthly Supply Maint/Trans	3,264.80	N
			000372	07252020	266-51-6319.00-999-099000	covid 19 supplies	1,310.08	N
<b>Totals for Check 071851</b>							<b>4,574.88</b>	
071852	08-07-2020	Made-rite Company	002190	2 invoices	199-41-6419.00-702-099000	drinks co	254.00	N
071853	08-07-2020	Marshall Welding Supply I	000448	743642	199-11-6269.01-001-011000	Monthly rental fee	9.50	N
			002315	744525	199-11-6299.00-001-011000	Helium	250.00	N
			000448	743642	199-11-6399.03-001-022000	Monthly rental fee	38.00	N
			000448	743642	199-36-6499.00-101-0990EL	Monthly rental fee	4.75	N
			000448	743642	199-51-6319.00-999-099000	Monthly rental fee	23.75	N
<b>Totals for Check 071853</b>							<b>326.00</b>	
071854	08-07-2020	MEALS AND MORE	002282	08032020	199-41-6499.01-750-099000	District Breakfast	840.00	N
071855	08-07-2020	Tasb	002296	581280	199-41-6211.00-701-099000	Jay Ratcliff	60.00	N
071856	08-10-2020	Harleton Hardware	000367	42549	199-51-6319.00-999-099000	Monthly Maint. Supplies	1,085.42	N
071857	08-10-2020	North Texas Tollway	002303	882120tx	199-34-6499.00-999-099000	882120TX	5.91	N
071858	08-10-2020	Oriental Trading	002281	70440816301	199-13-6399.00-999-099000	New teacher bags	88.26	N
071859	08-10-2020	Pake Cox	002273	54496	199-11-6411.01-001-022000	Reimbursement VATAT Membership	300.00	N
071860	08-10-2020	Pamela Wright	002292	07302020	240-35-6299.00-999-099000	lunch Money refund	44.25	N
071861	08-10-2020	Quill	002027	4 invoices	199-11-6399.02-101-0110AR	EI Office & classroom supplies	1,102.00	N
			002039	2 invoices	199-11-6399.03-041-011000	Bulletin Board Paper	347.75	N
			002070	2 inv 1 credit	199-11-6649.01-041-011000	Teacher Chair	22.13	N
			002070	2 inv 1 credit	199-23-6399.00-041-099000	Teacher Chair	48.56	N

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			002027	4 invoices	199-23-6399.00-101-099000	EI Office & classroom supplies	82.27	N
			002208	4invoices	199-41-6499.01-750-099000	Covid Supplies	1,073.27	N
			002238	8722091	266-51-6319.00-999-099000	Covid Supplies	449.95	N
						<b>Totals for Check 071861</b>	<b>3,125.93</b>	
071862	08-10-2020	Renay Stringfellow	002330	024906	199-51-6411.00-999-099000	reimbursement breakfast	79.38	N
071863	08-10-2020	Richard Hardy	002301	08032020	199-34-6299.01-999-099000	DOT Physical- reimbursement	75.00	N
071864	08-10-2020	Robert's A/C & Electrical,	002199	25678	199-51-6249.00-101-099000	HVAC installation	1,455.33	N
071865	08-10-2020	Shane Wright	002287	x6865	266-51-6319.00-999-099000	Teacher Appreciation	126.90	N
071866	08-10-2020	Sherry Poteet	002259	07202020	199-36-6219.00-001-0990BD	majorette judging fee	100.00	N
071867	08-10-2020	Shred-It	002214	8180166446	199-41-6299.00-750-099000	District Document Shredding	371.91	N
071868	08-10-2020	Spectrum	002275	2020382-in	199-36-6249.01-001-091000	preseason football scoreboard	490.00	N
071869	08-10-2020	Susan Handorf	002260	07202020	199-36-6219.00-001-0990BD	majorette judging fee	200.00	N
071870	08-10-2020	Tasbo	002319	341691	199-53-6499.00-750-099000	Coding ACT106 Zoom Class	175.00	N
071871	08-10-2020	Terrence Lloyd	002266	07202020	199-11-6219.00-001-0110BD	sectional instruction	200.00	N
071872	08-10-2020	Unifirst Holdings, Inc	001533	8261107044	199-34-6319.01-999-099000	Monthly Uniform rental fee	40.04	N
			001533	8261107044	199-51-6319.03-999-099000	Monthly Uniform rental fee	320.16	N
						<b>Totals for Check 071872</b>	<b>360.20</b>	
071873	08-10-2020	Dana Nicole Cooner	002331	07202020	199-36-6219.00-001-0990BD	majorette instruction	75.00	N
071874	08-10-2020	Republic Services #070	000344	0070002942084	199-51-6259.05-999-099000	Monthly Trash Svc 2019-2020	1,561.14	N
071875	08-10-2020	Scholastic Classroom Mag	001939	m6949889	199-11-6399.00-041-011000	JH ELA supplies	274.73	N
071876	08-10-2020	School Specialty	002143	208125334705	199-11-6399.06-101-011000	2nd grade supplies	99.37	N
071877	08-10-2020	Sherwin Williams Co	002236	35867 53613	199-51-6319.00-999-099000	paint	246.54	N
071878	08-10-2020	Texas Comptroller of Publi	000015	083120	199-71-6519.00-999-099000	SECO loan principal	7,699.09	N
			000015	083120	199-71-6529.00-999-099000	SECO loan principal	67.65	N
						<b>Totals for Check 071878</b>	<b>7,766.74</b>	
071879	08-10-2020	Waterboy Sports	002283	44024	199-36-6399.00-001-091000	replacement parts	354.50	N
071880	08-10-2020	WINFIELD SOLUTIONS	002229	63971683	199-36-6399.08-999-091000	Fertilizer	252.00	N
071881	08-11-2020	4imprint, Inc.	002223	8409299	199-41-6499.01-750-099000	District Shirts	2,497.67	N
071882	08-11-2020	Bsn	002186	909559248	199-36-6412.04-001-091000	Masks	2,088.45	N
071883	08-11-2020	Cdw Government, Inc	002188	zpm9855	199-11-6649.03-101-011000	Battery Backup For Elem Office	454.89	N
071884	08-11-2020	Crystal Newman	002321	500773	199-36-6499.00-001-0990HS	Reimbursement	76.48	N
071885	08-11-2020	David Chandler Barnette	002337	08102020	199-52-6219.00-999-099000	SRO 08102020	150.00	N
071886	08-11-2020	Ide Mia	002329	Tiffany Newman	199-41-6299.00-750-099000	Fingerprinting-Sub	48.25	N
071887	08-11-2020	Jason's Deli	002322	9232	199-36-6499.00-001-0990HS	Staff Incentive	182.57	N
071888	08-11-2020	Region 7 ESC	002012	081030	199-34-6219.00-999-099000	8 hour Bus Driver Cert	60.00	N

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071889	08-11-2020	Tassp	002307	53656	199-23-6499.00-041-099000	Membership Renewal	255.00	N
071890	08-11-2020	Carrot Top	002291	47216400	199-23-6399.00-041-099000	Flags for JH campus	184.22	N
071891	08-11-2020	Daily Electric Motors, Inc	002345	1001376	199-51-6319.00-999-099000	Maintenance supplies	1,056.05	N
071892	08-11-2020	David Chandler Barnette	002342	08112020	199-52-6219.00-999-099000	SRO 08112020	240.00	N
071893	08-11-2020	Decker Equipment	002344	354339a	199-34-6319.00-999-099000	transportation supplies	334.35	N
071894	08-11-2020	East Texas Septic Tank &	002338	25399	199-51-6259.06-999-099000	pump septic and grease traps	3,700.00	N
071895	08-11-2020	Eichelbaum Wardell	002308	69444	199-41-6211.00-701-099000	Legal Fees	732.00	N
071896	08-11-2020	Hayes Engineering, Inc.	001977	10217	199-51-6249.00-001-099000	Softball fieldhouse/Parking	2,000.00	N
071897	08-11-2020	Quill	002216	4 invoices	266-51-6319.00-999-099000	supplies co	316.13	N
071898	08-11-2020	Trane	002346	8651005	199-51-6319.00-999-099000	Maintenance supplies	564.11	N
071899	08-11-2020	Visual Techniques	002005	41286	199-11-6649.03-041-011000	SMART Board	2,234.00	N
071900	08-13-2020	B & L Trophy	002348	20200342	199-41-6499.01-750-099000	Service awards	578.82	N
071901	08-13-2020	Cannon Industrial Product	002225	79949	266-51-6319.00-999-099000	Disinfectant	4,025.00	N
071902	08-13-2020	Cdw Government, Inc	002299	3 invoices	199-11-6399.12-001-011000	Misc Adaptors	128.77	N
			002299	3 invoices	199-11-6399.12-041-011000	Misc Adaptors	128.76	N
			002299	3 invoices	199-11-6399.12-101-011000	Misc Adaptors	128.76	N
<b>Totals for Check 071902</b>							<b>386.29</b>	
071903	08-13-2020	Complete Supply Inc.	002240	237925 237925-1	266-51-6319.00-999-099000	COVID19 Janitorial Supplies	3,322.62	N
071904	08-13-2020	Crystal Newman	002277	3 invoices	199-36-6499.00-001-0990HS	banner & posters	135.60	N
071905	08-13-2020	Datamax	000548	1637099	199-11-6269.00-001-011000	Monthly Copier rental	208.75	N
			000548	1637099	199-11-6269.00-041-011000	Monthly Copier rental	234.70	N
			000548	1637099	199-11-6269.00-101-011000	Monthly Copier rental	208.75	N
			000548	1637099	199-41-6269.00-750-099000	Monthly Copier rental	208.75	N
<b>Totals for Check 071905</b>							<b>860.95</b>	
071906	08-13-2020	Goodheart-Willcox Publish	002219	01737015	410-11-6399.00-001-011000	Digital Media Textbooks-HS	799.80	N
			002220	01736952	410-11-6399.00-001-011000	BUS ENGL Textbookis-HS	1,942.76	N
<b>Totals for Check 071906</b>							<b>2,742.56</b>	
071907	08-13-2020	Mike Harper	002351	395573769710	266-51-6319.00-999-099000	reimbursement custodial suppli	764.92	N
071908	08-13-2020	Dean Foods Company	002335	246622472	240-35-6341.00-999-099000	June '20 milk summer feeding	79.52	N
071909	08-13-2020	Renay Stringfellow	002353	08072020	199-51-6411.00-999-099000	reimbursement lunch	130.63	N
071910	08-13-2020	Scholastic Book Clubs	001897	86196650	199-11-6499.00-101-011000	Head Start class	22.31	N
071911	08-13-2020	School Specialty	001961	3 invoices	199-11-6399.00-041-011000	school startup	142.47	N
			001903	208125334644	199-11-6399.03-101-011000	KIndergarten-Fitts	162.37	N
			001918	308103542937	199-11-6399.03-101-011000	Kindergarten supplies	297.74	N
			002046	2 invoices	199-11-6399.06-101-011000	elem supplies	53.06	N
			001989	208125586757	199-11-6399.10-041-011000	JH math supplies	242.43	N
<b>Totals for Check 071911</b>							<b>898.07</b>	

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071912	08-13-2020	Sysco Food Services Of E.	002354	193821908	240-35-6342.00-999-099000	SSO supplies - June 2020	897.07	N
071913	08-13-2020	Telephone Specialists, Inc	002341	019754	199-11-6299.00-001-011000	9 Lines in JH/Elem & 2 Phones	292.31	N
			002341	019754	199-11-6299.00-041-011000	9 Lines in JH/Elem & 2 Phones	811.97	N
			002341	019754	199-11-6299.00-101-011000	9 Lines in JH/Elem & 2 Phones	519.66	N
<b>Totals for Check 071913</b>							<b>1,623.94</b>	
071914	08-13-2020	Timothy Cline Livingston	002352	08122020	199-52-6219.00-999-099000	SRO 08122020	240.00	N
071915	08-13-2020	JP Gould Baxter - Longvie	002272	314326	199-51-6319.01-999-099000	Janitorial Supplies	836.46	N
			002204	313659	199-51-6319.01-999-099000	Janitorial Supplies	1,000.00	N
			002242	314049	266-51-6319.00-999-099000	COVID19 Janitorial Supplies	4,840.00	N
			002243	313985	266-51-6319.00-999-099000	COVID19 Janitorial Supplies	2,500.00	N
			002239	3 invoices	266-51-6319.00-999-099000	COVID19 Janitorial Supplies	5,288.32	N
<b>Totals for Check 071915</b>							<b>14,464.78</b>	
071916	08-13-2020	Dealers Electric	002347	687782	199-51-6319.00-999-099000	Maintenance supplies	283.78	N
071917	08-13-2020	Heartland School Solution	000257	HSSREC010868	240-35-6299.00-999-099000	nutrakids	299.00	N
071918	08-14-2020	JP Gould Baxter - Longvie	002209	313666	199-34-6319.00-999-099000	transportation supplies	345.00	N
			002204	313629	199-51-6319.01-999-099000	Janitorial Supplies	1,000.00	N
<b>Totals for Check 071918</b>							<b>1,345.00</b>	
071919	08-14-2020	Office Depot Business Cre	002293	001770	199-11-6399.01-001-024000	Teacher Supplies	346.93	N
			002205	106740003	199-11-6649.00-001-011000	HS teachers desk & chair	1,719.94	N
			002210	105567951001	199-41-6499.01-750-099000	Covid Supplies	599.60	N
			002207	103718684	199-41-6499.01-750-099000	Covid Supplies	1,339.24	N
<b>Totals for Check 071919</b>							<b>4,005.71</b>	
071920	08-14-2020	Tabitha Clynych	002369	3621011315322	199-36-6499.00-001-0990HS	Reimbursement for Texas Exam	118.87	N
071921	08-14-2020	Bsn	001614	302140573	199-36-6399.00-001-091000	Football caps	839.99	N
071922	08-17-2020	Agency 405 - TXDPS	002379	crs20200519400	199-41-6299.00-750-099000	Background Check	6.00	N
071923	08-17-2020	Christi Speer	002374	461430	199-11-6399.01-041-0110BD	reimbursement for pump sprayer	27.98	N
			002363	182108051042	199-11-6399.01-041-0110BD	reimbursement for lanyards	35.94	N
<b>Totals for Check 071923</b>							<b>63.92</b>	
071924	08-17-2020	Lock Doc, Inc	002378	20098	199-51-6319.00-999-099000	Keys for District	20.00	N
071925	08-17-2020	Mack Fuller III	002377	08132020	199-52-6219.00-999-099000	SRO 08132020	240.00	N
071926	08-17-2020	Matthew Hensley	002376	08142020	199-52-6219.00-999-099000	SRO 08142020	240.00	N
071927	08-17-2020	Paw Prints	002366	212019	199-36-6499.00-041-0990JH	JH staff t-shirts	161.00	N
071928	08-17-2020	Tatum Music Company	002364	353992	199-11-6249.01-001-0110BD	fall supplies and repair parts	666.80	N
			002362	354207	199-11-6399.01-041-0110BD	JH band instrument lyres	258.40	N
<b>Totals for Check 071928</b>							<b>925.20</b>	
071929	08-17-2020	Tina M Cox	002380	08172020	199-41-6399.01-750-099000	Petty Cash postage/co supply	19.45	N
			002380	08172020	199-53-6399.00-750-099000	Petty Cash postage/co supply	12.00	N
<b>Totals for Check 071929</b>							<b>31.45</b>	
071930	08-18-2020	Crystal Newman	002386	2052	199-36-6499.00-001-0990HS	Blizzards for HS Staff	110.00	N

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071931	08-18-2020	David Chandler Barnette	002387	08172020	199-52-6219.00-999-099000	SRO 08172020	240.00	N
071932	08-18-2020	Quill	002383	140469911	199-11-6399.00-001-011000	Office Supplies	105.10	N
			002371	9535085	199-53-6399.00-750-099000	Calendar	13.00	N
<b>Totals for Check 071932</b>							<b>118.10</b>	
071933	08-18-2020	Raptor Technologies Inc	002355	132148	199-11-6399.12-001-011000	Raptor Turbo 450 Badge Printer	48.68	N
			002355	132148	199-11-6399.12-041-011000	Raptor Turbo 450 Badge Printer	84.81	N
			002355	132148	199-11-6399.12-101-011000	Raptor Turbo 450 Badge Printer	283.51	N
<b>Totals for Check 071933</b>							<b>417.00</b>	
071934	08-18-2020	Verizon	000523	9860226415	199-51-6259.02-999-099000	Monthly Cell Phone	141.04	N
071935	08-18-2020	Virco Manufacturing Corpo	002161	91925775	199-11-6399.07-001-011000	student chairs and desks	4,160.60	N
071936	08-18-2020	Houghton Mifflin Harcourt	002218	954877445	410-11-6399.00-001-011000	ELA Adoption-HS	11,615.10	N
071937	08-18-2020	Houghton Mifflin Harcourt	002218	954875065 1 cre	410-11-6399.00-001-011000	ELA Adoption-HS	12,314.15	N
071938	08-18-2020	Graphic Solutions Group	002384	10424907	199-11-6399.04-001-022000	Screen Printing Supplies	319.85	N
071939	08-18-2020	LeTourneau Univ.	002388	YellowJacket CC	199-36-6499.00-999-091000	Cross Country Meet 8-29-20	125.00	N
071940	08-18-2020	Weldon, Williams & Lick, I	002333	311725	199-36-6399.00-001-091000	Football tickets	393.57	N
071941	08-19-2020	Alton C Fugler JR	002389	08182020	199-52-6219.00-999-099000	SRO 08182020	240.00	N
071942	08-19-2020	JP Gould Baxter - Longvie	002204	313659-1	199-51-6319.01-999-099000	Janitorial Supplies	387.28	N
071943	08-19-2020	Made-rite Company	002391	w28600023	199-41-6419.00-702-099000	drinks co	100.00	N
071944	08-19-2020	Sherwin Williams Co	002236	34427 62622	199-51-6319.00-999-099000	paint	303.00	N
071945	08-20-2020	ABC Auto Parts	002397	3 invoices 1 cr	199-34-6319.00-999-099000	Escape and Maint. truck	134.57	N
071946	08-20-2020	Bsn	002265	909698006	266-51-6319.00-999-099000	Face Shields	2,911.60	N
071947	08-20-2020	Classic Stitch	001534	4899	199-34-6319.01-999-099000	Monthly Uniform rental fee	149.50	N
			001534	4899	199-51-6319.03-999-099000	Monthly Uniform rental fee	640.50	N
<b>Totals for Check 071947</b>							<b>790.00</b>	
071948	08-20-2020	Coburns	002394	113556055	199-51-6639.01-999-099000	HVAC Unit Band Hall	1,736.45	N
071949	08-20-2020	Datamax	000637	LE00344044	199-11-6269.00-101-011000	Monthly Copier rental	117.38	N
			000637	LE00344044	199-41-6269.00-750-099000	Monthly Copier rental	117.38	N
<b>Totals for Check 071949</b>							<b>234.76</b>	
071950	08-20-2020	David Chandler Barnette	002392	08192020	199-52-6219.00-999-099000	SRO 08192020	240.00	N
071951	08-20-2020	Longview Print Shop	002356	H121928	199-36-6399.00-001-091000	Varsity Football Tickets	810.00	N
071952	08-20-2020	LRMC Education Dept	002400	08182020	199-11-6299.00-001-011000	1st aid CPR	170.00	N
071953	08-20-2020	Marshall Welding Supply I	002399	744744	199-51-6319.00-999-099000	o2 and Acetylene	94.49	N
071954	08-20-2020	Outdoor Power Equipment	002395	3582	199-51-6319.02-999-099000	Grounds supplies	172.95	N
071955	08-20-2020	Pliiler International	002398	01p6491.02	199-34-6319.00-999-099000	Bus 7 parts	276.96	N
071956	08-20-2020	Tractor Supply Credit Plan	002396	252025	199-51-6319.02-999-099000	Grounds supplies	229.99	N

## For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
071957	08-20-2020	Jw Pepper & Son, Inc	002401	362902107	199-11-6399.01-041-0110BD	music for twirling	55.00	N
071958	08-20-2020	Quill	002312	9674854	240-35-6319.00-999-0990LR	OFFICE SUPPLY-HS	113.53	N
071959	08-24-2020	Agency 405 - TXDPS	002409	crs20200619558	199-41-6299.00-750-099000	Background Checks	2.00	N
071960	08-24-2020	Canon Financial Services I	000619	21793292	199-11-6269.00-001-011000	Monthly Copier rental	286.22	N
			000619	21793292	199-11-6269.00-101-011000	Monthly Copier rental	286.22	N
<b>Totals for Check 071960</b>							<b>572.44</b>	
071961	08-24-2020	Coburns	002394	113556055-1	199-51-6639.01-999-099000	HVAC Unit Band Hall	1,924.40	N
071962	08-24-2020	Consolidated Communicati	000511	9037773009	199-51-6259.02-999-099000	Monthly Long Distance	177.79	N
071963	08-24-2020	Demoulin Bros. & Co.	000580	D115896	199-36-6399.00-001-0990BD	garment bags and raincoats	3,375.50	N
071964	08-24-2020	East Texas -TASO	002410	08202020	199-36-6219.00-001-091000	scrimmage 08-20-2020	125.00	N
071965	08-24-2020	Make Music	002183	INV-MM6853857	199-11-6399.01-001-0110BD	digital learning platform	1,750.00	N
071966	08-24-2020	Matthew Hensley	002402	08202020	199-52-6219.00-999-099000	SRO 08202020	240.00	N
071967	08-24-2020	Riddell/all American	001863	2 invoices	199-36-6249.01-001-091000	Helmet Reconditioning	2,982.72	N
071968	08-24-2020	Tina M Cox	002407	08242020	199-36-6299.00-001-091000	Gate Split 08282020	1,000.00	N
071969	08-25-2020	JP Gould Baxter - Longvie	002406	315141	199-51-6249.02-999-099000	repair auto Scrubber	592.00	N
071970	08-25-2020	Cheerleading Company	002382	0613226cw	199-36-6399.10-001-091000	poms-HS Cheer	176.34	N
			002382	0613226cw	199-36-6399.16-001-091000	poms-HS Cheer	360.42	N
<b>Totals for Check 071970</b>							<b>536.76</b>	
071971	08-25-2020	David Chandler Barnette	002408	08242020	199-52-6219.00-999-099000	SRO 08242020	240.00	N
071972	08-25-2020	Mack Fuller III	002404	08212020	199-52-6219.00-999-099000	SRO 08212020	240.00	N
071973	08-25-2020	School Specialty	001918	208125719499	199-11-6399.03-101-011000	Kindergarten supplies	12.32	N
071974	08-26-2020	American Yard Service	002414	8291	199-51-6249.01-999-099000	replace solenoid zone1-football	170.00	N
071975	08-26-2020	Gandy Ink	002415	685226	199-36-6399.16-001-091000	HS Cheerleaders fundraiser	497.58	N
071976	08-26-2020	Matthew Hensley	002413	08252020	199-52-6219.00-999-099000	SRO 08252020	240.00	N
071977	08-28-2020	Cheryl Shepherd	002417	08262020	199-41-6411.01-701-099000	Reimbursement for travel	58.30	N
071978	08-28-2020	David Chandler Barnette	002416	08262020	199-52-6219.00-999-099000	SRO 08262020	240.00	N
071979	08-28-2020	E Texas Filter Service Of L	000575	1218499	199-51-6249.00-001-099000	Filter Service	220.00	N
			000575	1218500	199-51-6249.00-041-099000	Filter Service	92.00	N
			000575	1218498	199-51-6249.00-101-099000	Filter Service	232.75	N
<b>Totals for Check 071979</b>							<b>544.75</b>	
071980	08-28-2020	Region 7 ESC	002181	081371	199-11-6239.00-101-011000	Reading Academy Registration	5,200.00	N
071981	08-28-2020	Brothers Produce, Inc.	000244	3 invoices	240-35-6341.00-999-099000	produce	298.29	N
071982	08-28-2020	Hayes Engineering, Inc.	001977	08282020	199-51-6249.00-001-099000	Softball fieldhouse/Parking	2,500.00	N
071983	08-28-2020	Quill	002390	1 inv 1 credit	199-53-6399.00-750-099000	Tina rolling filing cart	96.74	N
071984	08-28-2020	The Gallery Collection	002339	inv785924	199-41-6499.01-750-099000	District Birthday Cards	374.07	N

For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
071988	08-31-2020	CDI Computer Dealers,	002316	842045	199-11-6649.03-001-011000	HS GoGuardian Renewal	1,788.16	N
071989	08-31-2020	Datamax	000694	1645395	199-11-6269.00-001-011000	Monthly Copier rental	239.85	N
			000762	LG00392014	199-11-6269.00-041-011000	Monthly Copier rental	286.22	N
			000694	1645395	199-11-6269.00-101-011000	Monthly Copier rental	136.95	N
			000694	1645395	199-41-6269.00-750-099000	Monthly Copier rental	212.63	N
<b>Totals for Check 071989</b>							<b>875.65</b>	
071990	08-31-2020	Timothy Cline Livingston	002418	08282020	199-52-6219.00-999-099000	SRO 08282020	240.00	N
071991	08-31-2020	Cdw Goverment, Inc	002349	lpfm706	199-11-6399.12-001-011000	Video Cards for HS eSports	700.00	N
			002349	lpfm706	199-11-6649.03-001-011000	Video Cards for HS eSports	592.56	N
<b>Totals for Check 071991</b>							<b>1,292.56</b>	
071992	08-31-2020	David Chandler Barnette	002419	08312020	199-52-6219.00-999-099000	SRO 08312020	240.00	N
082001	08-12-2020	Credit Card Center	002222	5630447087	199-41-6419.00-702-099000	Sams Snacks CO	207.78	N
082002	08-12-2020	Credit Card Center	002158	18873096	199-41-6399.00-701-099000	Typewriter wheel for Cheryl's	34.97	N
082003	08-12-2020	Credit Card Center	002200	so44838	199-51-6319.00-999-099000	Outside paint Elementary	442.82	N
082004	08-12-2020	Credit Card Center	002195	283421	199-51-6319.02-999-099000	water pump- Athletics	82.38	N
082005	08-12-2020	Credit Card Center	002160	qsi813545	199-11-6499.01-001-0990HS	HS Padfolios for Staff	603.72	N
082006	08-12-2020	Credit Card Center	002217	7816234	199-41-6419.00-702-099000	Board Meal	96.02	N
082007	08-12-2020	Credit Card Center	002139	5480527114	199-11-6649.00-041-011000	Staff/Student Concessions	425.24	N
082008	08-12-2020	Credit Card Center	002213	07152020	199-41-6399.00-701-099000	spotify cc charge-credit	14.99	N
082009	08-19-2020	WEX Bank	000477	66841799	199-11-6311.00-001-022000	Monthly Fuel Bill	300.00	N
			000477	66841799	199-34-6311.00-999-099000	Monthly Fuel Bill	289.54	N
			000477	66841799	199-51-6311.00-999-099000	Monthly Fuel Bill	310.20	N
<b>Totals for Check 082009</b>							<b>899.74</b>	
E00001	08-07-2020	Region 4 ESC	002306	CV190150	199-11-6649.03-001-011000	Connectivity Grant Chromebooks	42,832.50	Y
INS08	08-20-2020	TEXNET	DEDCH		163-00-2153.00-520-000000	AUG WIRE TEA CONTRIB	48,360.00	N
OAG08	08-20-2020	Office Of The Attorney Ge	DEDCH		163-00-2159.00-528-000000	AUG WIRE MISCELLANEOUS DED	351.50	N
TN0820	08-20-2020	TEXNET	DEDCH		163-00-2155.00-000-000000	AUG WIRE PAYROLL DEDUCTION	36,320.52	N
			DEDCH		163-00-2155.01-000-000000	AUG WIRE PAYROLL DEDUCTION	1,445.15	N
			DEDCH		163-00-2155.02-000-000000	AUG WIRE PAYROLL DEDUCTION	2,323.98	N
			DEDCH		163-00-2155.03-000-000000	AUG WIRE PAYROLL DEDUCTION	240.86	N
			DEDCH		163-00-2155.04-000-000000	AUG WIRE PAYROLL DEDUCTION	3,262.34	N
			DEDCH		163-00-2155.05-000-000000	AUG WIRE PAYROLL DEDUCTION	127.50	N
			DEDCH		163-00-2155.06-000-000000	AUG WIRE PAYROLL DEDUCTION	228.91	N
			DEDCH		163-00-2155.08-000-000000	AUG WIRE PAYROLL DEDUCTION	6,054.92	N
			DEDCH		163-00-2159.00-527-000000	AUG WIRE PAYROLL DEDUCTION	110.44	N
<b>Totals for Check TN0820</b>							<b>50,114.62</b>	
TX0820	08-20-2020	EFTPS	DEDCH		163-00-2151.00-000-000000	AUG WIRE PAYROLL DEDUCTION	31,815.29	N
			DEDCH		163-00-2152.01-000-000000	AUG WIRE PAYROLL DEDUCTION	6,356.52	N
			DEDCH		163-00-2152.02-000-000000	AUG WIRE PAYROLL DEDUCTION	6,356.52	N
<b>Totals for Check TX0820</b>							<b>44,528.33</b>	



HARLETON ISD  
BANK DRAFT  
UTILITIES

2019-2020

	APRIL	MAY	JUNE	JULY	AUGUST
<b>ETEX TELEPHONE</b>					
777-2372 GROUP	\$ 846.53	\$ 846.53	\$ 846.53	\$ 846.53	\$ 846.53
T-1 CIRCUIT	\$ 749.00	\$ 749.00	\$ 749.00	\$ 2,499.00	
<b>TOTAL</b>	<b>\$ 1,595.53</b>	<b>\$ 1,595.53</b>	<b>\$ 1,595.53</b>	<b>\$ 3,345.53</b>	<b>\$ 846.53</b>
<b>CENTERPOINT ENERGY-GAS</b>					
BUS SHOP/PRIMARY-3214374-5	\$ 313.18	\$ 60.19	\$ 44.71	\$ 44.71	\$ 44.71
JH & ELEM BLDG-3214371-1	\$ 699.61	\$ 99.54	\$ 77.29	\$ 74.59	\$ 67.80
HIGH SCHOOL BLDG-2640504-3	\$ 399.95	\$ 639.00	\$ 581.83	\$ 346.19	\$ 44.25
FIELD HOUSE-2643737-6	\$ 51.93	\$ 42.56	\$ 40.63	\$ 46.07	\$ 41.98
<b>TOTAL</b>	<b>\$ 1,464.67</b>	<b>\$ 841.29</b>	<b>\$ 744.46</b>	<b>\$ 511.56</b>	<b>\$ 198.74</b>
<b>UPSHUR RURAL ELECTRIC</b>					
JH GYM-16655-001	\$ 151.34	\$ 72.76	\$ 211.94	\$ 264.20	\$ 468.58
STADIUM DR SECURITY LIGHT 16655-040	\$ 42.62	\$ 42.79	\$ 42.80	\$ 42.95	\$ 43.12
JH & ELEM-16655-002	\$ 2,701.52	\$ 2,701.52	\$ 2,701.52	\$ 3,231.85	\$ 4,218.35
EL PE BLDG/MUSIC RM-16655-003	\$ 256.34	\$ 215.97	\$ 302.81	\$ 590.03	\$ 642.16
BUS BARN-16655-004	\$ 216.87	\$ 221.79	\$ 263.71	\$ 465.91	\$ 398.08
TENNIS COURT-16655-012	\$ 31.17	\$ 35.47	\$ 37.74	\$ 35.30	\$ 29.35
FOOTBALL FIELD-16655-022	\$ 300.64	\$ 312.92	\$ 221.70	\$ 221.70	\$ 324.10
PRESS BOX/CONCESS. STD-16655-024	\$ 168.18	\$ 155.80	\$ 141.62	\$ 191.40	\$ 210.47
FLD HSE CONCESS. STD-16655-025	\$ 329.60	\$ 238.12	\$ 383.45	\$ 702.23	\$ 651.37
EL SECURITY LIGHT-16655-026	\$ 126.98	\$ 127.58	\$ 127.60	\$ 128.13	\$ 128.70
ELEM SCHOOL SIGN-16655-027	\$ 30.06	\$ 31.92	\$ 32.32	\$ 36.61	\$ 37.12
FLD HSE SEC LIGHT#2-16655-028	\$ 21.80	\$ 21.86	\$ 21.86	\$ 21.91	\$ 21.96
HIGH SCHOOL-16655-030	\$ 3,750.29	\$ 3,357.39	\$ 3,740.53	\$ 4,484.04	\$ 5,387.39
SOFTBALL FLD CONCESS-16655-031	\$ 47.54	\$ 46.14	\$ 43.17	\$ 55.84	\$ 38.62
WEIGHT ROOM-16655-032	\$ 196.72	\$ 201.57	\$ 253.76	\$ 387.94	\$ 416.14
SEC LIGHT TENNIS-16655-033	\$ 42.62	\$ 42.79	\$ 42.80	\$ 42.95	\$ 43.12
WELL-16655-34	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00
SIGN- 16655-036	\$ 33.24	\$ 34.58	\$ 35.08	\$ 38.99	\$ 38.87
CONCESSION 16655-037	\$ 148.16	\$ 85.69	\$ 85.72	\$ 113.03	\$ 127.08
<b>TOTAL</b>	<b>\$ 8,616.69</b>	<b>\$ 7,967.66</b>	<b>\$ 8,711.13</b>	<b>\$ 11,076.01</b>	<b>\$ 13,245.58</b>
<b>HARLETON WATER SUPPLY</b>					
ACCT # 325 OLD CAMPUS	\$ 1,014.63	\$ 465.84	\$ 961.63	\$ 939.29	\$ 937.00
ACCT # 006 FOOTBALL FIELD	\$ 160.93	\$ 117.69	\$ 340.75	\$ 1,124.27	\$ 724.97
ACCT # 800 HIGH SCHOOL	\$ 180.27	\$ 158.22	\$ 159.64	\$ 163.08	\$ 169.38
ACCT # 1594 CONCESSION STAND	\$ 55.55	\$ 52.11	\$ 50.96	\$ 53.83	\$ 50.11
ACCT #1600 BASEBALL FIELD	\$ 163.65	\$ 156.78	\$ 156.78	\$ 679.98	\$ 847.91
ACCT #652 VISITOR CONCESSION STAND	\$ 483.82	\$ 157.35	\$ 157.35	\$ 472.59	\$ 233.54
	<b>\$ 2,058.85</b>	<b>\$ 1,107.99</b>	<b>\$ 1,827.11</b>	<b>\$ 3,433.04</b>	<b>\$ 2,962.91</b>

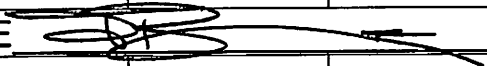
HARLETON ISD  
BANK DRAFT  
UTILITIES

2019-2020

	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH
<b>ETEX TELEPHONE</b>							
777-2372 GROUP	\$ 847.23	\$ 847.23	\$ 847.23	\$ 847.23	\$ 847.23	\$ 852.49	\$ 846.53
T-1 CIRCUIT	\$ 749.00	\$ 749.00	\$ 749.00	\$ 749.00	\$ 749.00	\$ 749.00	\$ 749.00
<b>TOTAL</b>	<b>\$ 1,596.23</b>	<b>\$ 1,596.23</b>	<b>\$ 1,596.23</b>	<b>\$ 1,596.23</b>	<b>\$ 1,596.23</b>	<b>\$ 1,601.49</b>	<b>\$ 1,595.53</b>
<b>CENTERPOINT ENERGY-GAS</b>							
BUS SHOP/PRIMARY-3214374-5	\$ 36.56	\$ 36.56	\$ 36.56	\$ 203.59	\$ 320.62	\$ 329.04	\$ 431.27
JH & ELEM BLDG-3214371-1	\$ 53.98	\$ 109.18	\$ 106.06	\$ 331.06	\$ 484.38	\$ 721.20	\$ 1,056.06
HIGH SCHOOL BLDG-2640504-3	\$ 49.74	\$ 75.29	\$ 77.91	\$ 150.85	\$ 159.94	\$ 188.95	\$ 377.26
FIELD HOUSE-2643737-6	\$ 50.21	\$ 57.23	\$ 57.23	\$ 56.34	\$ 55.43	\$ 47.97	\$ 49.74
<b>TOTAL</b>	<b>\$ 190.49</b>	<b>\$ 278.26</b>	<b>\$ 277.76</b>	<b>\$ 741.84</b>	<b>\$ 1,020.37</b>	<b>\$ 1,287.16</b>	<b>\$ 1,914.33</b>
<b>UPSHUR RURAL ELECTRIC</b>							
JH GYM-16655-001	\$ 495.71	\$ 388.43	\$ 293.94	\$ 317.37	\$ 429.84	\$ 424.83	\$ 390.69
STADIUM DR SECURITY LIGHT 16655-040			\$ 50.00	\$ 42.75	\$ 42.59	\$ 42.62	\$ 42.64
JH & ELEM-16655-002	\$ 6,216.17	\$ 5,464.32	\$ 4,407.01	\$ 2,701.52	\$ 2,701.52	\$ 2,701.52	\$ 2,701.52
EL PE BLDG/MUSIC RM-16655-003	\$ 881.02	\$ 819.34	\$ 458.37	\$ 281.17	\$ 179.54	\$ 209.69	\$ 192.17
BUS BARN-16655-004	\$ 414.69	\$ 343.09	\$ 248.97	\$ 220.79	\$ 247.38	\$ 252.13	\$ 282.50
TENNIS COURT-16655-012	\$ 25.52	\$ 22.48	\$ 24.58	\$ 58.61	\$ 21.00	\$ 32.44	\$ 24.99
FOOTBALL FIELD-16655-022	\$ 389.54	\$ 353.05	\$ 417.21	\$ 349.91	\$ 221.70	\$ 221.70	\$ 221.70
PRESS BOX/CONCESS. STD-16655-024	\$ 372.67	\$ 364.47	\$ 267.48	\$ 220.88	\$ 205.06	\$ 168.38	\$ 177.96
FLD HSE CONCESS. STD-16655-025	\$ 866.52	\$ 704.34	\$ 502.39	\$ 383.48	\$ 359.65	\$ 357.73	\$ 408.05
EL SECURITY LIGHT-16655-026	\$ 126.14	\$ 126.84	\$ 127.51	\$ 126.03	\$ 125.33	\$ 147.27	\$ 127.07
ELEM SCHOOL SIGN-16655-027	\$ 37.88	\$ 34.86	\$ 32.57	\$ 29.78	\$ 30.19	\$ 28.95	\$ 28.40
FLD HSE SEC LIGHT#2-16655-028	\$ 21.85	\$ 21.90	\$ 21.95	\$ 21.84	\$ 21.79	\$ 21.80	\$ 21.81
HIGH SCHOOL-16655-030	\$ 7,155.33	\$ 6,392.26	\$ 5,329.85	\$ 4,833.38	\$ 4,721.74	\$ 4,764.82	\$ 4,948.90
SOFTBALL FLD CONCESS-16655-031	\$ 27.46	\$ 40.11	\$ 50.21	\$ 37.75	\$ 38.44	\$ 35.55	\$ 33.99
WEIGHT ROOM-16655-032	\$ 357.82	\$ 283.36	\$ 171.54	\$ 205.74	\$ 362.89	\$ 345.26	\$ 353.48
SEC LIGHT TENNIS-16655-033	\$ 39.67	\$ 40.17	\$ 40.64	\$ 39.60	\$ 39.09	\$ 81.81	\$ 42.64
WELL-16655-.34	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00
SIGN- 16655-036	\$ 50.96	\$ 46.92	\$ 46.46	\$ 34.13	\$ 33.60	\$ 30.94	\$ 31.44
CONCESSION 16655-037	\$ 130.80	\$ 237.51	\$ 180.77	\$ 214.28	\$ 230.17	\$ 218.15	\$ 256.83
<b>TOTAL</b>	<b>\$17,630.75</b>	<b>\$15,704.45</b>	<b>\$12,692.45</b>	<b>\$ 10,140.01</b>	<b>\$10,032.52</b>	<b>\$ 10,106.59</b>	<b>\$ 10,307.78</b>
<b>HARLETON WATER SUPPLY</b>							
ACCT # 325 OLD CAMPUS	\$ 784.05	\$ 850.50	\$ 857.95	\$ 689.53	\$ 898.34	\$ 688.38	\$ 703.00
ACCT # 006 FOOTBALL FIELD	\$ 1,417.56	\$ 1,428.78	\$ 259.88	\$ 125.71	\$ 768.68	\$ 226.99	\$ 134.30
ACCT # 800 HIGH SCHOOL	\$ 212.07	\$ 210.06	\$ 243.28	\$ 193.16	\$ 240.13	\$ 236.41	\$ 269.63
ACCT # 1594 CONCESSION STAND	\$ 50.39	\$ 55.84	\$ 60.13	\$ 55.84	\$ 49.54	\$ 49.25	\$ 49.25
ACCT #1600 BASEBALL FIELD	\$ 1,354.01	\$ 1,929.37	\$ 680.76	\$ 316.61	\$ 345.82	\$ 235.55	\$ 173.68
ACCT #652 VISITOR CONCESSION STAND	\$ 286.54	\$ 303.43	\$ 161.36	\$ 262.18	\$ 159.36	\$ 159.07	\$ 159.64
<b>TOTAL</b>	<b>\$ 4,104.62</b>	<b>\$ 4,777.98</b>	<b>\$ 2,263.36</b>	<b>\$ 1,643.03</b>	<b>\$ 2,461.87</b>	<b>\$ 1,595.65</b>	<b>\$ 1,489.50</b>



HARLETON ISD  
BANK ACCTS  
BALANCES

ACCT NAME	MATURITY DATE	INT. RATE	ACCT #	BAL AS OF 09-04-2020	MARKET VALUE
OPERATING		0.10%	15396	\$ 668,837.97	AS OF 8-31-2020
DEBT SERVICE		0.10%	15479	\$ 254,352.41	
PAYROLL		0.10%	744318	\$ 61,047.83	
WORKERS COMP		0.10%	21873	\$ 4,803.36	
MONEY MARKET		0.10%	1023456	\$ 3,416.47	
			TOTAL	\$ 992,458.04	
WILDCAT		0.10%	15339	\$ 138,519.04	
MISCELLANEOUS		0.10%	15495	\$ 2,956.55	
				\$ 141,475.59	
ACADEMIC ACHIEVEMENT		0.10%	15487	\$ 5,477.82	
			TOTAL	\$ 992,458.04	
			TOTAL CHECKING	\$ 1,139,411.45	
<b>GENERAL OPERATING FUND</b>					
CERTIFICATE OF DEPOSIT	2/17/2021	2.61%	56000445	\$ 2,173,718.90	
CERTIFICATE OF DEPOSIT	1/5/2021	2.61%	56000887	\$ 427,609.99	
CERTIFICATE OF DEPOSIT	1/5/2021	2.61%	56000895	\$ 427,609.99	
CERTIFICATE OF DEPOSIT	1/5/2021	2.61%	56000909	\$ 427,609.99	
			TOTAL	\$ 4,595,960.32	
LONE STAR INVESTMENT POOL		0.28%	1023456-1		\$ 1,946,413.22
This report is in compliance with the investment strategies as established in the District's investment policy and the reporting requirements as mandated by the Public Funds Investment Act (Chapter 2256) as amended.					
INVESTMENT OFFICER'S SIGNATURE					
INVESTMENT OFFICER'S SIGNATURE				Tina Cox	

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE - LOCAL & INTERMED					
5710 - LOCAL REAL-PROPERTY TAXES	1,866,686.00	-13,983.57	-1,772,416.14	94,269.86	94.95%
5720 - LOCAL REVENUE REALIZED AS A RE	34,000.00	.00	-41,133.00	-7,133.00	120.98%
5730 - TUITION AND FEES	37,600.00	-21,693.00	-46,738.24	-9,138.24	124.30%
5740 - OTHER REVENUES FROM LOCAL SOUR	20,515.00	-15,822.42	-125,406.28	-104,891.28	611.29%
5750 - REVENUES FROM COCURRICULAR E	32,100.00	.00	-25,502.40	6,597.60	79.45%
<b>Total REVENUE - LOCAL &amp; INTERMED</b>	<b>1,990,901.00</b>	<b>-51,498.99</b>	<b>-2,011,196.06</b>	<b>-20,295.06</b>	<b>101.02%</b>
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA AND FOUNDATION SCHO	6,275,789.00	-31,185.00	-5,777,624.00	498,165.00	92.06%
5830 - STATE REVENUES FROM STATE OF T	413,614.00	-411,283.61	-411,283.61	2,330.39	99.44%
<b>Total STATE PROGRAM REVENUES</b>	<b>6,689,403.00</b>	<b>-442,468.61</b>	<b>-6,188,907.61</b>	<b>500,495.39</b>	<b>92.52%</b>
5900 - FEDERAL PROGRAM REVENUES					
5930 - FEDERAL REV DIST BY OTH TX GOV	10,000.00	.00	-15,551.53	-5,551.53	155.52%
5940 - FED REV DISTRIBUTED BY FEDS	73,414.00	.00	-69,082.29	4,331.71	94.10%
<b>Total FEDERAL PROGRAM REVENUES</b>	<b>83,414.00</b>	<b>.00</b>	<b>-84,633.82</b>	<b>-1,219.82</b>	<b>101.46%</b>
7000 - OTHER RESOURCES NON OPER REV					
7900 - OTHER RESOURCES NON OPER REV					
7910 - OTHER RESOURCES	.00	.00	-312.00	-312.00	.00%
<b>Total OTHER RESOURCES NON OPER REV</b>	<b>.00</b>	<b>.00</b>	<b>-312.00</b>	<b>-312.00</b>	<b>.00%</b>
<b>Total Revenue Local-State-Federal</b>	<b>8,763,718.00</b>	<b>-493,967.60</b>	<b>-8,285,049.49</b>	<b>478,668.51</b>	<b>94.54%</b>

## HARLETON ISD

## Fund 199 / 0 GENERAL OPERATING FUND

As of August

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - SALARIES AND BENEFITS	-4,222,061.00	.00	4,059,461.61	835,264.03	-162,599.39	96.15%
6200 - CONTRACTED SERVICES	-160,260.00	.00	124,291.44	11,558.05	-35,968.56	77.56%
6300 - SUPPLIES AND MATERIALS	-125,301.00	.00	91,845.01	12,395.08	-33,455.99	73.30%
6400 - TRAVEL AND SUBSISTENCE	-79,530.00	.00	18,102.20	1,292.27	-61,427.80	22.76%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-115,385.00	.00	103,483.47	50,915.88	-11,901.53	89.69%
<b>Total Function11 INSTRUCTION</b>	<b>-4,702,537.00</b>	<b>.00</b>	<b>4,397,183.73</b>	<b>911,425.31</b>	<b>-305,353.27</b>	<b>93.51%</b>
12 - INSTRUCTIONAL RESOURCES						
6100 - SALARIES AND BENEFITS	-314,068.00	.00	312,422.02	52,989.48	-1,645.98	99.48%
6200 - CONTRACTED SERVICES	-12,300.00	.00	10,200.61	.00	-2,099.39	82.93%
6300 - SUPPLIES AND MATERIALS	-28,400.00	.00	26,776.73	5,875.33	-1,623.27	94.28%
6400 - TRAVEL AND SUBSISTENCE	-12,800.00	.00	5,235.11	.00	-7,564.89	40.90%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-3,000.00	.00	2,815.50	.00	-184.50	93.85%
<b>Total Function12 INSTRUCTIONAL</b>	<b>-370,568.00</b>	<b>.00</b>	<b>357,449.97</b>	<b>58,864.81</b>	<b>-13,118.03</b>	<b>96.46%</b>
13 - CURR DEV & INST STAFF DEV						
6100 - SALARIES AND BENEFITS	-74,045.00	.00	27,516.04	2,025.08	-46,528.96	37.16%
6200 - CONTRACTED SERVICES	-13,008.00	.00	11,849.99	.00	-1,158.01	91.10%
6300 - SUPPLIES AND MATERIALS	-700.00	.00	253.26	88.26	-446.74	36.18%
6400 - TRAVEL AND SUBSISTENCE	-6,630.00	.00	3,701.71	.00	-2,928.29	55.83%
<b>Total Function13 CURR DEV &amp; INST STAFF</b>	<b>-94,383.00</b>	<b>.00</b>	<b>43,321.00</b>	<b>2,113.34</b>	<b>-51,062.00</b>	<b>45.90%</b>
23 - SCHOOL LEADERSHIP						
6100 - SALARIES AND BENEFITS	-440,358.00	.00	427,862.43	67,592.08	-12,495.57	97.16%
6200 - CONTRACTED SERVICES	-1,200.00	.00	.00	.00	-1,200.00	-.00%
6300 - SUPPLIES AND MATERIALS	-6,000.00	.00	5,194.06	1,967.30	-805.94	86.57%
6400 - TRAVEL AND SUBSISTENCE	-10,700.00	.00	1,362.00	255.00	-9,338.00	12.73%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-1,800.00	.00	947.32	.00	-852.68	52.63%
<b>Total Function23 SCHOOL LEADERSHIP</b>	<b>-460,058.00</b>	<b>.00</b>	<b>435,365.81</b>	<b>69,814.38</b>	<b>-24,692.19</b>	<b>94.63%</b>
31 - GUIDANCE COUNSELING						
6100 - SALARIES AND BENEFITS	-215,375.00	.00	209,451.62	31,432.29	-5,923.38	97.25%
6200 - CONTRACTED SERVICES	-13,305.00	.00	12,660.00	.00	-645.00	95.15%
6300 - SUPPLIES AND MATERIALS	-4,700.00	.00	3,042.23	.00	-1,657.77	64.73%
6400 - TRAVEL AND SUBSISTENCE	-4,100.00	.00	732.99	.00	-3,367.01	17.88%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-600.00	.00	199.76	.00	-400.24	33.29%
<b>Total Function31 GUIDANCE COUNSELING</b>	<b>-238,080.00</b>	<b>.00</b>	<b>226,086.60</b>	<b>31,432.29</b>	<b>-11,993.40</b>	<b>94.96%</b>
33 - HEALTH SERVICES						
6100 - SALARIES AND BENEFITS	-40,516.00	.00	39,095.44	9,706.25	-1,420.56	96.49%
6200 - CONTRACTED SERVICES	-2,600.00	.00	500.00	.00	-2,100.00	19.23%
6300 - SUPPLIES AND MATERIALS	-1,500.00	.00	1,182.22	.00	-317.78	78.81%
6400 - TRAVEL AND SUBSISTENCE	-250.00	.00	.00	.00	-250.00	-.00%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-2,500.00	.00	527.20	.00	-1,972.80	21.09%
<b>Total Function33 HEALTH SERVICES</b>	<b>-47,366.00</b>	<b>.00</b>	<b>41,304.86</b>	<b>9,706.25</b>	<b>-6,061.14</b>	<b>87.20%</b>
34 - STUDENT TRANSPORTATION						
6100 - SALARIES AND BENEFITS	-149,145.00	.00	120,731.44	22,711.26	-28,413.56	80.95%
6200 - CONTRACTED SERVICES	-23,500.00	.00	9,251.44	975.00	-14,248.56	39.37%
6300 - SUPPLIES AND MATERIALS	-87,600.00	.00	64,841.57	2,884.96	-22,758.43	74.02%
6400 - TRAVEL AND SUBSISTENCE	46,400.00	.00	19,859.58	5.91	66,259.58	42.80%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-60,000.00	.00	48,329.30	-205.00	-11,670.70	80.55%
<b>Total Function34 STUDENT TRANSPORTATION</b>	<b>-273,845.00</b>	<b>.00</b>	<b>263,013.33</b>	<b>26,372.13</b>	<b>-10,831.67</b>	<b>96.04%</b>

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
35 - FOOD SERVICE						
6100 - SALARIES AND BENEFITS	-13,617.00	.00	13,616.02	13,616.02	-.98	99.99%
<b>Total Function35 FOOD SERVICE</b>	<b>-13,617.00</b>	<b>.00</b>	<b>13,616.02</b>	<b>13,616.02</b>	<b>-.98</b>	<b>99.99%</b>
36 - EXTRACURRICULAR ACTIVITIES						
6100 - SALARIES AND BENEFITS	-324,885.00	.00	324,361.07	60,586.85	-523.93	99.84%
6200 - CONTRACTED SERVICES	-61,725.00	.00	42,753.88	3,972.72	-18,971.12	69.27%
6300 - SUPPLIES AND MATERIALS	-73,350.00	.00	69,893.63	7,059.90	-3,456.37	95.29%
6400 - TRAVEL AND SUBSISTENCE	-132,490.00	.00	68,020.14	3,128.72	-64,469.86	51.34%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-16,500.00	.00	17,171.00	.00	671.00	104.07%
<b>Total Function36 EXTRACURRICULAR</b>	<b>-608,950.00</b>	<b>.00</b>	<b>522,199.72</b>	<b>74,748.19</b>	<b>-86,750.28</b>	<b>85.75%</b>
41 - GENERAL ADMINISTRATION						
6100 - SALARIES AND BENEFITS	-221,571.00	.00	202,934.53	24,527.84	-18,636.47	91.59%
6200 - CONTRACTED SERVICES	-80,300.00	.00	62,397.05	1,803.62	-17,902.95	77.70%
6300 - SUPPLIES AND MATERIALS	-8,250.00	.00	7,277.85	69.41	-972.15	88.22%
6400 - TRAVEL AND SUBSISTENCE	-64,900.00	.00	39,648.19	9,223.31	-25,251.81	61.09%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-7,000.00	.00	2,502.98	.00	-4,497.02	35.76%
<b>Total Function41 GENERAL ADMINISTRATION</b>	<b>-382,021.00</b>	<b>.00</b>	<b>314,760.60</b>	<b>35,624.18</b>	<b>-67,260.40</b>	<b>82.39%</b>
51 - FACILITIES MAINT & OPER						
6100 - SALARIES AND BENEFITS	-523,614.00	.00	508,795.02	82,599.03	-14,818.98	97.17%
6200 - CONTRACTED SERVICES	-412,045.00	.00	353,257.11	36,322.25	-58,787.89	85.73%
6300 - SUPPLIES AND MATERIALS	-120,860.00	.00	112,315.20	15,994.49	-8,544.80	92.93%
6400 - TRAVEL AND SUBSISTENCE	-51,800.00	.00	50,344.65	210.01	-1,455.35	97.19%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-78,500.00	.00	73,999.99	13,923.45	-4,500.01	94.27%
<b>Total Function51 FACILITIES MAINT &amp; OPER</b>	<b>-1,186,819.00</b>	<b>.00</b>	<b>1,098,711.97</b>	<b>149,049.23</b>	<b>-88,107.03</b>	<b>92.58%</b>
52 - SECURITY & MONITORING						
6200 - CONTRACTED SERVICES	-49,600.00	.00	26,360.00	3,510.00	-23,240.00	53.15%
6300 - SUPPLIES AND MATERIALS	.00	.00	5,039.00	.00	5,039.00	.00%
6400 - TRAVEL AND SUBSISTENCE	.00	.00	89.37	.00	89.37	.00%
<b>Total Function52 SECURITY &amp; MONITORING</b>	<b>-49,600.00</b>	<b>.00</b>	<b>31,488.37</b>	<b>3,510.00</b>	<b>-18,111.63</b>	<b>63.48%</b>
53 - DATA PROCESSING						
6100 - SALARIES AND BENEFITS	-152,991.00	.00	153,478.15	22,224.12	487.15	100.32%
6200 - CONTRACTED SERVICES	-31,786.00	.00	33,291.20	.00	1,505.20	104.74%
6300 - SUPPLIES AND MATERIALS	-3,700.00	.00	3,504.74	53.88	-195.26	94.72%
6400 - TRAVEL AND SUBSISTENCE	-5,000.00	.00	1,606.06	175.00	-3,393.94	32.12%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-3,000.00	.00	3,000.00	.00	.00	100.00%
<b>Total Function53 DATA PROCESSING</b>	<b>-196,477.00</b>	<b>.00</b>	<b>194,880.15</b>	<b>22,453.00</b>	<b>-1,596.85</b>	<b>99.19%</b>
71 - DEBT SERVICE						
6500 - DEBT SERVICE	-275,881.00	.00	275,879.46	7,766.74	-1.54	100.00%
<b>Total Function71 DEBT SERVICE</b>	<b>-275,881.00</b>	<b>.00</b>	<b>275,879.46</b>	<b>7,766.74</b>	<b>-1.54</b>	<b>100.00%</b>
93 - PAYMENTS TO FISCAL AGENTS						
6400 - TRAVEL AND SUBSISTENCE	-141,561.00	.00	141,355.00	.00	-206.00	99.85%
<b>Total Function93 PAYMENTS TO FISCAL</b>	<b>-141,561.00</b>	<b>.00</b>	<b>141,355.00</b>	<b>.00</b>	<b>-206.00</b>	<b>99.85%</b>
99 - OTHER INTERGOVERNMENTAL						
6200 - CONTRACTED SERVICES	-33,000.00	.00	30,295.66	.00	-2,704.34	91.81%
<b>Total Function99 OTHER INTERGOVERNMENTAL</b>	<b>-33,000.00</b>	<b>.00</b>	<b>30,295.66</b>	<b>.00</b>	<b>-2,704.34</b>	<b>91.81%</b>
<b>Total Expenditures</b>	<b>-9,074,763.00</b>	<b>.00</b>	<b>8,386,912.25</b>	<b>1,416,495.87</b>	<b>-687,850.75</b>	<b>92.42%</b>

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5700 - REVENUE - LOCAL & INTERMED					
5740 - OTHER REVENUES FROM LOCAL SOUR	100.00	.00	-76.90	23.10	76.90%
5750 - REVENUES FROM COCURRICULAR E	206,833.00	-7,947.43	-109,180.11	97,652.89	52.79%
<b>Total REVENUE - LOCAL &amp; INTERMED</b>	<b>206,933.00</b>	<b>-7,947.43</b>	<b>-109,257.01</b>	<b>97,675.99</b>	<b>52.80%</b>
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUES	1,800.00	.00	-1,704.17	95.83	94.68%
5830 - STATE REVENUES FROM STATE OF T	.00	.00	.00	.00	.00%
<b>Total STATE PROGRAM REVENUES</b>	<b>1,800.00</b>	<b>.00</b>	<b>-1,704.17</b>	<b>95.83</b>	<b>94.68%</b>
5900 - FEDERAL PROGRAM REVENUES					
5920 - FEDERAL REV FROM TEA	242,000.00	.00	-197,920.23	44,079.77	81.79%
<b>Total FEDERAL PROGRAM REVENUES</b>	<b>242,000.00</b>	<b>.00</b>	<b>-197,920.23</b>	<b>44,079.77</b>	<b>81.79%</b>
<b>Total Revenue Local-State-Federal</b>	<b>450,733.00</b>	<b>-7,947.43</b>	<b>-308,881.41</b>	<b>141,851.59</b>	<b>68.53%</b>

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
35 - FOOD SERVICE						
6100 - SALARIES AND BENEFITS	-204,733.00	.00	202,091.87	19,227.98	-2,641.13	98.71%
6200 - CONTRACTED SERVICES	-28,300.00	.00	20,722.13	343.25	-7,577.87	73.22%
6300 - SUPPLIES AND MATERIALS	-200,500.00	.00	104,485.70	1,726.77	-96,014.30	52.11%
6400 - TRAVEL AND SUBSISTENCE	-700.00	.00	265.62	.00	-434.38	37.95%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-15,000.00	.00	1,233.10	.00	-13,766.90	8.22%
<b>Total Function35 FOOD SERVICE</b>	<b>-449,233.00</b>	<b>.00</b>	<b>328,798.42</b>	<b>21,298.00</b>	<b>-120,434.58</b>	<b>73.19%</b>
51 - FACILITIES MAINT & OPER						
6200 - CONTRACTED SERVICES	-1,500.00	.00	1,051.08	87.59	-448.92	70.07%
<b>Total Function51 FACILITIES MAINT &amp; OPER</b>	<b>-1,500.00</b>	<b>.00</b>	<b>1,051.08</b>	<b>87.59</b>	<b>-448.92</b>	<b>70.07%</b>
<b>Total Expenditures</b>	<b>-450,733.00</b>	<b>.00</b>	<b>329,849.50</b>	<b>21,385.59</b>	<b>-120,883.50</b>	<b>73.18%</b>

Board Report  
 Comparison of Revenue to Budget  
 HARLETON ISD  
 As of August

Fund 599 / 0 DEBT SERVICE FUNDS

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE - LOCAL & INTERMED					
5710 - LOCAL REAL-PROPERTY TAXES	134,285.00	-1,022.15	-131,782.39	2,502.61	98.14%
5740 - OTHER REVENUES FROM LOCAL SOUR	100.00	.00	-199.06	-99.06	199.06%
<b>Total REVENUE - LOCAL &amp; INTERMED</b>	<b>134,385.00</b>	<b>-1,022.15</b>	<b>-131,981.45</b>	<b>2,403.55</b>	<b>98.21%</b>
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUES	50,438.00	.00	-40,023.00	10,415.00	79.35%
<b>Total STATE PROGRAM REVENUES</b>	<b>50,438.00</b>	<b>.00</b>	<b>-40,023.00</b>	<b>10,415.00</b>	<b>79.35%</b>
<b>Total Revenue Local-State-Federal</b>	<b>184,823.00</b>	<b>-1,022.15</b>	<b>-172,004.45</b>	<b>12,818.55</b>	<b>93.06%</b>

Comparison of Expenditures and Encumbrances to Budget

HARLETON ISD

As of August

Fund 599 / 0 DEBT SERVICE FUNDS

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
71 - DEBT SERVICE						
6500 - DEBT SERVICE	-184,823.00	.00	152,758.60	10,570.05	-32,064.40	82.65%
<b>Total Function 71 DEBT SERVICE</b>	<b>-184,823.00</b>	<b>.00</b>	<b>152,758.60</b>	<b>10,570.05</b>	<b>-32,064.40</b>	<b>82.65%</b>
<b>Total Expenditures</b>	<b>-184,823.00</b>	<b>.00</b>	<b>152,758.60</b>	<b>10,570.05</b>	<b>-32,064.40</b>	<b>82.65%</b>

School Enrollment

001 HARLETON HIGH SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hispanic/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
09	0	0	0	0	0	1	0	0	31	24	2	3	3	0	36	28	64
10	0	0	0	0	0	0	0	0	27	28	2	1	3	3	32	32	64
11	0	0	1	0	0	1	0	0	33	15	0	3	1	0	35	19	54
12	0	0	0	0	2	2	0	0	34	19	3	3	0	2	39	26	65
TOTAL	0	0	1	0	2	4	0	0	125	86	7	10	7	5	142	105	247

School Enrollment

041 HARLETON JR HIGH SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hispanic/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
06	0	0	0	0	1	0	0	0	21	19	1	3	3	1	26	23	49
07	0	0	0	0	1	0	0	0	21	20	1	3	2	0	25	23	48
08	0	0	0	0	2	0	0	0	27	18	3	0	2	1	34	19	53
TOTAL	0	0	0	0	4	0	0	0	69	57	5	6	7	2	85	65	150

School Enrollment

101 HARLETON ELEMENTARY SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hispanic/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	0	0	0	0	21	26	4	3	0	1	25	30	55
02	0	0	0	0	0	1	0	0	27	20	0	2	2	0	29	23	52
03	0	0	0	0	0	0	0	0	22	23	0	1	0	1	22	25	47
04	0	0	0	0	0	0	0	0	21	17	1	3	0	0	22	20	42
05	0	0	0	0	0	0	0	0	18	28	2	5	1	1	21	34	55
EE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
KG	1	0	0	0	1	0	0	0	25	19	1	1	2	3	30	23	53
PK	0	0	0	0	0	0	0	0	5	9	0	0	0	0	5	9	14
TOTAL	1	0	0	0	1	1	0	0	140	142	8	15	5	6	155	164	319

Totals for All Schools

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hispanic/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	0	0	0	0	21	26	4	3	0	1	25	30	55
02	0	0	0	0	0	1	0	0	27	20	0	2	2	0	29	23	52
03	0	0	0	0	0	0	0	0	22	23	0	1	0	1	22	25	47
04	0	0	0	0	0	0	0	0	21	17	1	3	0	0	22	20	42
05	0	0	0	0	0	0	0	0	18	28	2	5	1	1	21	34	55
06	0	0	0	0	1	0	0	0	21	19	1	3	3	1	26	23	49
07	0	0	0	0	1	0	0	0	21	20	1	3	2	0	25	23	48
08	0	0	0	0	2	0	0	0	27	18	3	0	2	1	34	19	53
09	0	0	0	0	0	1	0	0	31	24	2	3	3	0	36	28	64
10	0	0	0	0	0	0	0	0	27	28	2	1	3	3	32	32	64
11	0	0	1	0	0	1	0	0	33	15	0	3	1	0	35	19	54
12	0	0	0	0	2	2	0	0	34	19	3	3	0	2	39	26	65
EE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
KG	1	0	0	0	1	0	0	0	25	19	1	1	2	3	30	23	53
PK	0	0	0	0	0	0	0	0	5	9	0	0	0	0	5	9	14
TOTAL	1	0	1	0	7	5	0	0	334	285	20	31	19	13	382	334	716

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

#### ATTN(NOTE)

#### GENERAL INFORMATION ABOUT THIS UPDATE

Update 115 includes new Title IX regulations, effective August 14, 2020, which define sexual harassment under Title IX and establish detailed procedures for how districts must respond to notice or allegations of sexual harassment. The final Title IX regulations and related materials are available on the U.S. Department of Education [Office for Civil Rights](#) website.

Multiple changes at Update 115 are based on legislation from the Regular Session of the 86th Texas Legislature that impose changes effective with the 2020–21 school year. Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 86th Legislature.

An overview video of the local policy changes is available under Policy Manual Update Resources in the myTASB [Policy Service Resource Library](#). **(LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

#### AF(LEGAL)

#### INNOVATION DISTRICTS

Revisions to the Administrative Code, effective January 2020:

- Specify that an innovation district may not be exempted from Education Code Chapters 48 (Foundation School Program) and 49 (Options for Local Revenue Levels in Excess of Entitlement); and
- Authorize the commissioner to terminate district of innovation status for a district's failure to comply with the duty to discharge or refuse to hire certain employees or applicants as required by state law.

#### AIA(LEGAL)

#### ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Administrative rule changes, effective August 2019, specify that districts with a local accountability system must use the local accountability system rating standards established by the commissioner. These standards will be updated annually and published in the *Local Accountability System Manual*.

Definitions for the various accreditation statuses have also been added.

#### AIB(LEGAL)

#### ACCOUNTABILITY: PERFORMANCE REPORTING

TEA has renamed the Performance-Based Monitoring Analysis System (PBMAS) to the Results Driven Accountability (RDA) system, effective December 3, 2019. This was to align with the Office of Special Education Programs (OSEP) framework.

#### AIC(LEGAL)

#### ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Beginning with the 2020–21 school year, HB 4205 creates a new option for campuses that are required to submit campus turnaround plans—an accelerated campus excellence (ACE) turnaround plan. The commissioner is required to approve an ACE turnaround plan if the commissioner determines that the plan meets the statutory requirements.

Other changes are from revised Administrative Code rules, effective March 31, 2020. The rules clarify interventions and sanctions provisions, including campus intervention team membership and participation and campus turnaround plan submission, approval, and implementation processes.

Additional detail has been included about the required notice the campus intervention team must provide regarding the public meeting for soliciting input on development of a targeted improvement plan.

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

#### **BBA(LEGAL)**

#### **BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS**

This legally referenced policy on eligibility and qualifications for board members has been revised to clarify that a person cannot *run* for the board if the person has a final felony conviction from which the person has not been pardoned or had the disabilities removed (see Eligibility). The provision at Ineligibility indicating that a person cannot *serve* as a member of the board if the person has been convicted of a felony remains unchanged.

#### **BBBB(LEGAL)**

#### **ELECTIONS: POST-ELECTION PROCEDURES**

HB 2640 deleted the requirement for the presiding officer of the board to prepare a report of precinct results for the secretary of state.

#### **BBD(LEGAL)**

#### **BOARD MEMBERS: TRAINING AND ORIENTATION**

Extensive changes to this legally referenced policy on board member training and orientation are from revised Administrative Code rules, effective March 24, 2020. See the TASB Board Development Services website for helpful overviews of the [training requirements](#).

#### **BDF(LEGAL)**

#### **BOARD INTERNAL ORGANIZATION: CITIZEN ADVISORY COMMITTEES**

HB 18 revised the list of persons that a board may appoint to the school health advisory council (SHAC). The bill also added requirements for a district to publish in the student handbook and on the district's website certain information on student physical and mental health resources, policies, and procedures and whether each campus has a full-time nurse or school counselor. The 2020–21 [TASB Model Student Handbook](#) has been updated to meet this requirement.

#### **BF(LOCAL)**

#### **BOARD POLICIES**

A revision to this local policy clarifies that a district's legally referenced policies are not adopted by the board.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **BQ(LEGAL)**

#### **PLANNING AND DECISION-MAKING PROCESS**

HB 18 revised the list of strategies for improvement of student performance that must be included in the district improvement plan (DIP) to include positive behavior interventions and support and implementation of a comprehensive school counseling program. In addition, the DIP must include:

- Strategies for providing elementary school students information about higher education; and
- The district's procedures on mental health promotion and intervention, substance abuse prevention and intervention, and suicide prevention.

Details about dating violence have been moved to FFH addressing harassment; details about sexual abuse, sex trafficking, and other maltreatment of children have been moved to FFG addressing child abuse and neglect.

#### **BQA(LEGAL)**

#### **PLANNING AND DECISION-MAKING PROCESS: DISTRICT-LEVEL**

Provisions on the district-level decision-making committee's responsibilities have been revised to better match statute.

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

#### **BQB(LLEGAL) PLANNING AND DECISION-MAKING PROCESS: CAMPUS-LEVEL**

Provisions on the campus-level decision-making committee's responsibilities have been revised to better match statute.

#### **CBB(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL**

The Note on page 5 has been adjusted to include a link to a USDA memo addressing micro-purchase and simplified acquisition thresholds for federal child nutrition programs.

#### **CCA(LLEGAL) LOCAL REVENUE SOURCES: BOND ISSUES**

TASB Policy Service engaged an outside law firm with expertise in the area of bonds to review the federal securities law provisions in this legally referenced policy, which resulted in revisions throughout that section of the policy.

In addition, we have included two existing statutory provisions on:

- Attorney general review and approval of a public security and the record of proceedings, and
- Authority of the issuer of public securities to contract for certain services.

#### **CCG(LLEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES**

At Tax Rate Adoption, we have added information on the maximum compressed rate from HB 3 and new Administrative Code rules effective April 10, 2020.

HB 492 repeals existing law regarding reappraisal of property damaged in a disaster area. However, an amendment to the Texas constitution approved by voters in November 2019 authorizes a temporary exemption for property damaged in a disaster. These new provisions have been added to CCGA(LLEGAL) addressing ad valorem tax exemptions.

A board must conduct an efficiency audit before holding an election seeking voter approval to adopt an M&O tax rate. In conducting the audit, the auditor selected by the board must follow the Legislative Budget Board (LBB) guidelines, to which we have included a link.

#### **CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS**

HB 492 provides for a temporary exemption for property damaged in a disaster, as authorized in an amendment to the Texas Constitution approved by voters in November 2019.

#### **CCGB(LLEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT**

Revisions to this legally referenced policy reflect amended Administrative Code rules, effective February 6, 2020, and include:

- The exclusion of any employee names or other personal identifying information from the definition of *substantive documents* submitted to the comptroller in connection with economic development applications,
- Clarification of the procedures for an applicant to obtain continued eligibility for a limitation on appraised value, and
- Extended timelines for the comptroller to review a written agreement for a limitation on appraised value.

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

#### **CCH(LEGAL) LOCAL REVENUE SOURCES: APPRAISAL DISTRICT**

Effective September 1, 2020, SB 2 requires an appraisal district board in a county with a population of a million or more to increase the size of the appraisal review board (ARB) to an appropriate number of members. The ARB must establish special panels to conduct protest hearings.

#### **CFA(LEGAL) ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS**

Revisions to the provisions on the Annual Local Debt Report are from amended Administrative Code rules, effective April 5, 2020.

Other revisions are to add some existing legal provisions, delete nonessential provisions, and better match legal sources.

#### **CFC(LEGAL) ACCOUNTING: AUDITS**

This legally referenced policy on audits has been revised to add some existing legal provisions, delete nonessential provisions, and better match legal sources.

#### **CKA(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: INSPECTIONS**

This legally referenced policy on asbestos has been revised to add some existing legal provisions, delete nonessential provisions, and better match legal sources.

#### **CKE(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL**

Revisions regarding training are from amended Administrative Code rules, effective February 5, 2020, and require district police officers and school resource officers to receive a school-based law enforcement proficiency certificate within 180 days of commission or placement in the district.

#### **CKEA(LEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS**

The addition of provisions regarding reporting on appointment and separation of licensed peace officers was prompted by amended Administrative Code rules, effective February 5, 2020.

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

Revisions to the provisions prohibiting certain expenditures of funds from the instructional materials allotment are from amended Administrative Code rules, effective February 6, 2020.

#### **CO(LEGAL) FOOD AND NUTRITION MANAGEMENT**

A Note has been added pointing to the Texas Department of Agriculture's Records Retention List, which can assist districts with retaining documentation to demonstrate program compliance.

#### **CQ(LEGAL) TECHNOLOGY RESOURCES**

This legally referenced policy has been revised to add some existing legal provisions, delete nonessential provisions, and better match legal sources. Citations to various laws pertaining to unlawful interception, use, or disclosure of communications have also been added to this policy for reference.

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

Online posting provisions have been updated to:

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

- Clarify that notification by the campus intervention team regarding public input on development of a targeted improvement plan must be published on the district and campus websites,
- Add the requirement to post a completed campus turnaround plan 30 days before the final plan is submitted to the board,
- Add details about posting of the Annual Local Debt Report,
- Add the requirement to post information on designated agents under the Digital Millennium Copyright Act for districts seeking to limit liability, and
- Add the requirement to post the district's family engagement plan.
- Add contact information for the district's Title IX coordinator and the district's policy of nondiscrimination; and
- Add materials used to train the Title IX coordinator and other individuals who are relevant to resolving complaints under Title IX.

### **CQB(LEGAL)**

### **TECHNOLOGY RESOURCES: CYBERSECURITY**

We have removed provisions on the Electronic Communication Privacy Act that address the criminal consequences of the Act. A high-level reference to this information has been added to CQ(LEGAL).

### **CRE(LEGAL)**

### **INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION**

We have removed case law addressing enforcement of a reasonable absence-control rule because the case is also included in DEC(LEGAL).

### **CS(LEGAL)**

### **FACILITY STANDARDS**

Provisions on termination of LP-gas service have been revised as a result of amended Administrative Code rules, effective January 6, 2020.

### **CY(LEGAL)**

### **INTELLECTUAL PROPERTY**

This legally referenced policy on intellectual property has been revised to add some existing legal provisions, delete nonessential provisions, and better match legal sources.

### **D(LEGAL)**

### **PERSONNEL**

The D Section table of contents has been revised to rename DBAA Pre-Employment Reviews.

### **DAA(LEGAL)**

### **EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY**

This legally referenced policy has been revised at Bankruptcy Discrimination to better match statute.

The provisions addressing compliance coordinators for federal nondiscrimination laws have been updated in response to the new Title IX regulations.

### **DBAA(LEGAL)**

### **EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS**

This legally referenced policy has been retitled and reorganized to include various pre-employment reviews. As a result, provisions on the required pre-employment affidavit and the Do Not Hire Registry have been moved to this policy from DC(LEGAL).

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

Provisions have been added on the U.S. Department of Transportation's (DOT) national commercial driver license drug and alcohol clearinghouse. A district may not employ a driver subject to DOT drug and alcohol testing who will perform a safety-sensitive function without first conducting a pre-employment inquiry through the clearinghouse.

#### **DC(LEGAL)                      EMPLOYMENT PRACTICES**

As mentioned above, provisions on the required pre-employment affidavit and the Do Not Hire Registry have been moved to DBAA(LEGAL), which now addresses pre-employment reviews.

#### **DED(LOCAL)                      COMPENSATION AND BENEFITS: VACATIONS AND HOLIDAYS**

Recommended revisions to this local policy on paid vacation days address the board's authorization of the program for the maintenance director and transportation director and refer to administrative procedures for details to promote consistent application and prevent conflict between policy and administrative procedures.

If your district offers paid vacations to other employees or paid holiday benefits to certain district employees, please contact the district's policy consultant for recommended policy language. TASB HR Services has a [framework](#) to help districts develop administrative procedures on vacation and holiday programs.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DF(LEGAL)                      TERMINATION OF EMPLOYMENT**

Failure to terminate an employee on the Do Not Hire Registry has been added as a reason for which the State Board for Educator Certification may impose sanctions on an educator. This change is from amended Administrative Code rules, effective March 5, 2020.

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

Changes to this legally referenced policy on reports to TEA regarding non-certified employee misconduct are from revised Administrative Code rules, effective December 31, 2019. The rules clarify the information that must be in a report and include several relevant definitions.

#### **DHE(LEGAL)                      EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING**

Information on postaccident alcohol or controlled substances testing has been incorporated from DHE(EXHIBIT), which is being deleted.

Additional detail has been included regarding required Department of Transportation drug and alcohol testing of commercial vehicle operators.

#### **DHE(EXHIBIT)                      EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING**

This exhibit on postaccident alcohol or controlled substances testing is being deleted, as the content has been incorporated into DHE(LEGAL).

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

#### DIA(LLEGAL)

#### EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

The Note pointing to other relevant policies has been updated to reflect Title IX changes. We have added the recent U.S. Supreme Court case, *Bostock v. Clayton County, Georgia*, which held that firing an employee on the basis of homosexuality or transgender status violates Title VII's prohibition against sex discrimination in employment. Margin notes have also been updated.

#### DIA(LOCAL)

#### EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Recommended revisions to this policy incorporate the recent United States Supreme Court decision *Bostock v. Clayton County, Georgia*, which held that an adverse employment action against an employee on the basis of homosexuality or transgender status violates Title VII's prohibition on sex discrimination in employment. As a result, the policy clarifies that discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Based on the new Title IX regulations, recommended revisions include the following.

- The definition of Prohibited Conduct has been revised to include conduct that meets the Title IX definition of sexual harassment, but the policy retains the broader definitions of prohibited conduct in districts' current policies to ensure that all prohibited conduct is addressed.
- Text at Sex-Based Harassment and Investigation of Reports Other than Title IX directs readers to new provisions on responding to allegations of prohibited conduct that if proved would meet the definition of sexual harassment under Title IX, as the law requires a specific response process for these allegations. Allegations of prohibited conduct not based on sex or that would not meet the definition of sexual harassment under Title IX will follow the district's existing investigation process.
- The Title IX regulations provide that a district has actual knowledge of sexual harassment if notice or allegations are made to any employee; therefore, a new provision at Notice of Report requires *any* employee who receives a report of prohibited conduct based on sex to notify the Title IX coordinator.
- Text at Response to Sexual Harassment—Title IX addresses legally required actions when the district receives notice or allegations of conduct that would meet the definition of sexual harassment under Title IX.
- New provisions direct the superintendent to develop a Title IX formal complaint process that will apply following a formal complaint and that must comply with the elements in the new regulations, as included in FFH(LLEGAL).
- To determine responsibility in a Title IX formal complaint of sexual harassment, the policy designates that the district will use a *preponderance of the evidence* standard. **If the board wishes to instead use the *clear and convincing evidence* standard, which is a higher standard of evidence, please contact the district's policy consultant.** The district must use the same standard of evidence for investigation of all formal Title IX sexual harassment complaints, including complaints by students.
- Provisions on retaliation and records retention have been updated.

Policy Service also recommends updates to the examples for harassment to include cyberharassment and electronic communications and clarification of the provisions on distribution of the policy and any accompanying procedures.

TASB's Title IX model procedures are available in [TASB School Law eSource](#).

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DIA(EXHIBIT)                      EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

The new Title IX regulations require districts to notify employees, students, parents, and others of the Title IX coordinator's contact information, which now must include an email address. For consistency, Policy Service recommends adding an email address for the ADA/Section 504 coordinator, if applicable to your district.

**If you have not already completed the survey from Policy Service regarding coordinator contact information, including providing email addresses for each coordinator, please do so in order for your policy consultant to update this exhibit.**

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DMA(LLEGAL)                      PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT**

HB 18 revises both optional and required training for district staff development. Required training, which must be provided annually, focuses on various aspects of student mental health, as listed in the policy. Suicide prevention training must address the specific components indicated.

Details about required mental health support programs have been updated in accordance with HB 18 and moved to FFEB addressing student mental health.

Provisions addressing required training on child abuse, trafficking, and maltreatment have been updated based on revised Administrative Code rules, effective November 6, 2019.

#### **DMD(LOCAL)                      PROFESSIONAL DEVELOPMENT: PROFESSIONAL MEETINGS AND VISITATIONS**

Policy Service recommends that the administrative details regarding professional meetings be removed from the local policy manual, as board-adopted policy is not required.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DP(LLEGAL)                      PERSONNEL POSITIONS**

This legally referenced policy on personnel has been revised to include provisions on various physical and mental health professionals, including:

- School nurses,
- Certified school counselors,
- Nonphysician mental health professionals, and
- Licensed specialists in school psychology (LSSPs).

#### **EEL(LLEGAL)                      INSTRUCTIONAL ARRANGEMENTS: CONTRACTS WITH OUTSIDE AGENCIES**

In accordance with new federal provisions, districts that have Junior Reserve Officers' Training Corps programs must permit homeschooled students to participate in the program.

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

#### **EHAA(LLEGAL)                      BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)**

Provisions on coordinated health programs have been updated based on HB 18.

HB 18 amends the SHAC's duties to include making recommendations about various aspects of student mental health.

#### **EHB(LLEGAL)                      CURRICULUM DESIGN: SPECIAL PROGRAMS**

New provisions on dyslexia compliance monitoring are from revised Administrative Code rules, effective December 25, 2019.

SB 2075 requires that a district notify the parent of a student who has or is at risk for dyslexia or a related disorder that the Texas State Library and Archives Commission provides audiobooks free of charge to students with eligible disabilities.

#### **EHBA(LLEGAL)                      SPECIAL PROGRAMS: SPECIAL EDUCATION**

Provisions on off-campus programs to provide special education and related services during school hours in a non-district facility are from new Administrative Code rules, effective November 10, 2019. The rules address placement in the programs, notification to and review by TEA, contract requirements, and changes of student residence.

#### **EHBAB(LLEGAL)                      SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM**

New Administrative Code rules, effective March 30, 2020, address transition assistance for highly mobile students who are homeless or in substitute care. For such students who transfer into the district, the rules require the receiving district to:

- Accept a referral done by a previous district for a special education evaluation and complete any written report of a full individual and initial evaluation by the timelines in law, and
- Ensure that the district meets student transfer requirements relating to the ARD committee for a student who is already eligible for services.

#### **EHBE(LLEGAL)                      SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL**

This legally referenced policy on bilingual education has been revised throughout as a result of amended Administrative Code rules, effective April 10, 2020. The rules address requirements for administering the home language survey, parental notice and consent, and assessment options for students in a two-way dual language immersion program.

Other revisions are to better match statute.

#### **EHBG(LLEGAL)                      SPECIAL PROGRAMS: PREKINDERGARTEN**

Amended Administrative Code rules, effective February 13, 2020, prompted revisions throughout the high-quality prekindergarten program provisions.

#### **EHBJ(LLEGAL)                      SPECIAL PROGRAMS: INNOVATIVE AND MAGNET PROGRAMS**

Changes to the application process for requesting approval from the State Board of Education or the commissioner to offer an innovative course are from amended Administrative Code rules, effective December 25, 2019.

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

#### **EHDD(LEGAL)**

#### **ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT**

Provisions on dual credit agreements have been updated based on amended Administrative Code rules, effective November 24, 2019. We have also added some existing statutory provisions on dual credit programs to address faculty supervision and student transcripts.

#### **EI(LEGAL)**

#### **ACADEMIC ACHIEVEMENT**

Provisions on partial award of credit have been updated to reflect revised Administrative Code rules, effective March 15, 2020. The rules revised terminology regarding awarding of credit proportionately when a student receives a passing grade in "half" of a course, rather than per "semester."

New Administrative Code rules, effective March 30, 2020, address transition assistance for highly mobile students who are homeless or in substitute care and require districts to:

- Adopt local policy to assist with awarding credit for a course that was earned prior to the student enrolling in or transferring to the district [see FD(LOCAL) recommendations in Update 115],
- Develop credit recovery plans for students who were denied credits outside the district or if the student's credit deficit would impede on-time promotion or graduation,
- Create course transition plans for students who were denied credit,
- Develop and administer personal graduation plans for junior or middle school students, and
- Comply with existing Education Code provisions regarding awarding of diplomas.

#### **EI(LOCAL)**

#### **ACADEMIC ACHIEVEMENT**

Provisions on partial credit have been updated to reflect revised Administrative Code rules, which changed terminology regarding awarding of credit proportionately when a student receives a passing grade in "half" of a course, rather than per "semester."

To provide flexibility, Policy Service is recommending deletion of the statement that a student shall be required to retake only the portion of the course with a failing grade. The ways a student can earn credit for the failed part of a course can include various methods other than retaking the failed portion, and board policy is not required to specify which particular method may be used.

New Administrative Code rules address transition assistance for highly mobile students who are homeless or in substitute care. Because these new rules address similar concepts as the district's current text on late enrollment or withdrawal of migrant or homeless students and to avoid conflict with the new rules, Policy Service recommends deleting this provision from local policy. Any specific practices in this area will need to align with the new rules and could be included in administrative procedures. See also FD(LOCAL) in this update for recommended changes addressing the new Administrative Code rules.

#### **EIF(LEGAL)**

#### **ACADEMIC ACHIEVEMENT: GRADUATION**

Beginning with students enrolled in the 12th grade in the 2021–22 school year, HB 3 will require a student to complete and submit a federal or Texas application for financial aid to graduate. The provision has been added to the policy manual now in case the district starts receiving questions about this provision. TEA will be issuing rules with more details.

Details on forming an individual graduation committee, including acceptable alternate members, have been added from amended Administrative Code rules, effective February 10, 2020.

Administrative Code rules effective November 24, 2019, provide that a student who completes the core curriculum of an institution of higher education meets the curriculum requirements for the foundation high

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school program, earns an endorsement and the distinguished level of achievement, and is entitled to a high school diploma.

Provisions on transitioning to the foundation high school program have been deleted from law.

### **EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT**

Changes to this legally referenced policy on assessments include:

- Additional detail on end-of-course assessments, for more complete information;
- Deletion of detailed provisions on use of the TSI as a substitute assessment in lieu of a statutory reference; and
- Revisions to testing requirements for accountability purposes based on amended Administrative Code rules, effective February 23, 2020.

### **EKC(LLEGAL) TESTING PROGRAMS: READING ASSESSMENT**

Effective with the 2020–21 school year, HB 3 requires a district to administer the commissioner-adopted reading instrument or the commissioner-approved alternative reading instrument to students at the kindergarten level and report results of reading instruments to parents within 60 calendar days of administration.

### **ELA(LLEGAL) CAMPUS OR PROGRAM CHARTERS: PARTNERSHIP CHARTERS**

This legally referenced policy on partnership charters has been significantly revised in accordance with amended Administrative Code rules, effective March 31, 2020. The rules:

- State that operating partners have final and sole authority over certain campus decisions;
- Add numerous requirements for performance contracts; and
- Update the TEA approval process.

In accordance with amended Administrative Code rules, effective September 1, 2019, a performance contract for a partnership charter only needs to include assurances that the district has consulted with relevant campus personnel if the partnering entity is an open enrollment charter school and not for other partnering entities approved by TEA.

### **F(LLEGAL) STUDENTS**

Update 115 includes reorganization of student mental health provisions. As a result:

- FFE has been renamed Counseling and Mental Health;
- FFEA has been renamed Counseling; and
- FFEB has been renamed Mental Health.

### **FB(LLEGAL) EQUAL EDUCATIONAL OPPORTUNITY**

The provisions on required grievance procedures and retaliation have been updated based on the new Title IX regulations.

### **FB(LOCAL) EQUAL EDUCATIONAL OPPORTUNITY**

The provision on the Title IX coordinator has been updated in response to the new Title IX regulations. Corresponding wording changes were made to the ADA/Section 504 coordinator text.

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#### **FB(EXHIBIT) EQUAL EDUCATIONAL OPPORTUNITY**

The new Title IX regulations require districts to notify employees, students, parents, and others of the Title IX coordinator's contact information, which now must include an email address. For consistency, Policy Service recommends adding an email address for the district's ADA/Section 504 coordinator.

**If you have not already completed the survey from Policy Service regarding coordinator contact information, including providing email addresses for each coordinator, please do so in order for your policy consultant to update this exhibit.**

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **FD(LOCAL) ADMISSIONS**

New Administrative Code rules, effective March 30, 2020, address transition assistance for highly mobile students who are homeless or in substitute care and require districts to adopt local policy to assist with awarding credit to a student who is homeless or in substitute care for a course that was earned prior to the student enrolling in or transferring to the district. See Transition Assistance for recommended text to comply with this local policy requirement.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **FDB(LEGAL) ADMISSIONS: INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS**

Clarification has been added regarding transfer of a student with a disability who receives special education services and who engaged in bullying.

#### **FEA(LEGAL) ATTENDANCE: COMPULSORY ATTENDANCE**

From HB 3, we have added a provision, effective September 1, 2020, clarifying that a student is not required to attend school for the additional instructional days for which a district receives a financial incentive under Education Code 48.0051. See FEB(LEGAL) for more information.

#### **FEB(LEGAL) ATTENDANCE: ATTENDANCE ACCOUNTING**

Amended Administrative Code rules, effective December 25, 2019, delete the reference to taking attendance during the second or fifth instructional hour and specify that attendance shall be taken at the official attendance-taking time during the campus's instructional day. There is no requirement to include the official attendance-taking time in policy; it may be designated in district procedures.

From HB 3, we have added a provision, effective September 1, 2020, under which a district may receive a financial incentive for offering an additional 30 days of half-day instruction above the required minimum number of minutes for students in prekindergarten through fifth grade.

#### **FEB(LOCAL) ATTENDANCE: ATTENDANCE ACCOUNTING**

Recommended revisions to this local policy on attendance accounting are to address amended Administrative Code rules that delete the reference to taking attendance during the second or fifth instructional hour and specify that attendance shall be determined at the official attendance-taking time during the campus's instructional day. The recommended text assigns to the superintendent the responsibility of designating the district's official attendance-taking time. Note that there is no requirement to include the official attendance-taking time in policy; it may be designated in district procedures.

See FEB in the [TASB Regulations Resource Manual](#).

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#### **FFAC(LEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

Provisions on nursing peer review committees have been moved to DP(LEGAL).

Provisions on psychotropics and psychiatric evaluations have been moved to FFEB(LEGAL).

#### **FFAE(LEGAL) WELLNESS AND HEALTH SERVICES: SCHOOL-BASED HEALTH CENTERS**

HB 18 permits the board (in addition to a local health education and health-care advisory council) to initiate the establishment of a school-based health center at a campus. The bill also expands the list of services that may be provided at school-based health centers to include physical health care, treatment of mental health conditions, and treatment for substance abuse.

Other changes from HB 18 address parental consent for referrals, the membership of the advisory council, and coordination with existing providers.

#### **FFB(LEGAL) STUDENT WELFARE: CRISIS INTERVENTION**

Provisions on the recommended best practice programs and research-based practices on student mental health have been moved to FFEB(LEGAL).

#### **FFC(LEGAL) STUDENT WELFARE: STUDENT SUPPORT SERVICES**

New Administrative Code rules, effective March 30, 2020, address transition assistance for highly mobile students who are homeless or in substitute care. The rules address processes and practices on the following:

- Transferring student records;
- Developing systems to ease transition for students, including welcome packets, introductions, and mechanisms for receiving school nutrition program benefits;
- Convening enrollment conferences;
- Determining appropriate placement in educational programs and courses;
- Facilitating participation in extracurricular programs;
- Promoting postsecondary information; and
- Notifying the educational decision-maker and caseworker of events that significantly impact the student's education.

#### **FFE(LEGAL) STUDENT WELFARE: COUNSELING AND MENTAL HEALTH**

Provisions on counseling have been moved to FFEA.

#### **FFEA(LEGAL) COUNSELING AND MENTAL HEALTH: COUNSELING**

This legally referenced policy has been reorganized to focus on both behavioral and academic counseling programs. As a result:

- Personnel provisions on school counselors and their duties have been moved to DP(LEGAL), and
- Various provisions regarding consent to counseling services previously at FFE(LEGAL) have been moved to this code.

From HB 18, we have added a provision requiring a school counselor to work with various stakeholders to plan, implement, and evaluate a comprehensive school counseling program.

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From HB 114, we have added a provision applicable with the 2020–21 school year requiring a school counselor to provide information regarding availability of college credit for military experience, education, and training obtained during military service.

#### **FFEB(LEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH**

This legally referenced policy has been added to focus on student mental health programs. As a result, provisions on psychotropics and psychiatric evaluations previously at FFAC(LEGAL) have been moved to this code.

The policy now addresses the various mental health programs, as revised by HB 18, for which the district must develop practices and procedures. The practices and procedures must be included in the student handbook and district improvement plan. The 2020–21 [TASB Model Student Handbook](#) has been updated to meet this requirement.

#### **FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

This legally referenced policy on child abuse and neglect has been significantly revised based on amended Administrative Code rules, effective November 6, 2019. The rules address the required policy on sexual abuse, trafficking, and other maltreatment of students that must be included in the district improvement plan and the student handbook. The 2020–21 [TASB Model Student Handbook](#) has been updated to meet this requirement. The rules also revise the elements of the required child abuse and neglect reporting policy.

FFG(LOCAL) has been revised to comply with these rule changes.

#### **FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

This local policy on child abuse and neglect has been significantly revised based on amended Administrative Code rules.

Recommended text is included to provide the required policy addressing sexual abuse, trafficking, and other maltreatment of students that must be included in the district improvement plan and the student handbook. The 2020–21 [TASB Model Student Handbook](#) has been updated to meet this requirement.

The rules also revise the elements of the required child abuse and neglect reporting policy. To ensure all the policy elements are addressed in board-adopted local policy, we have revised and moved provisions from FFG(EXHIBIT) into this local policy and recommend deletion of the exhibit.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **FFG(EXHIBIT) STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

As mentioned at FFG(LEGAL), Administrative Code rules on child abuse and neglect were recently revised. To ensure that all required policy elements are addressed in board-adopted local policy, we have revised and moved provisions from this exhibit into FFG(LOCAL). This exhibit is recommended for deletion.

#### **FFH(LEGAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

This legally referenced policy addressing discrimination, harassment, and retaliation against students has been significantly revised to include the new Title IX regulations, which define sexual harassment under Title IX and establish detailed procedures for how districts must respond to notice or allegations of sexual harassment.

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The final Title IX regulations and related materials are available on the U.S. Department of Education [Office for Civil Rights](#) website.

Provisions on dating violence have been moved from BQ(LEGAL) to this code on discrimination, harassment, and retaliation.

### FFH(LOCAL)                      STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Based on the new Title IX regulations, recommended revisions include the following.

- The definition of Prohibited Conduct has been revised to include conduct that meets the Title IX definition of sexual harassment, but the policy retains the broader definitions of prohibited conduct in districts' current policies to ensure that all prohibited conduct is addressed.
- Text at Sex-Based Harassment and Investigation of Reports Other than Title IX directs readers to new provisions on responding to allegations of prohibited conduct that if proved would meet the definition of sexual harassment under Title IX, as the law requires a specific response process for these allegations. Allegations of prohibited conduct not based on sex or that would not meet the definition of sexual harassment under Title IX will follow the district's existing investigation process.
- The provision requiring an employee to report prohibited conduct has been updated to include either direct or indirect reports.
- Text at Response to Sexual Harassment—Title IX addresses legally required actions when the district receives notice or allegations of conduct that would meet the definition of sexual harassment under Title IX.
- New provisions direct the superintendent to develop a Title IX formal complaint process that will apply following a formal complaint and that must comply with the elements in the new regulations, as included in FFH(LEGAL).
- To determine responsibility in a Title IX formal complaint of sexual harassment, the policy designates that the district will use a *preponderance of the evidence* standard. **If the board wishes to instead use the *clear and convincing evidence* standard, which is a higher standard of evidence, please contact the district's policy consultant.** The district must use the same standard of evidence for investigation of all formal Title IX sexual harassment complaints, including complaints by employees.
- Provisions on retaliation and false claims have been updated and moved to the end of the policy.

Policy Service also recommends updates to the examples for harassment to include cyberharassment and electronic communications.

TASB's Title IX model procedures are available in [TASB School Law eSource](#).

### FFH(EXHIBIT)                      STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

The new Title IX regulations require districts to notify employees, students, parents, and others of the Title IX coordinator's contact information, which now must include an email address. For consistency, Policy Service recommends adding an email address for the district's ADA/Section 504 coordinator.

**If you have not already completed the survey from Policy Service regarding coordinator contact information, including providing email addresses for each coordinator, please do so in order for your policy consultant to update this exhibit.**

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Harleton ISD

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **FM(LEGAL)                      STUDENT ACTIVITIES**

The detailed list of honors classes for purposes of eligibility to participate in extracurricular activities has been deleted in lieu of a reference to the Administrative Code.

Existing statutory provisions on before- and after-school programs for elementary and middle school grades have been added.

#### **FMF(LOCAL)                      STUDENT ACTIVITIES: CONTESTS AND COMPETITION**

This local policy on student contests and competition is recommended for deletion. There is no requirement for board policy on these issues; the district's practices can be included in administrative procedures.

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

Policy Service has revised the list of protected characteristics at Other Complaint Processes, item 1, to align with the list at FFH(LOCAL) above.

A recommended revision specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 "calendar" days. This is an exception to how other timelines are calculated in the policy, which are based on "business" days in accordance with how days are defined.

See FNG in the [TASB Regulations Resource Manual](#) for updated complaint forms.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **GBAA(EXHIBIT)                      INFORMATION ACCESS: REQUESTS FOR INFORMATION**

This exhibit referring to the attorney general's guidelines for charges under the Public Information Act is being deleted. The citation to the Administrative Code where these charges are found has been added to GBAA(LEGAL).

See GBAA in the [TASB Regulations Resource Manual](#) for updated forms related to requests for information.

#### **GF(LOCAL)                      PUBLIC COMPLAINTS**

A recommended revision specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 "calendar" days. This is an exception to how other timelines are calculated in the policy, which are based on "business" days in accordance with how days are defined.

See GF in the [TASB Regulations Resource Manual](#) for updated complaint forms.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **GKA(LEGAL)                      COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

Provisions on drones have been updated based on changes to federal law and replace previous provisions on model aircraft.



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's 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; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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**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 makes formatting changes appear tracked, even though the text remains the same.

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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.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

[Legally referenced policies are not adopted by the Board.](#)

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms “Trustee” and “Board member” are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

**Policy Development**

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board’s consideration by the Superintendent.

**Official Policy Manual**

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent ~~or designee~~ shall be responsible for its accuracy and integrity and shall maintain a historical record of the District’s policy manual.

**Adoption and Amendment**

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

BOARD POLICIES

BF  
(LOCAL)

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized  
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Vacation Days**

~~**Paid Vacations**~~

The District's maintenance director and transportation ~~directors~~~~director~~ shall ~~receive each be granted ten~~ paid vacation days in accordance with administrative regulations that address the following:

1. Accrual rates and availability;
2. Request and approval processes;
3. Accumulation and carryover limits; and

~~Treatment of each fiscal year. All vacation days upon separation shall be used within the fiscal year for which they are granted. Any vacation days not used by the end of the fiscal year shall be forfeited; however, the District shall pay for unused vacation days if an eligible employee separates from service~~District employment during a fiscal year.

~~All use of vacation days shall be scheduled with the director's supervisor.~~

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**Note:** This policy addresses discrimination, harassment, and retaliation ~~against~~~~involving~~ District employees. ~~For Title IX and other provisions regarding~~~~For~~ discrimination, harassment, and retaliation ~~against~~~~involving~~ students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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**Definitions**

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy ~~and is prohibited~~.

**Discrimination**

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

~~In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.~~

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

~~Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]~~

**Prohibited Harassment**

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or

practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; **cyberharassment**; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other **negative** stereotypes; or other **kinds** ~~types~~ of aggressive conduct such as theft or damage to property.

**Sex-Based Harassment**

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

**Sexual Harassment**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, **contact**, or communication, **including electronic communication** ~~or contact~~.

~~**Retaliation**~~

~~The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, **serves as a witness, or otherwise participates in an investigation.**~~

~~Examples~~

~~Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. **Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.**~~

~~**Prohibited Conduct**~~

~~In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.~~

**Reporting Procedures**

**Any** ~~An~~ employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced

prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

**Definition of District Officials**

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

ADA / Section 504 Coordinator

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other ~~nondiscrimination~~ ~~antidiscrimination~~ laws.

**Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed ~~the conduct~~. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

**Timely Reporting**

To ensure the District's prompt investigation, reports ~~Reports~~ of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. ~~A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.~~

**Notice of Report**

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall immediately notify the Title IX coordinator.

**Investigation of Reports Other Than Title IX ~~the Report~~**

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that,

if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.

The District may request, but shall not ~~require~~~~insist upon~~, a written report. If a report is made orally, the District official shall reduce the report to written form.

#### Initial Assessment

Upon receipt or notice of a report, the District official shall determine whether the allegations, if ~~proved~~~~proven~~, would constitute prohibited conduct as defined by this policy. If so, the District ~~official~~ shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

#### Interim Action

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

#### District Investigation

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the ~~campus~~ principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

#### Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

#### District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

#### Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

**Response to Sexual Harassment—Title IX**

General Response

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

Title IX Formal Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the

District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of  
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

**Retaliation**

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

**Examples**

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**Records Retention**

The District shall retain copies of allegations ~~Copies of reports alleging prohibited conduct~~, investigation reports, and related records regarding any prohibited conduct in accordance with ~~shall be maintained by~~ the District's records control schedules, but ~~District~~ for no less than the minimum amount ~~a period~~ of time required by law. ~~at least three years.~~ [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this ~~This~~ policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be ~~posted on the District's website, to the extent practicable, and readily available at each campus and the District's~~ ~~District~~ administrative offices.

PROFESSIONAL DEVELOPMENT  
PROFESSIONAL MEETINGS AND VISITATIONS

DMD  
(LOCAL)

**Meetings,  
Conferences, and  
Workshops**

~~Professional personnel may attend and participate in meetings, conferences, and workshops that will contribute to their professional growth and development. [See also DMA and DMG]~~

~~When attendance at such events is recommended or required by the administration, the Board, TEA, or UIL, personnel may attend with the Superintendent's approval. No salary deduction or loss of leave shall occur when attendance is recommended or required.~~

~~The Superintendent may grant additional absences to employees for attendance at meetings, conferences, and workshops that are of special interest to the employee.~~

**Release Time**

~~Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.~~

**Certificate of Coursework Completion**

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

**Partial Credit**

When a student earns a passing grade in only ~~half one semester~~ of a ~~two semester~~ course and the combined grade for ~~both halves~~ ~~the two semesters~~ is lower than 70, the District shall award the student credit for the ~~half semester~~ with the passing grade. ~~The student shall be required to retake only the semester in which he or she earned the failing grade.~~

**~~Withdrawal or Late Enrollment~~**

~~Any student, including a migrant or homeless student, who enrolls after the first day of instruction or who withdraws early shall be provided opportunities to achieve mastery of the essential knowledge and skills to meet course requirements. Teachers and counselors shall consider the student's particular circumstances in determining appropriate opportunities, which may include, but are not limited to:~~

- ~~1. Individualized work.~~
- ~~2. Tutorial sessions.~~
- ~~3. Testing to verify mastery of the essential knowledge and skills.~~
- ~~4.1. Early final examinations.~~

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**Note:** The following provisions address equal educational opportunity for all students in accordance with law. For provisions addressing discrimination, harassment, and retaliation involving District students, see FFH.

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**Title IX Coordinator** The District ~~designates and authorizes the~~~~has designated a~~ Title IX coordinator for students to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended. [See FB(EXHIBIT)]

**ADA / Section 504 Coordinator** The District ~~designates and authorizes the~~~~has designated an~~ ADA/Section 504 coordinator for students to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), as amended. [See FB(EXHIBIT)]

**Superintendent** The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

**Equal Educational Opportunity**  
General Education The District shall provide necessary services and supports to provide students equal access to educational opportunities. [See EHBC]- Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment. [See EKB]

Additional Services and Supports If the District has reason to believe that a student has a disability that may require additional services and supports in order for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by the District. [See also EHBA series]

[For information regarding dyslexia and related disorders, see EHB.]

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**Note:** The following provisions address the District’s compliance efforts and system of procedural safeguards as required by federal regulations for a student with a disability as defined by Section 504. A report of discrimination or harassment based on a student’s disability shall be made in accordance with FFH.

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**Section 504**

Committees

The District shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services and supports to a student who has a disability that results in a substantial limitation of a major life activity.

Each Section 504 committee shall be composed of a group of persons knowledgeable about the student, the meaning of the evaluation data, placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

Referrals

If a teacher, school counselor, administrator, or other District employee has reason to believe that a student may have a disability as defined by Section 504, the District shall evaluate the student. A student may also be referred for evaluation by the student's parent.

Notice and Consent

The District shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

Evaluation and Placement

The results of an evaluation shall be considered before any action is taken to place a student with a disability or make a significant change in placement in an instructional program. The Superintendent shall ensure that the District's procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

Review and Reevaluation Procedure

To address the periodic reevaluation requirement of law, the District shall adhere to the reevaluation timelines in the IDEA regulations.

A parent, teacher, or other District employee may request a review of a student's services and supports at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

Examining Records

A parent shall make any request to review his or her child's education records to the campus principal or other identified custodian of records. [See FL]

Right to Impartial Hearing

A parent shall be given written notice of the due process right to an impartial hearing if the parent has a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with a disability. The impartial hearing

shall be conducted by a person who is knowledgeable about Section 504 issues and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney. The District and the parent shall be entitled to legal representation at the impartial hearing.

Records Retention

Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by the District in accordance with law and the District's local records ~~control~~retention schedules. [See CPC]

<b>Persons Age 21 and Over</b>	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
<b>Registration Forms</b>	The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
Proof of Residency <i>Initial Enrollment</i>	At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.
<i>Continued Enrollment</i>	After a student's initial enrollment, the District shall verify residency through the annual registration forms and may investigate stated residency as necessary.
<b>Minor Living Apart</b>	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
<b>Nonresident Student in Grandparent's After-School Care</b>	The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.
	The Superintendent shall have authority to approve or deny such admissions requests in accordance with this policy.
Substantial After-School Care	For the purpose of admission under this provision, a substantial amount of after-school care shall consist of at least three hours per school day for five days during the regular school week.

A student enrolled under this provision may continue in enrollment so long as the grandparent provides this level of care.

The Superintendent shall have authority to waive these requirements on the basis of a student's extenuating circumstances.

**"Accredited" Defined**

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

**Grade-Level Placement**

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

**Transfer of Credit**

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition  
Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to determine transfer of credit for subjects and courses taken prior to enrollment.

[See EI]

**Withdrawal**

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

**Attendance  
Accounting System**

The Superintendent shall be responsible for **designating the official attendance-taking time during the campus's instructional day and** maintaining a student attendance accounting system in accordance with statutory and TEA requirements. [See also FD for admissions and residency requirements.]

Alternative  
Attendance-  
Taking **Recording**  
Time

**The** ~~When appropriate, the~~ Superintendent is authorized to **shall** establish written procedures permitting a campus to **record absences in** ~~specify~~ an alternative **hour from the District's official time for taking attendance-taking time other than the second or fifth instructional hour. Exceptions may be authorized for an entire campus** or for a designated group of students at a campus. The alternative ~~time for recording~~ attendance-taking time shall be determined in accordance with TEA's *Student Attendance Accounting Handbook* **and administrative regulations.**

**Parental Consent to  
Leave Campus**

The Superintendent shall establish procedures regarding parental consent for a student to leave campus, including procedures for documenting a student's absence. The procedures shall be communicated in the employee and student handbooks.

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

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

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

**Training**

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

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

**Reporting Child  
Abuse and Neglect**

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

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

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

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

~~Any~~ ~~by any~~ person is required to ~~shall~~ make a report if the person has cause to believe that an adult was a victim of abuse or neglect ~~im-~~  
~~mediately~~ as a child and the person determines in good faith that

disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person. ~~required by law.~~

~~Reports shall be made in accordance with FFG(EXHIBIT).~~

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

### Restrictions on Reporting

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

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

### Making a Report

Reports may be made to any of the following:

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

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

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

### Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential

and disclosed only in accordance with the rules of the investigating agency.

**Immunity**

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

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

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

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

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

**Responsibilities Regarding Investigations**

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

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

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

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<sup>i</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

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**Note:** This policy addresses discrimination, harassment, and retaliation ~~against~~~~involving~~ District students. For provisions regarding discrimination, harassment, and retaliation ~~against~~~~involving~~ District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

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**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or ~~on~~ any other basis prohibited by law, that adversely affects the student.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

**Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or any other basis prohibited by law, ~~when the conduct~~ ~~that~~ is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Prohibited harassment includes dating violence as defined by ~~law~~ ~~and~~ this policy.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or

practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; [cyberharassment](#); physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### Sex-Based Harassment

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

#### Sexual Harassment By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or [other](#) inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

#### By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, [contact](#), or communications, [including electronic communication](#) ~~or contact~~.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; [cyberharassment](#); physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

~~Retaliation~~

~~The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.~~

~~Examples~~

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

~~False Claim~~

~~A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.~~

~~Prohibited Conduct~~

~~In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.~~

**Reporting  
Procedures**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(LOCAL)

Employee Report	Any District employee who suspects or receives <b>direct or indirect</b> notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.
<i>Definition of District Officials</i>	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
<i>Title IX Coordinator</i>	Reports of discrimination based on sex, including sexual harassment, <del>or</del> gender-based harassment, <b>or dating violence</b> , may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
<i>ADA / Section 504 Coordinator</i>	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]
<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
<b>Alternative Reporting Procedures</b>	<p><b>An individual</b><del>A student</del> shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	<p><b>To ensure the District's prompt investigation, reports</b>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. <del>A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.</del></p>
<b>Notice to Parents</b>	<p>The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.</p> <p>[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]</p>
<b>Investigation of Reports Other Than Title IX</b> <del>the Report</del>	<p><b>The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX.</b> [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment,</p>

and dating violence, see the procedures below at [Response to Sexual Harassment—Title IX](#).

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

**Initial Assessment** Upon receipt or notice of a report, the District official shall determine whether the allegations, if ~~proved~~<sup>proven</sup>, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.

If the District official determines that the allegations, if ~~proved~~<sup>proven</sup>, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

**Interim Action** If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

**District Investigation** The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Criminal Investigation** If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

**Concluding the Investigation** Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investiga-

tor shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

*Notification of Outcome*

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

**District Action**

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

*Corrective Action*

Examples of corrective action may include a training program for those involved in the ~~report~~ ~~complaint~~, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

Bullying

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

**Confidentiality**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Response to Sexual Harassment–Title IX**

General Response

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct.

Title IX Formal Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District’s website. In compliance with Title IX regulations, the District’s Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;

4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of  
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student who refuses to participate in any manner in an investigation under Title IX.

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

**Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records ~~control~~retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

STUDENT ACTIVITIES  
CONTESTS AND COMPETITION

FMF  
(LOCAL)

**UIL Activities**

~~State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.~~

~~No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]~~

**Athletic Program**

~~A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.~~

~~Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.~~

~~Interscholastic competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intra-school sports activities for elementary students shall be maintained as part of the physical education program.~~

**Non-UIL Activities**

~~Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]~~

**Overnight Trips**

~~Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]~~

## Complaints

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

### Other Complaint Processes

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

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

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FNG  
(LOCAL)

12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

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

**Notice to Students and Parents**

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

**Guiding Principles**

Informal Process

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

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

Formal Process

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

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

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

**Freedom from Retaliation**

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

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the

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	<p>deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
Scheduling Conferences	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
Response	<p>At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>"Days" shall mean District business days, <a href="#">unless otherwise noted</a>. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
Representative	<p>"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the</p>

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level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

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

Complaint and Appeal Forms

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

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

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

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the

decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

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

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

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

The Level One record shall include:

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

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

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

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

### **Level Three**

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

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

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

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

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

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any

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presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

**Complaints**

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

Other Complaint Processes

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

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

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

**Guiding Principles**

Informal Process

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

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

Formal Process

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

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

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

**Freedom from Retaliation**

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

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

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

Scheduling  
Conferences

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

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, [unless otherwise noted](#). In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date

of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

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

Complaint and  
Appeal Forms

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

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

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

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other

relevant documents or information the administrator believes will help resolve the complaint.

### **Level Two**

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

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

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

The Level One record shall include:

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

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

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

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

**Level Three**

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

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

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

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

The Level Two record shall include:

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

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation

from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

# Vantage Points

## A Board Member's Guide to Update 115

**Please note:** *Vantage Points* is an executive summary, prepared specifically for board members, of the local policies included in the update. The topic-by-topic outline and brief descriptions focus on key issues to help local officials understand changes found in the policies.

**The description of local policy changes in *Vantage Points* is highly summarized. Please pay careful attention to the more detailed, district-specific Explanatory Notes and the policies in your localized update packet.**

For questions, contact Policy Service at [policy.service@tasb.org](mailto:policy.service@tasb.org), call us at 800-580-7529, or visit our website at [policy.tasb.org](http://policy.tasb.org).

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.

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Update 115 focuses on updating and reorganizing several policies in the FFE series of the policy manual addressing student welfare. FFEA continues to focus on counseling, and a new code, FFEB, focuses on mental health provisions.

Several policies have been revised to incorporate the new Title IX regulations, effective August 14, 2020, which define sexual harassment under Title IX and establish detailed procedures for how districts must respond to notice or allegations of sexual harassment.

In addition to these changes, Update 115 includes several other policies affected by legislation from the 86th Legislative Session that were not included in Update 114 and incorporates numerous changes from revised Administrative Code rules.

**We strongly encourage you to review the Explanatory Notes contained in your district's update packet for information specific to your local policies and background on changes to the legal policies. Please remember that (LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

## **Section B—Local Governance**

### **Board Policy**

A revision to **BF(LOCAL)** addressing board policy adoption clarifies that a district's legally referenced policies are not adopted by the board. The (LEGAL) policies provide information on current law and context for the district's (LOCAL) policies.

## **Section D—Personnel**

### **Compensation and Benefits**

For districts that provide paid vacation and holiday benefits, recommended revisions to **DED(LOCAL)** address the board's authorization of these programs, including which employees are eligible for the benefits. Administrative procedures are recommended to address the details of these programs to promote consistent, effective implementation and prevent conflict between policy and administrative procedures.

### **Discrimination, Harassment, and Retaliation**

Revisions to **DIA(LOCAL)** incorporate the recent United States Supreme Court decision *Bostock v. Clayton County, Georgia*, which held that an adverse employment action against an employee on the basis of homosexuality or transgender status violates Title VII's prohibition on sex discrimination in employment. As a result, the policy clarifies that discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Other revisions address the new Title IX regulations and:

- Include sexual harassment as defined by Title IX in the definition of prohibited conduct and clarify employee reporting requirements;

- Indicate that the district will follow the district’s existing investigation process to address allegations of prohibited conduct that would not meet the Title IX definition of sexual harassment;
- Add specific provisions outlining the legally required district response when the district receives notice or an allegation of conduct that could meet the definition of sexual harassment under Title IX;
- Add a requirement for the superintendent to develop a Title IX formal complaint process that will apply following a formal complaint and that must comply with the elements in the new regulations; and
- Designate the preponderance of the evidence standard to determine responsibility in formal complaints of sexual harassment under Title IX. **If the board wishes to instead use the clear and convincing evidence standard, which is a higher standard of evidence, please contact the district’s policy consultant.** The district must use the same standard of evidence for investigation of all formal Title IX sexual harassment complaints, including complaints by employees.

**Section E—  
Instruction**

**Academic  
Achievement**

Revised Administrative Code rules prompted revisions to **EI(LOCAL)** on academic achievement. Provisions on partial credit reflect new terminology from the rules regarding awarding of credit proportionately when a student receives a passing grade in “half” of a course, rather than per “semester.”

To provide flexibility, Policy Service recommends deletion of the statement in most districts’ policies that a student shall be required to retake only the portion of the course with a failing grade. There are various methods for a student to earn credit for the failed part of a course, and board policy is not required to specify which particular method may be used.

For those districts that did not have existing provisions on awarding course credit proportionately to a student who successfully completes only half a course, provisions have been recommended for the district’s consideration. **This is optional text; contact the district’s policy consultant if the district does not wish to include it.**

Some districts’ local policies included provisions on late enrollment or withdrawal of mobile students. To avoid conflict with new Administrative Code rules addressing transition assistance for highly mobile students who are homeless or in substitute care, which are addressed in **FD(LOCAL)**, below, Policy Service recommends deleting these provisions from **EI(LOCAL)**. Any specific practices in this area will need to align with the new rules and could be included in administrative procedures.

## **Section F— Students**

### **Admissions**

As mentioned above, recommended changes to **FD(LOCAL)** on admissions are based on new Administrative Code rules addressing transition assistance for highly mobile students who are homeless or in substitute care. The rules require districts to adopt local policy to assist with awarding credit to these students for a course that was earned prior to the student enrolling in or transferring to the district.

### **Attendance Accounting**

Recommended revisions to **FEB(LOCAL)** on attendance accounting are to address amended Administrative Code rules. The rules remove the reference to taking attendance during the second or fifth instructional hour and specify that attendance shall be determined at the official attendance-taking time during the campus's instructional day. The recommended policy text assigns to the superintendent the responsibility of designating the district's official attendance-taking time. Note that there is no requirement to include the official attendance-taking time in policy; it may be designated in district procedures.

### **Child Abuse and Neglect**

**FFG(LOCAL)** on child abuse and neglect has been significantly revised to comply with amended Administrative Code rules.

Recommended text is included to provide the required policy addressing sexual abuse, trafficking, and other maltreatment of children that must be included in the district improvement plan and the student handbook.

The rules also revise the elements of the required child abuse and neglect reporting policy. To ensure all the policy elements are addressed in board-adopted local policy, we have revised and moved provisions from **FFG(EXHIBIT)** into the local policy and recommend deletion of the exhibit.

### **Discrimination, Harassment, and Retaliation**

Revisions to **FFH(LOCAL)** address the new Title IX regulations and are similar to those made at **DIA(LOCAL)**, above. The **FFH(LOCAL)** revisions:

- Include sexual harassment as defined by Title IX in the definition of prohibited conduct and clarify employee reporting requirements;
- Indicate that the district will follow the district's existing investigation process to address allegations of prohibited conduct that would not meet the Title IX definition of sexual harassment;
- Add specific provisions outlining the legally required district response when the district receives notice or an allegation of conduct that could meet the definition of sexual harassment under Title IX;
- Add a requirement for the superintendent to develop a Title IX formal complaint process that will apply following a formal complaint and that must comply with the elements in the new regulations; and

- Designate the preponderance of the evidence standard to determine responsibility in formal complaints of sexual harassment under Title IX. **If the board wishes to instead use the clear and convincing evidence standard, which is a higher standard of evidence, please contact the district’s policy consultant.** The district must use the same standard of evidence for investigation of all formal Title IX sexual harassment complaints, including complaints by employees.

Provisions in **FB(LOCAL)** on the district’s Title IX coordinator for students have been updated to include required language from the new Title IX regulations. Corresponding wording changes were also made to the ADA/Section 504 coordinator text.

**Student and Parent Complaints**

**FNG(LOCAL)** on grievances by students and parents includes a recommended revision to specify that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 “calendar” days unless the complaint is resolved at the administrative level. This is an exception to how other timelines are calculated in the policy, which are based on “business” days in accordance with how days are defined. In addition, we have reordered the list of protected characteristics at Other Complaint Processes, item 1, to align with revisions at FFH(LOCAL) above.

**Section G—Community and Governmental Relations**

**Public Complaints**

As with FNG(LOCAL), above, **GF(LOCAL)** on complaints by members of the public includes a recommended revision to specify that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 “calendar” days unless the complaint is resolved at the administrative level. This is an exception to how other timelines are calculated in the policy, which are based on “business” days in accordance with how days are defined.

**Miscellaneous Deletions**

Several local policies focusing on administrative details are recommended for deletion for those districts that had them. Board-adopted policy is not required on these topics.

- BDF(LOCAL)—citizen advisory committees
- DMD(LOCAL)—professional meetings
- FMF(LOCAL)—student contests and competitions

*A message from TASB Governmental Relations*

### **TASB Advocates for Public Schools**

It's a given that state and federal legislation influences school district policy and practice. But did you know that school board members can influence legislation?

- As a private citizen who serves the public, [your voice has weight with legislators](#).<sup>1</sup>
- By [engaging with TASB](#)<sup>2</sup> you can influence the TASB Advocacy Agenda by participating in our grassroots meetings, attending Delegate Assembly, serving on the TASB Legislative Advisory Council, and more.

If you have questions about TASB's advocacy efforts and programs, contact [TASB Governmental Relations](#)<sup>3</sup> at 800-580-4885 or [Dax.Gonzalez@tasb.org](mailto:Dax.Gonzalez@tasb.org).

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<sup>1</sup> Working with Legislators: <https://www.tasb.org/trustees/champion-your-district/working-with-legislators.aspx>

<sup>2</sup> Engage with TASB: <https://www.tasb.org/trustees/champion-your-district/engage-with-tasb.aspx>

<sup>3</sup> TASB Governmental Relations: <https://gr.tasb.org>