

**WACO INDEPENDENT SCHOOL DISTRICT
REGULAR MEETING
WISD Conference Center
115 S 5th Street
Waco, Texas 76701**

Thursday, August 24, 2023 - 6:00 PM

A Regular Meeting of the Board of Trustees of Waco Independent School District will be held August 24, 2023, beginning at 6:00 PM in the WISD Conference Center, 115 S 5th Street, Waco, Texas.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice/agenda.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

AGENDA

1. **Call to Order**
2. **Public Comments on Agenda Items**
3. **Moment of Silence and Pledge of Allegiance**
4. **Special Recognitions**
 - 4.A. Pledge Leaders
 - 4.B. Educators Rising National Competition Award Winners
 - 4.C. Texas Art Education Association District of Distinction Award
 - 4.D. No Place for Hate Designations
 - 4.E. Community Partner Award
5. **Superintendent's Report**
 - 5.A. First Week of School/Enrollment Counts
 - 5.B. Instructional Staffing
 - 5.C. 2023 STAAR Scores
 - 5.D. House Bill 114
6. **Public Meeting to Discuss the 2023-2024 Budget and Proposed Tax Rate**
Presenter: Sheryl Davis
7. **Information Items/Reports**
 - 7.A. Monthly Financial Reports for the Period Ended July 31, 2023
 - 7.B. 2023-2024 Student Handbook
 - 7.C. School Safety & Student Behavior Report
8. **Consent Agenda: Consider and Take Appropriate Action**
 - 8.A. Amendments to the 2022-2023 Budget
 - 8.B. Resolution Committing Unassigned General Fund Balance as of August 31, 2023
 - 8.C. Bid Award for Educational Consulting, Professional Development, and Other Student-Based Contracted Services

- 8.D. Bid Award for Maintenance Supplies, Equipment and Services
- 8.E. Bid Award for Restaurant & Catering Services
- 8.F. Bid Renewal for Exclusive Beverage Contract
- 8.G. Bid Renewal for Job Order Contracting for Data Wiring and Installation Services
- 8.H. Bid Renewal for Job Order Contracting for Electrical Services
- 8.I. Bid Renewal for Job Order Contracting for Roof Repair Services
- 8.J. Bid Renewal for Job Order Contracting Kitchen Equipment Repair Services
- 8.K. Bid Award for Job Order Contracting for Refrigeration Services
- 8.L. Purchases over \$50,000 Under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Service
- 8.M. Approval of Changes to Utility Easement at Tennyson Middle School
- 8.N. Resolution Regarding Hazardous Traffic Conditions
- 8.O. 2023-2024 Student Code of Conduct
- 8.P. T-TESS Appraisers for 2023-2024 School Year
- 8.Q. 4-H Extracurricular Status Request
- 8.R. Board of Trustees Meeting Minutes
 - 8.R.1. Regular Meeting - July 27, 2023
 - 8.R.2. Special Meeting - August 10, 2023
- 9. **Consider, Discuss, and Take Appropriate Action Regarding Adoption of the Budgets for the 2023-2024 Fiscal Year**
Presenter: Sheryl Davis
- 10. **Consider, Discuss, and Take Appropriate Action Regarding a Resolution Adopting the Tax Rate for the 2023 Tax Year**
Presenter: Sheryl Davis
- 11. **Review, Discuss and Take Appropriate Action on the Design Development and Project Budgets for Kendrick and South Waco Elementary Schools**
Presenter: Gloria Barrera
- 12. **Consider, Discuss, and Take Appropriate Action Regarding Allowance Expenditure Authorization #6 for Tennyson Middle School Alternates**
Presenter: Gloria Barrera
- 13. **Consider, Discuss, and Take Appropriate Action to Claim a Good Cause Exception under Texas Education Code Section 37.0814**
Presenter: Elizabeth Cox
- 14. **Announcements**
- 15. **Consideration of Personnel**
 - 15.A. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee
 - 15.B. Hear a Complaint or Charge Against an Officer or Employee
- 16. **Consider, Discuss, and Take Appropriate Action to Approve the District's Alternative Standard under Texas Education Code Section 37.0814**
Presenter: Elizabeth Cox
- 17. **Consider, Discuss, and Take Appropriate Action to Authorize Intervening in Lawsuit Against Texas Education Agency**
Presenter: Dr. Susan Kincannon
- 18. **Adjournment**

Waco Independent School District

Board of Trustees Meeting Agenda Item

Date: August 24, 2023

Contact Person: Alice Jauregui

RE: Special Recognitions

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Background Information:

Pledge Leaders

Each month, one campus selects two students to lead the Pledge of Allegiance at the regular business meeting of the Waco ISD Board of Trustees. For the month of August, Denise Palacios and Yessenia Antonio from Waco High School were selected for this honor.

Educators Rising National Competition Award Winners

Waco ISD’s Future Educators Academy claimed national honors with the team of University High School students Nahyeli Villa, Kentavia Dotson-Duffey, and Isela Martinez placing third in the “Inside Our Schools Presentation” category at the Educators Rising National Competition. Held in Orlando, Florida, June 29-July 2, this national competition involves students showcasing an innovative strategy that their school or district is using to enhance teaching and learning.

Competing against 52 other teams from across the country, the Waco ISD trio produced a video to showcase the district’s implementation of a “Grow Your Own” teacher program which starts with the Future Educators Academy.

Entering its second year of implementation in Waco ISD, the Academy addresses a critical career and technical education pathway for developing and retaining a diverse teacher workforce that supports student success. Students in the academy have the opportunity to earn an associate’s degree upon graduation from high school and transition directly into a two-year Bachelor’s degree program to achieve their teaching certificate thanks to partnerships with McLennan Community College, Tarleton University and Texas Tech University.

The academy is off to a strong start with 46 students participating in the first year, and a total 79 students enrolled for the upcoming school year.

Texas Art Education Association District of Distinction Award

Waco ISD is one of only 68 school districts from among more than 1,200 in Texas to earn the Texas Art Education Association (TAEA) District of Distinction Award. The district received the honor for providing a well-rounded education through visual arts curriculum to inspire creativity and build social emotional learning in its students.

Waco ISD is one of only 16 districts in the state to have earned the TAEA District of Distinction Award every year since the award's inception five years ago, placing the district's visual art programs in the top 1.3 percent of all visual art programming in Texas.

Waco ISD visual arts teachers will be honored at the TAEA Fall Conference General Assembly on Friday, November 17, 2023.

No Place for Hate® Designations

No Place for Hate® is a collaborative initiative from the Anti-Defamation League, which provides educators and students with the resources to ensure that anti-bias and diversity education are an integral part of the school culture.

Schools can receive a No Place for Hate® designation by:

- Building inclusive and safe communities in which respect and equity are the goals, and where all students can thrive.
- Empowering students, faculty, administration and family members to take a stand against bias and bullying by incorporating new and existing programs under one powerful message.
- Sending a clear, unified message that all students have a place where they belong.

In the 2022-2023 school year, 20 Waco ISD campuses were designated as No Place for Hate® schools. This number has grown by 5 campuses each year since 2021. Campuses must apply for the designation every year. Each school formed a coalition of students and staff who developed and implemented at least three school-wide activities during the year. Examples of these activities include donating items to Pack of Hope, participating in "Stomp Out Bullying Day" and class discussions on diversity, equity, inclusion and accessibility.

Each campus will receive a Resolution of Respect banner, which will be presented to the students and staff in the coming weeks.

The 2022-2023 No Place for Hate® Designated Campuses are:

- Alta Vista Elementary
- Bell's Hill Elementary
- Brook Avenue Elementary
- Cedar Ridge Elementary
- Crestview Elementary

- Dean Highland Elementary
- Hillcrest PDS
- Kendrick Elementary
- Lake Air Montessori Magnet
- Mountainview Elementary
- Parkdale Elementary
- Provident Heights Elementary
- South Waco Elementary
- West Avenue Elementary
- Cesar Chavez Middle School
- Tennyson Middle School
- University High School
- Waco High School
- Brazos High School
- Wiley Opportunity Center

Community Partner Award

Each month, Waco ISD recognizes a community partner making a difference for students with the Waco ISD Award for Outstanding Community Partners. The recognition celebrates the theme for the 2023-2024 school year “Lead from Results” and acknowledges the impact that our community partners make in the lives of our students and staff.

In August, the district is recognizing Moldbreakers Fellowship, a local church that has supported the Waco High campus and athletics throughout the last 3 years. This organization has helped to replenish the Waco High food pantry, provides the Waco High football team with Thursday night meals and the Waco High athletics programs with snacks, sport drinks, and high nutrient meals. They also mentor students outside of school, have donated fair tickets and clear backpacks to students, hosted a community back-to-school event to provide students with school supplies and are participants in the Waco ISD Back-to-School Family Fest event. Moldbreakers Fellowship does a great deal to support our teachers and staff.

Fiscal Implications:

None

Administration Recommendations:

For discussion only

Waco Independent School District

Board of Trustees Meeting Agenda

Date: August 24, 2023

Contact Person: Susan Kincannon

RE: Superintendent’s Report: 2023 STAAR Scores

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Background Information:

The Texas Education Agency (TEA) released (to the public) 2023 STAAR scores for grades 3-8 on the evening of August 16. Data is available for the public on the Texas Assessment Analytic Portal.

As previously discussed with the Board, TEA released scores late this year due to the redesign of state assessments as a part of a five-year refresh plan. In a typical year, districts receive results at the end of the school year.

TEA’s redesign of STAAR assessments is significant. Changes made in 2023 included:

- The addition of evidenced-based writing in Reading Language Arts (RLA) and English I and II End-of-Course (EOCs) exams.
- The use of cross-curricular passages that include vocabulary from other content areas, to reinforce students’ background knowledge.
- The use of new open-ended question types and a new requirement that no more than 75% of an assessment can be multiple choice.
- The requirement that all tests be administered online.

Following is a timeline of events regarding the release of state test results:

End-of-Course Exams

- EOC individual student raw score data was provided to districts on May 31. The release of raw scores was intended to help districts with graduation decisions.
- The district received preliminary EOC data from TEA on June 27.
- Preliminary individual EOC reports were released to parents on June 30.
- The Board received preliminary EOC data on July 31.
- The District received official EOC data from TEA on August 8.
- The Superintendent celebrated EOC results at Convocation on August 10.
- Parents received final EOC data on August 11.

Grades 3-8 RLA and Mathematics

- The District received raw score data for students in grades 3-8 on August 4.
- Based on the raw scores, the Superintendent shared highlights of STAAR results at Convocation on August 10, prefacing that the data was not final.
- TEA released official STAAR data to districts on the evening August 11.
- TEA sent conversion charts for accountability growth measures to districts on August 15.
- The Superintendent met with elementary and middle school principals on August 15 to discuss STAAR scores and accountability. Principals were reminded that TEA has not published the final accountability manual for 2023 and that state ratings are expected on September 28, 2023.
- TEA released STAAR scores to the public on the evening of August 16.

Tonight's Superintendent's Report will focus on overall district averages for grades 3-8 RLA and mathematics. All 2023 STAAR data is attached for the Board's review.

TEA will release official A-F accountability ratings on September 28, 2023. It's important to note that these ratings are based on redesigned STAAR assessments and new methodologies, which include increased passing rate standards.

TEA has committed to continuing the same test and accountability system for the next 5 years.

Fiscal Implications:

Not Applicable

Administrative Recommendation:

Report Only

2023 Preliminary STAAR Scores

August 24, 2023

Reading

GRADE 3

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	53%	<i>STAAR Redesign</i>	54%
MEETS	26%		27%
MASTERS	14%		7%

Reading

GRADE 4

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	63%	<i>STAAR Redesign</i>	58%
MEETS	35%		25%
MASTERS	14%		8%

Reading

GRADE 5

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	66%	<i>STAAR Redesign</i>	67%
MEETS	37%		37%
MASTERS	20%		12%

Reading

GRADE 6

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	49%	<i>STAAR Redesign</i>	54%
MEETS	23%		27%
MASTERS	11%		7%

Reading

GRADE 7

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	60%	<i>STAAR Redesign</i>	57%
MEETS	32%		28%
MASTERS	18%		9%

Reading

GRADE 8

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	72%	<i>STAAR Redesign</i>	69%
MEETS	41%		38%
MASTERS	21%		14%

Math

GRADE 3

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	42%	<i>STAAR Redesign</i>	48%
MEETS	19%		20%
MASTERS	7%		6%

Math

GRADE 4

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	45%	<i>STAAR Redesign</i>	40%
MEETS	18%		17%
MASTERS	7%		5%

Math

GRADE 5

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	60%	<i>STAAR Redesign</i>	61%
MEETS	26%		29%
MASTERS	11%		9%

Math

GRADE 6

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	52%	<i>STAAR Redesign</i>	54%
MEETS	19%		16%
MASTERS	6%		5%

Math

GRADE 7

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	37%	<i>STAAR Redesign</i>	42%
MEETS	16%		19%
MASTERS	6%		2%

Math

GRADE 8

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	49%	<i>STAAR Redesign</i>	53%
MEETS	15%		17%
MASTERS	3%		3%

Science

GRADE 5

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	42%	<i>STAAR Redesign</i>	52%
MEETS	17%		23%
MASTERS	6%		9%

Science

GRADE 8

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	47%	<i>STAAR Redesign</i>	51%
MEETS	21%		25%
MASTERS	9%		7%

Social Studies

GRADE 8

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	33%	<i>STAAR Redesign</i>	34%
MEETS	13%		14%
MASTERS	6%		5%

Algebra I

END OF COURSE

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	65%	<i>STAAR Redesign</i>	70%
MEETS	35%		33%
MASTERS	21%		13%

Biology

END OF COURSE

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	64%	<i>STAAR Redesign</i>	74%
MEETS	30%		30%
MASTERS	8%		7%

English I

END OF COURSE

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	39%	<i>STAAR Redesign</i>	54%
MEETS	23%		33%
MASTERS	3%		4%

English II

END OF COURSE

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	54%	<i>STAAR Redesign</i>	58%
MEETS	37%		34%
MASTERS	3%		2%

U.S. History

END OF COURSE

	WACO ISD Spring 2022		WACO ISD Spring 2023
APPROACHES	81%	<i>STAAR Redesign</i>	90%
MEETS	53%		54%
MASTERS	30%		22%

	3rd grade RLA - STATE 77% App +								4th grade RLA - STATE 78% App+								5th grade RLA - STATE 81% App+							
	TOTAL	App	Meets	Masters	2022 App+	App+	Meets +	Masters	TOTAL	App	Meets	Masters	2022 App+	App +	Meets +	Masters	TOTAL	App	Meets	Masters	2022 App+	App +	Meets+	Masters
Bell's Hill	119	35	32	15	74%	69%	39%	13%	90	31	24	6	77%	68%	33%	7%	112	22	40	29	83%	81%	62%	26%
Cedar Ridge	63	16	9	0	54%	40%	14%	0%	53	18	8	2	51%	53%	18%	4%	68	27	13	3	72%	63%	24%	4%
Crestview	55	20	11	1	42%	59%	22%	2%	66	22	8	0	71%	45%	12%	0%	55	11	17	11	73%	70%	52%	20%
Dean Highland	105	21	11	4	45%	34%	14%	4%	87	27	13	3	68%	49%	18%	3%	96	31	14	4	67%	51%	19%	4%
Hillcrest	63	16	20	13	82%	78%	52%	21%	63	18	15	20	68%	84%	56%	32%	66	12	17	18	81%	71%	54%	28%
Kendrick	63	19	19	2	65%	63%	33%	3%	66	18	13	3	71%	51%	25%	5%	74	29	19	1	60%	66%	27%	1%
LAMM	71	20	20	13	69%	75%	46%	18%	78	26	25	9	73%	72%	41%	11%	62	17	18	15	67%	81%	52%	23%
Mountainview	53	16	12	4	63%	60%	30%	8%	50	15	8	9	70%	65%	35%	18%	62	15	20	11	67%	74%	50%	18%
Parkdale	83	23	10	3	55%	43%	16%	4%	68	26	14	5	65%	66%	27%	7%	85	28	27	13	71%	81%	47%	16%
Provident Hts	56	19	10	0	49%	51%	18%	0%	48	19	10	2	65%	65%	25%	4%	48	18	14	0	65%	67%	29%	0%
South Waco	76	18	19	2	29%	51%	29%	3%	69	25	5	2	50%	46%	10%	3%	56	19	9	2	54%	56%	20%	4%
West Avenue	43	15	13	4	48%	74%	40%	9%	46	17	10	2	54%	63%	26%	4%	32	13	6	2	65%	65%	26%	6%
Alta Vista	70	17	14	4	38%	50%	26%	6%	75	27	10	5	62%	56%	20%	7%	79	34	12	6	61%	66%	23%	8%
Brook Avenue	56	10	6	1	41%	29%	11%	2%	49	13	3	2	54%	37%	10%	4%	45	15	6	1	40%	49%	16%	2%
JH Hines	51	9	6	2	36%	34%	16%	4%	56	19	5	3	30%	45%	15%	6%	45	9	9	4	46%	48%	27%	9%
	6th grade RLA - STATE 75% App+								7th grade RLA - STATE 77% App+								8th grade RLA - STATE 82% App+							
	TOTAL	App	Meets	Masters	2022 App+	App +	Meets +	Masters	TOTAL	App	Meets	Masters	2022 App+	App +	Meets+	Masters	TOTAL	App	Meets	Masters	2022 App+	App +	Meets	Masters
Tennyson	335	73	82	44	54%	60%	38%	13%	324	86	70	50	71%	64%	37%	15%	295	79	73	69	78%	75%	48%	23%
CCMS	251	84	51	7	59%	57%	23%	3%	266	96	49	15	54%	59%	24%	6%	297	94	80	36	76%	71%	39%	12%
LAMM	54	18	15	8	68%	75%	42%	15%	42	11	14	12	80%	86%	60%	28%	50	16	19	8	83%	86%	54%	16%
GW Carver	131	34	8	4	25%	35%	9%	3%	122	25	11	2	46%	32%	11%	2%	123	39	21	6	62%	53%	21%	5%
ISMS	127	35	26	3	39%	50%	23%	2%	128	37	23	5	58%	51%	22%	4%	136	49	31	9	64%	66%	29%	7%

	3rd grade Math - STATE 72% App +								4th grade Math - STATE 70% App+								5th grade Math - STATE 79% App+							
	TOTAL	App	Meets	Masters	2022 App+	2023 App+	Meets +	Masters	TOTAL	App	Meets	Masters	2022 App+	App +	Meets +	Masters	TOTAL	App	Meets	Masters	2022 App+	App +	Meets +	Masters
Bell's Hill	119	41	23	14	66%	66%	31%	12%	89	27	16	3	60%	52%	21%	3%	112	26	46	20	80%	82%	59%	18%
Cedar Ridge	63	12	7	0	44%	30%	11%	0%	54	17	6	2	43%	46%	15%	4%	68	25	17	3	71%	66%	29%	4%
Crestview	55	16	4	0	38%	35%	7%	0%	66	12	13	2	40%	41%	23%	3%	55	19	16	5	84%	72%	38%	9%
Dean	105	24	8	2	31%	32%	10%	2%	86	11	5	1	37%	20%	7%	1%	96	32	9	2	62%	45%	11%	2%
Hillcrest	63	19	13	9	65%	65%	35%	14%	63	12	14	13	49%	62%	43%	21%	66	14	16	12	65%	63%	42%	18%
Kendrick	63	19	15	4	45%	60%	30%	6%	66	16	7	1	44%	37%	12%	2%	74	32	13	3	52%	65%	22%	4%
LAMM	71	23	18	15	67%	79%	46%	21%	78	24	17	13	70%	65%	36%	16%	62	19	20	15	71%	88%	56%	23%
Mountainvie	53	15	5	5	50%	47%	19%	9%	50	9	6	3	49%	37%	18%	6%	63	23	12	9	52%	70%	33%	14%
Parkdale	83	22	7	4	38%	40%	12%	5%	68	14	5	3	59%	31%	12%	4%	85	29	25	5	66%	70%	36%	6%
Provident Hts	56	21	7	1	24%	53%	15%	2%	48	9	8	1	38%	38%	19%	2%	48	22	6	2	57%	63%	16%	4%
South Waco	76	20	7	1	24%	38%	11%	1%	71	10	2	1	17%	18%	4%	1%	55	15	4	2	48%	40%	11%	4%
West Avenue	43	14	6	4	42%	56%	23%	9%	46	15	3	2	49%	43%	11%	4%	32	11	7	3	63%	68%	32%	10%
Alta Vista	70	14	10	3	36%	39%	19%	4%	75	17	8	1	51%	35%	12%	1%	79	24	2	2	61%	35%	5%	3%
Brook Avenue	56	13	7	2	33%	38%	15%	2%	49	12	3	3	38%	37%	12%	6%	46	9	2	0	33%	24%	4%	0%
JH Hines	51	13	3	0	20%	32%	6%	0%	57	14	5	1	17%	37%	11%	2%	46	14	6	1	28%	44%	16%	2%
	6th grade Math - STATE 74% App+								7th grade Math - STATE 61% App+								8th grade Math - STATE 74% App+							
	TOTAL	App	Meets	Masters	2022 App+	App +	Meets +	Masters	TOTAL	App	Meets	Masters	2022 App+	App +	Meets +	Masters	TOTAL	App	Meets	Masters	2022 App+	App +	Meets +	Masters
Tennyson	335	105	48	42	59%	59%	27%	13%	325	73	70	14	43%	48%	26%	4%	237	77	45	5	57%	55%	22%	2%
CCMS	252	115	24	2	55%	56%	10%	1%	268	74	42	2	39%	44%	16%	1%	283	110	50	11	53%	61%	22%	4%
LAMM	54	20	10	5	74%	64%	27%	9%	43	10	17	3	55%	70%	47%	7%	34	12	10	2	42%	71%	35%	6%
GW Carver	134	50	8	0	32%	44%	5%	0%	122	16	7	1	21%	20%	7%	1%	115	41	6	2	33%	42%	7%	2%
ISMS	127	55	7	1	48%	49%	6%	1%	130	32	11	1	29%	34%	9%	1%	126	48	7	3	46%	46%	7%	2%

ALGEBRA I						
	TOTAL	App	Meets	Masters	App +	2022 App+
Brazos HS	41	14	1	0	37%	15%
CCMS	17	1	2	14	100%	94%
GW Carver	8	4	4	0	100%	100%
ISMS	13	3	6	3	92%	92%
LAMM	16	1	6	9	100%	100%
Tennyson MS	60	16	20	24	100%	100%
University HS	478	192	94	73	75%	70%
Waco HS	561	254	89	27	66%	63%
District	1194	485	222	150	72%	66%
ENGLISH I						
	TOTAL	App	Meets	Masters	App +	2022 App+
Brazos HS	58	22	8	1	53%	27%
University HS	680	197	202	26	63%	50%
Waco HS	781	187	202	27	53%	44%
District	1519	406	412	54	57%	44%
ENGLISH II						
	TOTAL	App	Meets	Masters	App +	2022 App+
Brazos HS	78	20	9	1	38%	36%
University HS	537	137	194	11	64%	67%
Waco HS	633	174	182	16	59%	51%
District	1248	331	385	28	60%	56%
BIOLOGY						
	TOTAL	App	Meets	Masters	App +	2022 App+
Brazos HS	43	30	3	0	77%	44%
University HS	552	236	132	42	74%	72%
Waco HS	637	314	125	44	76%	65%
District	1232	580	260	86	75%	66%
US HISTORY						
	TOTAL	App	Meets	Masters	App +	2022 App+
Brazos HS	80	51	2	4	71%	59%
Waco HS	426	135	151	99	90%	82%
University HS	384	150	119	88	93%	84%
District	890	336	272	191	90%	81%

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Sheryl Davis

RE: Public Meeting to Discuss the 2023-2024 Budget and Proposed Tax Rate

=====

Background Information:

In accordance with Section 44.004 of the Education Code, the District must conduct a public hearing to discuss the 2023-2024 budgets and the proposed tax rate. All requirements for budget adoption and setting the tax rate will be met with the holding of this public hearing. The purpose of the hearing is to allow any taxpayer of the District to present any comments regarding the budget or the proposed tax rate.

Notice of the public hearing was published in the newspaper on August 14, 2023. Additionally, both the notice and the proposed budget as compared to the prior year have been posted on the District's website since that date.

Fiscal Implications:

None

Administrative Recommendations:

No action is required. The public hearing is for input only.

2023-2024
PUBLIC HEARING ON
BUDGET & TAX RATE

August 24, 2023



Education Code 44.002

- The Superintendent shall prepare, or cause to be prepared, a budget covering all proposed expenditures of the District for the following fiscal year
- A summary of the proposed budget, as compared to the prior year's revised budget, is posted on the district's Financial Transparency web page at www.wacoisd.org

Texas Property Tax Law

- The Texas Constitution, Tax Code, and Education Code embody the concepts of truth-in-taxation which require school districts to comply with certain steps in adopting tax rates
- Texas school district tax rates are composed of two parts, a Maintenance & Operations (M&O) rate and an Interest & Sinking (I&S) rate
 - M&O taxes help pay the operating expenses of the district such as salaries, utilities, supplies, equipment, and contracted services
 - I&S taxes pay the principal and interest on voter-approved bond issues to construct or improve school facilities or purchase major equipment such as school buses
- Property tax collections through both the M&O and I&S tax rates serve as the “local” match in leveraging state revenue

Truth-in-Taxation

Proposed Tax Rate	
Maintenance Tax	\$ 0.766400/\$100 (<i>proposed rate for maintenance & operations</i>)
Debt Service Tax Approved by Local Voters	\$ 0.298969/\$100 (<i>proposed rate to pay bonded indebtedness</i>)

Comparison of Proposed Budget with Last Year's Budget	
Maintenance and Operations	0.84% increase
Debt Service	4.09% increase
Total Expenditures	1.28% increase

The applicable percentage increase or decrease (or difference) in the amount budgeted in the preceding fiscal year and the amount budgeted for the fiscal year that begins during the current tax year is indicated for each of the expenditure categories.

Truth-in-Taxation

Total Appraised Value and Total Taxable Value		
	Preceding Tax Year	Current Tax Year
Total appraised value* of all property	\$ 12,660,090,530	\$ 14,230,037,635
Total appraised value* of new property**	\$ 215,949,380	\$ 178,845,710
Total taxable value*** of all property	\$ 8,058,531,066	\$ 8,571,803,369
Total taxable value*** of new property**	\$ 200,244,746	\$ 168,966,386
* Appraised value is the amount shown on the appraisal roll and defined by Section 1.04(8), Tax Code		
** New property is defined by Section 26.012(17), Tax Code		
*** Taxable value is defined by Section 1.04(10), Tax Code		

Bonded Indebtedness	
Total amount of outstanding and unpaid bonded indebtedness*	\$ 453,665,000
* Outstanding principal	

Truth-in-Taxation

Total Appraised Value and Total Taxable Value					
	Maintenance & Operations	Interest & Sinking*	Total	Local Revenue per Student	State Revenue per Student
Last year's rate	\$ 0.942900	\$ 0.298969	\$ 1.241869	\$ 8,622	\$ 4,461
Rate to maintain same level of maintenance & operations revenue & pay debt service	\$ 0.719430	\$ 0.291080	\$ 1.010510	\$ 7,306	\$ 5,786
Proposed rate	\$ 0.766400	\$ 0.262187	\$ 1.028587	\$ 7,802	\$ 5,902

* The Interest & Sinking Fund tax revenue is used to pay for bonded indebtedness on construction, equipment, or both. The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

Truth-in-Taxation

Comparison of Proposed Levy with Last Year's Levy on Average Residence

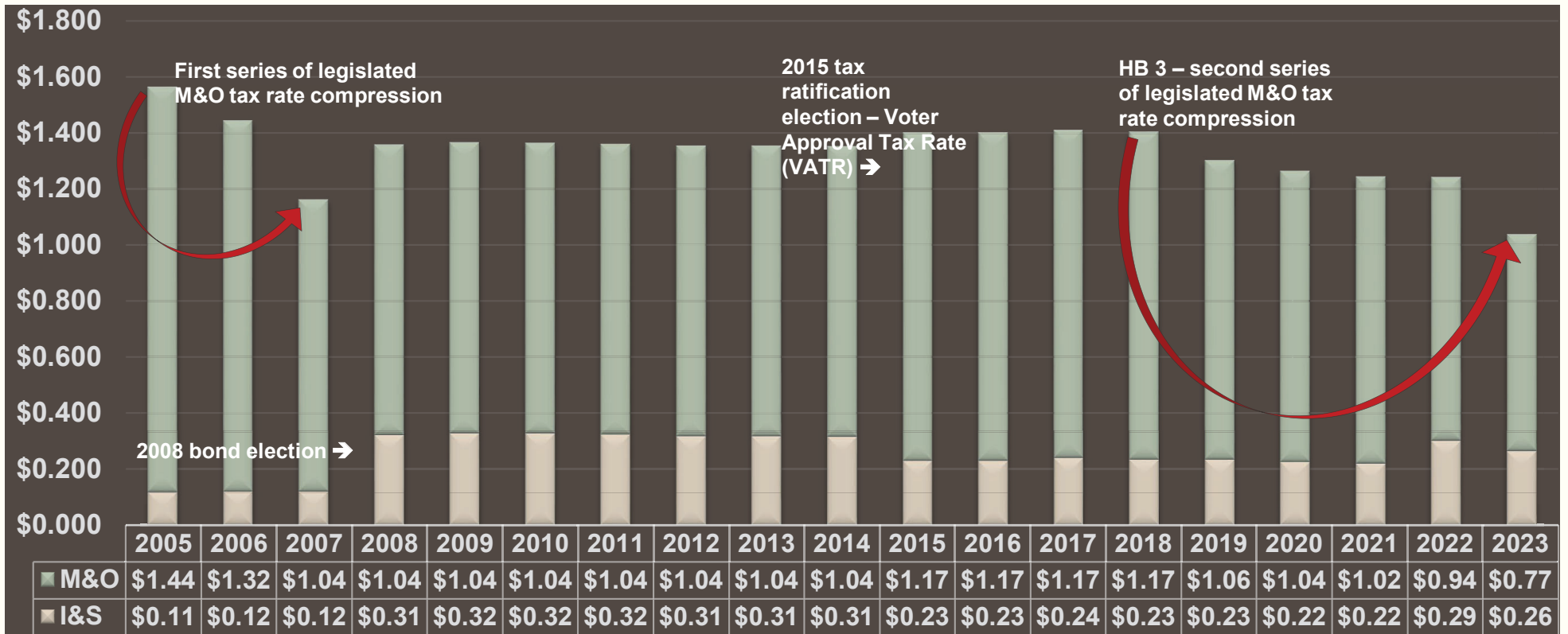
	Last Year	This Year
Average market value of residences	\$ 214,410	\$ 233,567
Average taxable value of residences	\$ 132,301	\$ 149,683
Last year's rate versus proposed rate per \$100 valuation	\$ 1.241869	\$ 1.028587
Taxes due on average residence	\$ 1,643.01	\$ 1,539.62
Increase (decrease) in taxes		\$ -103.39

Under state law, the dollar amount of school taxes imposed on the residence homestead of a person 65 years of age or older or of the surviving spouse of such a person, if the surviving spouse was 55 years of age or older when the person died, may not be increased above the amount paid in the first year after the person turned 65, regardless of changes in tax rate or property value.

Voter-Approval Rate

Notice of Voter-Approval Rate: The highest tax rate the district can adopt before requiring voter approval at an election is \$1.028587. This election will be automatically held if the district adopts a rate in excess of the voter-approval rate of \$1.028587.

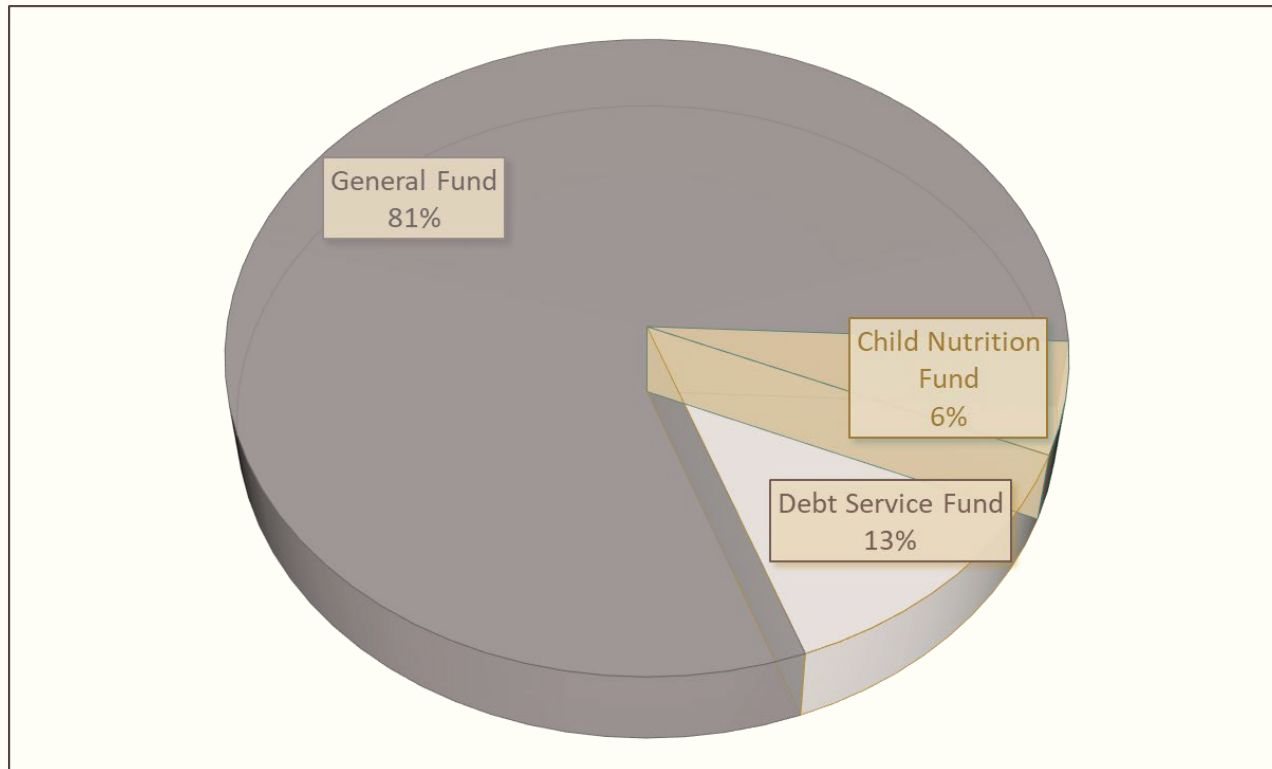
Property Tax Rates 2005 to Present



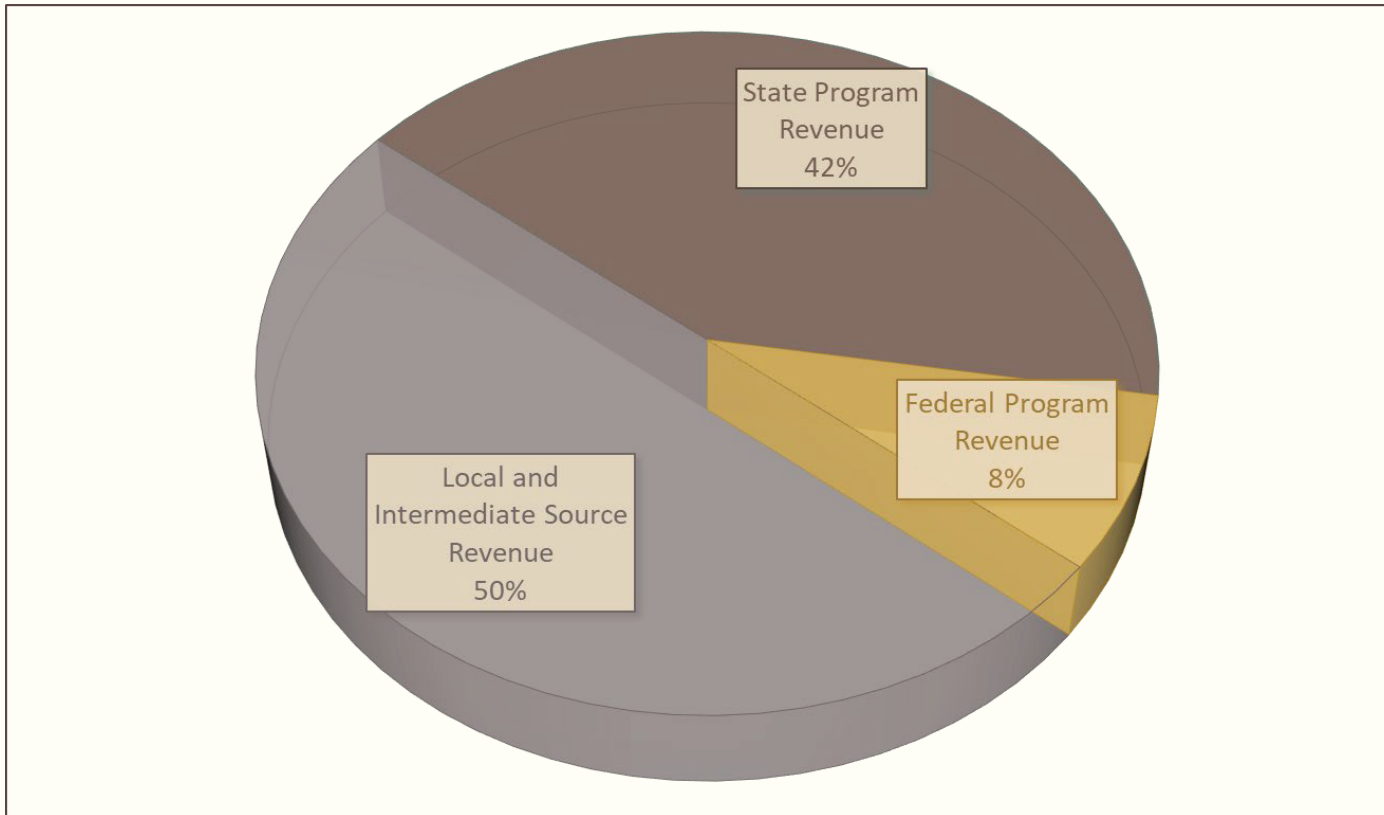
Official Budget Summary

	General Fund	Child Nutrition Fund	Debt Service Fund	Summary Total
Estimated Revenue	\$ 157,599,061	10,989,000	25,374,058	193,962,119
Appropriations	161,660,047	11,281,649	25,920,221	198,861,917
Increase (decrease)	(4,060,986)	(292,649)	(546,163)	(4,899,798)
Operating transfers	(565,731)	0	0	0
Increase (decrease)	(4,626,717)	(292,649)	(546,163)	(5,465,529)
Beginning fund balance	52,192,203	5,656,031	5,005,919	62,854,153
Ending fund balance	\$ 47,565,486	5,363,382	4,459,756	57,388,624

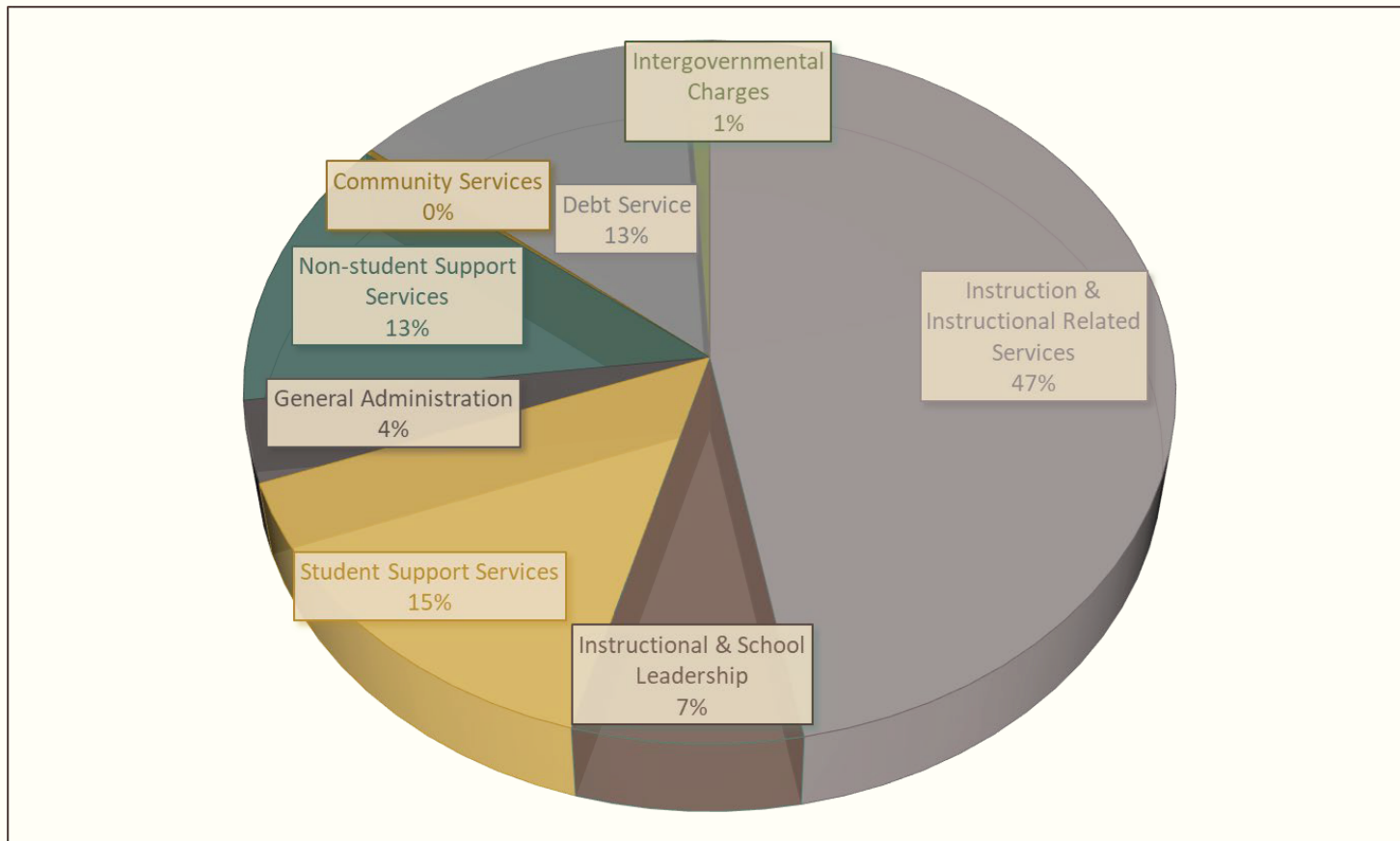
Official Budget Summary by Fund



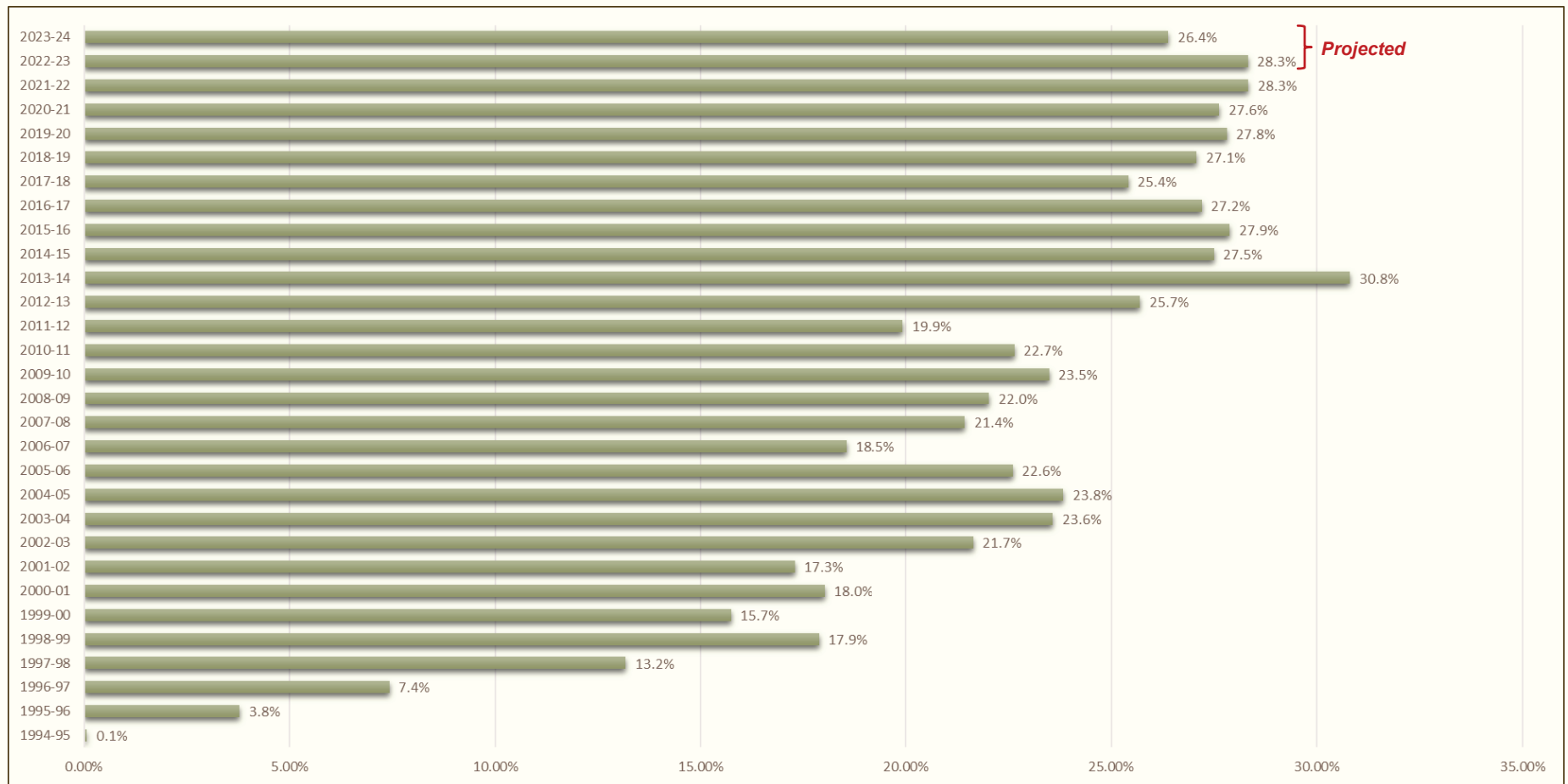
Official Budget Summary by Revenue Source



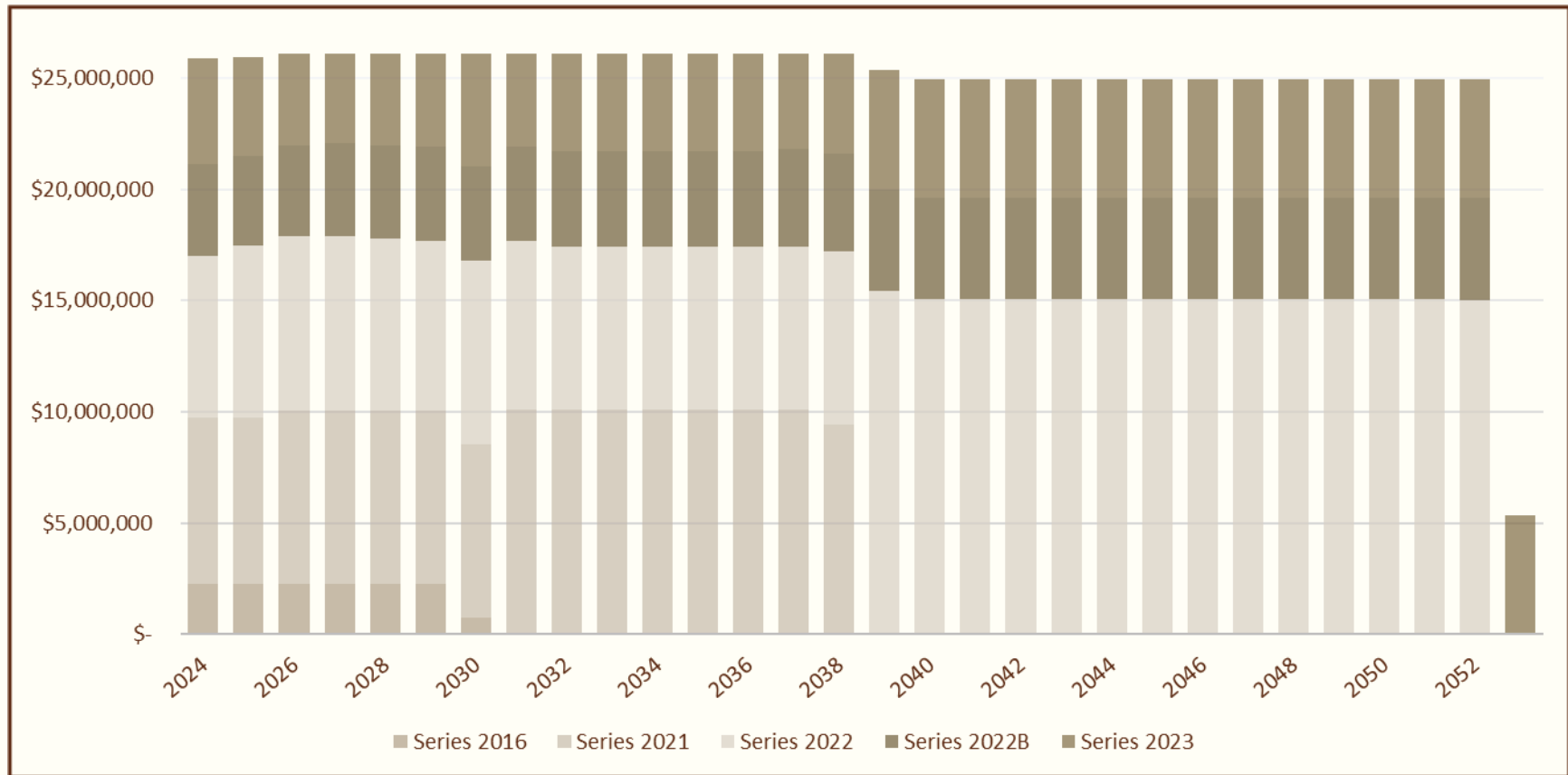
Official Budget Summary by Major Function



History of Unassigned Fund Balance as a Percent of Budget



Debt Service Payments by Series and Year



PUBLIC INPUT



Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Sheryl Davis

RE: Monthly Financial Reports for the Period Ended July 31, 2023

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Background Information:

Attached are the compiled July monthly financial reports for the following:

- General Fund
- Food Service Fund
- Debt Service Fund
- Internal Services Fund

These interim financial statements have been prepared utilizing data generated from the automated financial system and do not include any information related to other special revenue funds, capital projects funds, or trust and agency funds. Balances included in the report are unaudited and may change as a result of final year end closing entries and audit activities.

Fiscal Implications:

None.

Administrative Recommendations:

The Administration recommends that the Board of Trustees accept the monthly financial reports for the period ended July 31, 2023, as presented.



**Waco Independent School
District
Business & Support Services**

Sheryl Davis
Chief Finance Officer

P.O. Box 27, Waco, Texas 76703
Phone: 254-755-9440

August 18, 2023

Board of Trustees
Waco Independent School District
Waco, Texas

The accompanying balance sheets, statements of revenues, expenditures and changes in fund balance, and encumbrances and expenditures by fund, function and object for the month ending July 31, 2023 have been compiled for the General Fund, Food Service Fund, Debt Service Fund, and Internal Services Fund. Final cash reconciliation procedures and financial audit activities may result in additional adjustments to the financial statements. These preliminary financial reports are prepared utilizing the following assumptions:

- Revenue: Recorded on a cash basis with adjustments to accrual basis made at August 31, 2023.
- Expenditure: Totals on the "Statement of Revenues, Expenditures and Changes in Fund Balance" include expenditures occurring during the interim period reported. Balances will be adjusted to accrual basis at August 31, 2023. Outstanding encumbrances are included on the "Encumbrances and Expenditures by Fund, Function, and Object" schedule, only.
- Beginning Fund Balance: Represents August 31, 2022 audited ending fund balance.

I have not performed an audit or review of these financial statements. Please do not hesitate to call if you have any questions or need further assistance.

Sheryl Davis
Chief Finance Officer

Comparison of Fiscal Year 2022-2023 Revenues and Expenditures to Previous Fiscal Year as of July 31, 2023

Variations in revenues and expenditures as compared to the previous year are primarily due to the cyclical nature of budgetary receipts and expenditures. The larger variances are explained in this summary.

General Fund

Revenues:

5710 Local Property Taxes – Collections as of the end of July have increased \$10,955,014 over last year. However, as a percent of estimated revenue lag, last year's by approximately 3.2%. This difference in collections as a percent of budget results from cumulative value adjustments in the current year compared to last year. This year, we have experienced a cumulative decrease in values of \$65 million compared to an increase last year in values of \$259 million. At this point, we are projecting a loss in property tax revenue of \$2.8 million from budgeted estimates.

5740 Other Local Revenue – Revenues have decreased \$6.5 million from last year. This is primarily attributable to the expiration of the District's participation in the Tax Increment Fund which decreased both revenues and expenditures (shown in function 97) by \$7.9 million. Other revenue decreases include \$1.7 million in insurance recoveries received last year and the \$1.4 million refund from the expiration of the Tax Increment Reinvestment Zone #2. This decrease in revenue is partially offset by an increase in earnings on investments of \$2.8 million.

5750 Extracurricular Activities – Revenues from extracurricular activities, primarily athletics, continue to be down from the prior year, decreasing \$148,885.

5760 Intermediate Source Revenue – The District received its second payment on the \$2.5 million that the County has pledged to reimburse the District for the rebuild of Paul Tyson Stadium. Because the County began to service the debt incurred in building its new facilities from the venue taxes collected, the excess amount available to pay the City and Waco ISD was greatly reduced from 2022. Waco ISD received a payment of \$1.0 million last year and only \$310,435 this year. I have requested an anticipated repayment schedule from the County. Based on the schedule provided, the District will receive three more payments averaging \$357,000 and a final payment in 2027 of approximately \$92,000. The payment schedule estimates revenue increases for the venue of 3% each year. If the increase in revenue is higher, as anticipated, the pay back will be accelerated.

5810 Per Capita and Foundation School Program Revenue – Revenue has decreased \$7.8 million from last year. Revenue reflects near final settlement payments due to the Texas Education Agency for the 2021-2022 fiscal year of \$4.9 million. Revenue projections, based on attendance data for the 2022-2023 school year and State Comptroller's estimated property values, indicate that Foundation School Program revenue will be \$4.3 million less than budget estimates. This is due to a continued loss in enrollment as well as a lower than pre-COVID average daily attendance rate. The loss in revenue for the current school year will be partially offset by \$1.7 million received from an appeal of our 2021 property values.

Functional Expenditures:

Expenditures in the functional categories appear to be consistent with last year's spending pattern and increases related to salary rate and benefit increases with the exceptions shown below.

11 Instruction – The decrease of \$0.6 million is primarily due to the reductions in staff due to enrollment losses and the elimination of instructional aides to accommodate salary increases.

12 Instructional Resources & Media – Expenditures have decreased \$0.4 million. This is a result of professional librarian and instructional media staff being funded through federal stimulus grants with an accompanying reduction of library aides in the general fund.

13 Curriculum & Instructional Staff Development – The decrease in expenditures of \$0.3 million is due to a decrease in the instructional specialist positions to fund supplemental instructional teachers funded in function 11.

31 Guidance, Counseling & Evaluation – Expenditures have increased \$.04 million or 8.7% over last year. Increases in special education services such as diagnosticians and school psychologists are a result of the increases in identified special education students.

34 Student Transportation – The increase of \$0.4 million is due in part to the annual rate increase as well as \$89,149 in white fleet purchases to assist in the transportation of homeless students, \$81,685 for the purchase of the SMART Tag system as well as increases in fuel costs.

41 General Administration – Expenditures have increased \$539,887 over last year. This increase is primarily due to increases in payroll costs, salaries and benefits.

52 Security & Monitoring Services – Expenditures have increased 11% or \$0.3 million over last year. Most of the increase is due to the purchase of the EVOLV systems, metal detectors, and an increase in contracted security rates that, because of the late bid award last summer, was not anticipated in building the 2023-2024 budget.

71 Debt Service – Debt service expenditures are due to the implementation of Governmental Accounting Standards Board (GASB) Statement 87 for Leases. The District is now required to capitalize and amortize leases of more than one-year. These leases include copiers, districtwide, as well as the dark fiber installed through Erate funding.

81 Facilities Acquisition and Construction – Expenditures have decreased \$4.9 million due to the completion of the Paul Tyson Stadium project in 2021-2022.

97 Payments to Tax Increment Fund – As discussed above, the decrease of \$7.9 million is due to the expiration of the District's participation in the Tax Increment Fund.

99 Other Intergovernmental Charges – The 15.3% increase is attributable to an increase in Waco ISD's share of costs for the McLennan County Central Appraisal District.

Child Nutrition Fund

Revenues:

5750 Extracurricular Activities – Revenues generated through adult meals and catering have increased \$86,469 or 22.1% over last year. Allow there was an increase in adult meal rates, most of this increase is due to increased participation as well as catering services.

5900 Federal Sources Revenue – Federal reimbursements for meals reflect a decrease of \$0.3 million. In spite of the decreased percentage, participation was back to normal and we saw an increase in the number breakfast and lunch served. However, as a participant in the Community Eligibility Program, where all of our students are eligible for free meals, the District’s percentage of reimbursement is based on direct certification from enrollment in other need-based programs for low-income students, such as SNAP, TANF, Medicaid, children in foster care or identified as homeless, migrant, or eligible for state-sponsored pre-kindergarten programs, as of April 1st. The District was reimbursed at 95% for the 2022-2023 school year rather than the 100% received for the past five years under the program. The District was recently informed that the reimbursement rate would return to 100% for the 2023-2024 school year. Other losses in revenue were attributable to a decrease in commodities of approximately \$0.4 million (because we received additional commodities last year due to stimulus funding) and there was an over-accrual of revenues for the 2021-2022 school year of \$296,652 that was adjusted in the current year.

Functional Expenditures:

Expenditures in the functional categories appear to be consistent with last year’s spending pattern with the exceptions shown below.

35 Food Services – Expenditures have increased \$1.1 million over last year. The increase is due to the receipt of \$1.9 million in equipment and vehicle purchases offset by salary savings. Most of these purchases had been planned for the 2021-2022 fiscal year to draw down the program’s excess fund balance. However, supply chain issues had delayed the purchases.

Debt Service Fund

Revenues:

5710 Local Property Taxes – Property tax collections at the end of June have increased \$10.3 million in comparison to last year. The additional collections are due to valuation increases as well as an increase in the Interest and Sinking tax rate from \$0.22024 to \$0.298969 per \$100 of valuation. The increase in tax rate was required to service the newly issued debt from the 2021 bond election.

5740 Other Local Revenue – Because of the expiration of the District’s participation in Tax Increment Zones 1 and 2, pass-through property tax collections for those properties have decreased \$1.4 million. This decrease in revenue is offset by a like decrease in pass-through expenditures shown in function 97. The decrease in collections is partially offset by an increase in investment income of \$546,899.

Functional Expenditures:

Expenditures in the functional categories appear to be consistent with last year’s spending pattern with the exceptions shown below.

71 Debt Service – Expenditures had increased \$5.3 million over last year due to payment of interest on bonds issued in 2022.

97 Payments to Tax Increment Fund – As discussed above, expenditures have decreased \$1.4 million due to the expiration of the TIF Zone #1.

Proprietary Fund – Governmental Activities – Internal Service Fund

The District utilizes an Internal Services Fund to account for its fully-insured group health insurance plan as well as its partially self-insured workers' compensation and unemployment coverages. Internal service funds are utilized to account for the financing of goods or services provided by one organizational unit of the school district to other organizational units. It essentially facilitates the allocation of costs to all funding sources.

Operating revenues and operating expenses have been included in a detail designed to provide relevant information. Revenues from District contributions (assessments to other funds) are distinguished from revenues from employee contributions to health insurance. Expenses detail claims payments, administrative fees, and stop-loss or excess insurance costs.

As of July 31, 2023, expenditures exceeded revenues by \$2.2 million, a decline of \$1,024,918 from last year. The decline is largely due to the increase in prescription drug claims of \$1.2 million as well as a decrease in prescription drug rebates of \$485,139. July 2023 expenditures for medical claims increased 29.4% over the same month last year and expenditures for prescription drugs increased 50.9%.

The following chart reflects net operations for the various programs accounted for in the fund:

Program	Revenues	Expenditures	Net
Group Health Insurance	\$ 12,598,426	\$ 14,899,582	\$ (2,301,156)
Unemployment Compensation	106,167	21,210	84,958
Workers' Compensation	340,728	253,134	87,594
Wellness Programs*	0	59,915	(59,915)
Total	\$ 13,045,321	\$ 15,233,841	\$ (2,188,520)

*Under the terms of the agreement with Blue Cross-Blue Shield, the District receives an annual claims credit of \$150,000 to use for wellness programs.

Unemployment shows an expenditure of \$21,210 for the year. Charges for the second quarter of 2023 totaled \$8,121 with \$5 recouped from overpayments under the federal Cares Act and credit adjustments of \$289.

Workers' compensation claims expenditures have decreased \$49,156 from last year, the administrative fee for the program is now due at the beginning of the fiscal year rather than in monthly installments. Part of the decrease is attributable to a refund of \$27,936 of 2021-2022 premiums based on the workers' compensation payroll audit.

Reserves for estimated incurred-but-not-reported (IBNR) claims for the fully self-funded health insurance plan totaled \$675,169 for medical claims and \$46,395 for prescription drugs, at August 31, 2022. Additionally, reserves for the estimated allocated loss adjustment expense (ALAE) for the partially self-funded workers' compensation plan totaled \$300,617. The unaudited beginning net position at September 1, 2022 was \$2,992,233.

Waco Independent School District
BALANCE SHEET
GENERAL FUND
As of July 31, 2023

ASSETS

Cash and Temporary Investments	82,226,573
Property Taxes Receivable, Net of Allowance of \$2,167,519	655,211
Due from Other Governments	-
Accrued Interest	444,500
Due from Other Funds	7,320,859
Other Receivables	6,177
Inventories	433,844
Deferred Expenditures	525
Total Assets	\$ 91,087,689

LIABILITIES

Accounts Payable	1,319,853
Other Current Liabilities	29,191
Payroll Withholdings and Contributions Payable	1,366,115
Accrued Wages Payable	3,683,558
Due to Other Funds	4,860,480
Due to Other Governments	4,737,902
Total Liabilities	\$ 15,997,099

DEFERRED INFLOWS OF RESOURCES

Unavailable Revenues - Property Taxes	\$ 655,211
Total Deferred Inflows of Resources	\$ 655,211

FUND BALANCES

Nonspendable Fund Balance	\$ 434,369
Restricted Fund Balance	2,972,739
Committed Fund Balance	2,589,287
Unassigned Fund Balance	68,438,985
Total Fund Balances	\$ 74,435,379
Total Liabilities and Fund Balances	\$ 91,087,689

Waco Independent School District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
For the Period Ended July 31, 2023

GENERAL FUND									
	Adopted Budget	Amended Budget	(Memo) Monthly		(Memo) Year-to-Date		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Current	Prior Year	Current	Prior Year			
			7/31/2023	7/31/2022	7/31/2023	7/31/2022			
REVENUES									
LOCAL SOURCES									
5710 Local Property Taxes	\$ 81,805,900	81,805,900	287,949	350,146	78,406,310	67,451,296	(3,399,590)	95.84%	99.03%
5720 Services to Other Districts	74,000	74,000	3,302	2,919	73,830	68,512	(170)	99.77%	75.98%
5730 Tuition & Fees	193,000	193,000	-	903	187,843	189,996	(5,157)	97.33%	223.52%
5740 Other Local Revenue	468,300	481,350	364,645	78,593	3,373,026	9,852,593	2,891,676	700.74%	93.95%
5750 Extracurricular Activities	390,400	390,400	-	30,015	272,039	420,924	(118,361)	69.68%	190.46%
5760 Intermediate Source (C.E.D.)	1,000,000	1,000,000	-	-	310,435	1,000,004	(689,565)	0.00%	0.00%
Total Local Sources	\$ 83,931,600	83,944,650	655,897	462,576	82,623,482	78,983,325	(1,321,168)	98.43%	99.99%
STATE SOURCES									
5810 Per Capita & FSP Act	\$ 58,788,960	60,471,715	7,660,494	8,821,531	61,250,819	70,234,680	779,104	101.29%	89.10%
5820 Other State Program (TEA)	-	-	-	-	-	500	-	0.00%	0.00%
5830 Other State Program	7,165,711	7,165,711	543,893	565,498	5,965,696	6,125,717	(1,200,015)	83.25%	84.37%
Total State Sources	\$ 65,954,671	67,637,426	8,204,387	9,387,029	67,216,515	76,360,897	(420,911)	99.38%	88.70%
FEDERAL SOURCES									
5900 Feder Federal Sources Revenue	8,090,727	5,245,682	60,428	26,199	3,699,784	3,514,185	(1,545,898)	70.53%	89.90%
Total Revenues	\$ 157,976,998	156,827,758	8,920,712	9,875,804	153,539,781	158,858,407	(3,287,977)	97.90%	94.00%
EXPENDITURES									
11 Instruction	\$ 88,908,434	89,557,947	1,598,385	1,531,341	73,798,985	74,418,715	15,758,962	82.40%	81.86%
12 Instructional Resources & Media	558,313	590,687	18,461	18,953	433,529	856,157	157,158	73.39%	80.88%
13 Curriculum & Staff Development	4,368,265	4,239,110	298,813	250,902	3,091,363	3,403,051	1,147,747	72.92%	73.99%
21 Instructional Leadership	4,131,369	4,062,044	301,858	324,396	3,449,541	3,209,318	612,503	84.92%	84.57%
23 School Leadership	10,144,781	10,484,513	620,248	560,544	9,223,724	8,803,696	1,260,789	87.97%	85.83%
31 Guidance, Counseling & Evaluation	5,785,954	5,985,878	201,984	179,607	5,156,161	4,743,810	829,717	86.14%	90.57%
32 Social Work Services	806,369	759,512	32,697	24,016	624,843	656,469	134,669	82.27%	68.96%
33 Health Services	1,501,102	1,523,331	39,157	30,093	1,309,972	1,250,655	213,359	85.99%	80.07%
34 Student Transportation	3,761,600	5,281,802	14,229	(23,786)	2,865,350	2,424,003	2,416,452	54.25%	54.01%
35 Food Services	-	-	-	-	-	38,290	-	0.00%	0.00%
36 Extracurricular Activities	5,686,449	5,801,287	181,435	224,849	4,905,566	4,884,385	895,721	84.56%	85.27%
41 General Administration	7,323,927	7,505,290	535,711	519,547	6,100,021	5,560,134	1,405,269	81.28%	78.50%
51 Plant Maintenance & Operations	17,617,917	19,793,811	1,055,104	1,155,981	15,605,860	14,803,411	4,187,951	78.84%	70.02%
52 Security & Monitoring Services	2,765,386	3,053,014	259,624	162,496	2,517,953	2,268,457	535,061	82.47%	78.20%
53 Data Processing Services	4,289,383	3,476,854	153,586	198,402	3,323,548	3,305,736	153,306	95.59%	71.76%
61 Community Services	487,519	669,185	13,755	14,930	600,607	508,585	68,578	89.75%	74.27%
71 Debt Service	345,000	345,000	17,869	-	572,050	-	(227,050)	0.00%	0.00%
81 Facilities Acquisition & Construction	-	601,957	52,040	-	486,813	5,379,935	115,144	0.00%	0.00%
93 Shared Services Arrangements	345,000	445,000	-	290,000	-	290,000	445,000	0.00%	84.06%
95 Juvenile Justice Program	650,000	650,000	-	-	566,543	546,401	83,457	87.16%	78.06%
97 Payments to Tax Increment Fund	25,000	25,000	758	(4,818)	5,407	7,877,846	19,593	21.63%	96.86%
99 Other Intergovernmental Charges	808,424	832,984	-	-	832,484	721,825	500	99.94%	88.00%
Total Expenditures	\$ 160,310,192	165,684,206	5,395,713	5,457,453	135,470,319	145,950,879	30,213,887	81.76%	80.31%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (2,333,194)	(8,856,448)	3,524,999	4,418,351	18,069,462	12,907,528	26,925,910		
OTHER FINANCING SOURCES (USES)									
7900 Other Sources	-	126,194	-	-	1,111,988	-	985,794		
8900 Other Uses	(1,030,292)	(1,030,292)	-	-	-	-	(1,030,292)		
Total Other Financing Source (Uses)	\$ (1,030,292)	(904,098)	-	-	1,111,988	-	(44,498)		
Total Changes in Fund Balances	\$ (3,363,486)	(9,760,546)	3,524,999	4,418,351	19,181,450	12,907,528	28,941,996		
Fund Balances, Beginning	41,078,214	55,253,929			55,253,929	53,543,235	-		
Fund Balances, Ending	\$ 37,714,728	45,493,383			74,435,379	66,450,763	28,941,996		

Waco Independent School District
EXPENDITURES AND ENCUMBERED FUNDS BY FUNCTION AND MAJOR OBJECT
GENERAL FUND
For the Period Ended July 31, 2023

							<i>(Memo)</i>		
		Payroll	Purchased & Contracted	Supplies & Materials	Other Operating	Debt Services	Capital Outlay	Total Year-to-Date	Total Year-to-Date
		6100	6200	6300	6400	6500	6600	6000	6000
11	Instruction	\$ 67,575,610	2,429,363	4,067,048	593,746		197,199	74,862,966	75,462,279
12	Instructional Resources & Media	360,691	35,359	70,282	4,088			470,420	874,207
13	Curriculum & Staff Development	2,483,705	314,753	95,510	333,498		-	3,227,466	3,658,447
21	Instructional Leadership	3,051,306	164,143	142,739	194,631			3,552,820	3,273,143
23	School Leadership	8,833,728	104,395	223,079	162,725			9,323,927	8,889,005
31	Guidance, Counseling & Evaluation	4,730,541	241,794	155,194	50,195			5,177,725	4,759,065
32	Social Work Services	608,611	1,809	6,295	10,458			627,172	663,026
33	Health Services	1,279,272	6,332	48,472	3,967			1,338,044	1,268,434
34	Student Transportation		3,105,983	395,565	(59,930)		217,766	3,659,383	2,951,515
35	Food Services							-	38,290
36	Co/Extracurricular Activities	2,784,740	619,877	723,978	990,443		89,082	5,208,120	5,232,263
41	General Administration	4,519,650	955,292	256,944	424,130		63,080	6,219,096	5,642,708
51	Plant Maintenance & Operations	7,251,932	6,779,580	1,292,261	1,043,902		451,173	16,818,848	18,182,180
52	Security & Monitoring Services	1,522,066	528,402	244,411	14,946		391,946	2,701,771	2,502,552
53	Data Processing Services	1,525,553	315,308	1,440,321	30,769		286,460	3,598,412	3,437,811
61	Community Services	251,592	324,580	19,777	8,499			604,448	554,236
71	Debt Service					572,050		572,050	-
81	Facilities Acquisition & Construction	634					497,239	497,872	6,261,863
95	Juvenile Justice Program				566,543			566,543	546,401
97	Payments to Tax Increment Fund				5,407			5,407	7,877,846
99	Other Intergovernmental Charges		832,484					832,484	721,825
Total Expenditures & Encumbered Funds		<u>\$ 106,779,632</u>	<u>16,759,453</u>	<u>9,181,878</u>	<u>4,378,017</u>	<u>572,050</u>	<u>2,193,944</u>	<u>139,864,973</u>	<u>153,087,096</u>

Waco Independent School District
BALANCE SHEET
CHILD NUTRITION FUND
As of July 31, 2023

ASSETS

Cash and Temporary Investments	\$ 5,453,548
Due from Other Governments	386,434
Accrued Interest	29,487
Due from Other Funds	683,520
Total Assets	<u>\$ 6,552,989</u>

LIABILITIES

Accounts Payable	\$ 68,900
Accrued Wages Payable	71,032
Total Liabilities	<u>\$ 139,932</u>

FUND BALANCES

Restricted Fund Balance	<u>\$ 6,413,057</u>
Total Fund Balances	<u>\$ 6,413,057</u>
Total Liabilities and Fund Balances	<u><u>\$ 6,552,989</u></u>

Waco Independent School District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
For the Period Ended July 31, 2023

CHILD NUTRITION FUND

	Adopted Budget	Amended Budget	(Memo)		(Memo)		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Monthly		Year-to-Date				
			Current 7/31/2023	Prior Year 7/31/2022	Current 7/31/2023	Prior Year 7/31/2022			
REVENUES									
LOCAL SOURCES									
5740 Other Local Revenue	\$ 32,000	32,000	10,329	1,247	46,537	4,843	14,537	145.43%	19.37%
5750 Extracurricular Activities	403,000	403,000	833	3,208	478,390	391,921	75,390	118.71%	97.28%
Total Local Sources	\$ 435,000	435,000	11,162	4,455	524,927	396,764	89,927	120.67%	92.72%
STATE SOURCES									
5820 Other State Program (TEA)	\$ -	-	-	-	173,594	-	173,594	0.00%	0.00%
Total State Sources	\$ -	-	-	-	173,594	-	173,594	0.00%	0.00%
FEDERAL SOURCES									
5900 Federal Sources Revenue	\$ 9,910,206	9,573,543	122,137	(17,904)	9,806,735	10,120,694	233,192	102.44%	104.97%
Total Revenues	\$ 10,345,206	10,008,543	133,299	(13,449)	10,505,256	10,517,458	496,713	104.96%	104.45%
EXPENDITURES									
35 Food Services	\$ 10,978,538	13,352,259	315,600	189,330	9,864,005	8,790,950	3,488,254	73.88%	63.61%
Total Expenditures	\$ 10,978,538	13,352,259	315,600	189,330	9,864,005	8,790,950	3,488,254	73.88%	63.61%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (633,332)	(3,343,716)	(182,300)	(202,779)	641,251	1,726,508	3,984,967		
OTHER FINANCING SOURCES (USES)									
7900 Other Sources	-	-	-	-	95,520	-	95,520		
Total Other Financing Sources (Uses)	\$ -	-	-	-	95,520	-	95,520		
Total Changes in Fund Balances	\$ (633,332)	(3,343,716)	(182,300)	(202,779)	736,771	1,726,508	4,080,487		
Fund Balances, Beginning	2,758,147	5,676,286			5,676,286	4,698,491	-		
Fund Balances, Ending	\$ 2,124,815	2,332,570			6,413,057	6,424,999	4,080,487		

Waco Independent School District
EXPENDITURES AND ENCUMBERED FUNDS BY FUNCTION AND MAJOR OBJECT
CHILD NUTRITION FUND
For the Period Ended July 31, 2023

							<i>(Memo)</i>
	Payroll Costs	Purchased & Contracted Services	Supplies & Materials	Other Operating Costs	Capital Outlay	Total Year-to-Date 7/31/2023	Total Year-to-Date 7/31/2022
	6100	6200	6300	6400	6600	6000	6000
35 Food Services	\$ 2,722,749	4,181,226	1,705,533	10,702	1,941,286	10,561,497	12,016,058
Total Expenditures & Encumbered Funds	<u>\$ 2,722,749</u>	<u>4,181,226</u>	<u>1,705,533</u>	<u>10,702</u>	<u>1,941,286</u>	<u>10,561,497</u>	<u>12,016,058</u>

Waco Independent School District
BALANCE SHEET
DEBT SERVICE FUND
As of July 31, 2023

ASSETS

Cash and Temporary Investments	\$ 20,986,335
Property Taxes Receivable, Net of Allowance of \$480,335	143,226
Due from Other Governments	<u>3,709</u>
Total Assets	<u><u>\$ 21,133,270</u></u>

LIABILITIES

Due to Other Funds	28,412
Due to Other Governments	<u>-</u>
Total Liabilities	<u><u>\$ 28,412</u></u>

DEFERRED INFLOWS OF RESOURCES

Unavailable Revenues - Property Taxes	<u>\$ 143,226</u>
Total Deferred Inflows of Resources	<u><u>\$ 143,226</u></u>

FUND BALANCES

Restricted Fund Balance	<u>\$ 20,961,632</u>
Total Fund Balances	<u><u>\$ 20,961,632</u></u>
Total Liabilities and Fund Balances	<u><u>\$ 21,133,270</u></u>

Waco Independent School District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
For the Period Ended July 31, 2023

DEBT SERVICE FUND

	Adopted Budget	Amended Budget	(Memo) Monthly		(Memo) Year-to-Date		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Current	Prior Year	Current	Prior Year			
			7/31/2023	7/31/2022	7/31/2023	7/31/2022			
REVENUES									
LOCAL SOURCES									
5710 Local Property Taxes	\$ 24,654,348	24,654,348	87,937	75,615	24,755,179	14,501,689	100,831	100.41%	99.43%
5740 Other Local Revenue	25,000	25,000	89,690	18,464	598,112	1,708,838	573,112	2392.45%	96.81%
Total Local Sources	\$ 24,679,348	24,679,348	177,627	94,079	25,353,291	16,210,527	673,943	102.73%	99.15%
STATE SOURCES									
5820 Other State Program (TEA)	\$ 221,700	221,700	-	-	576,413	286,169	354,713	260.00%	0.00%
Total State Sources	\$ 221,700	221,700	-	-	576,413	286,169	354,713	260.00%	0.00%
Total Revenues	\$ 24,901,048	24,901,048	177,627	94,079	25,929,704	16,496,696	1,028,656	104.13%	99.04%
EXPENDITURES									
71 Debt Service	\$ 24,896,048	24,896,048	750	-	8,974,046	3,705,458	15,922,002	36.05%	22.86%
97 Payments to Tax Increment Fund	5,000	5,000	166	(1,010)	260	1,356,264	4,740	5.21%	92.22%
Total Expenditures	\$ 24,901,048	24,901,048	916	(1,010)	8,974,306	5,061,722	15,926,742	36.04%	28.63%
Total Changes in Fund Balances	\$ -	-	176,711	95,089	16,955,397	11,434,974	16,955,397		
Fund Balances, Beginning	4,816,349	4,006,234			4,006,234	4,866,235	-		
Fund Balances, Ending	\$ 4,816,349	4,006,234			20,961,631	16,301,209	16,955,397		

Waco Independent School District
Statement of Net Position
Proprietary Fund
As of July 31, 2023

	Governmental Activities ----- Internal Service Fund
Assets	
Current assets:	
Due from other funds	1,840,024
Other receivables	59
Total Assets	\$ 1,840,083
Liabilities	
Current liabilities:	
Accounts payable	\$ 14,188
Other current liabilities	1,022,182
Total current liabilities	\$ 1,036,370
Total liabilities	\$ 1,036,370
Net position	
Unrestricted net position	\$ 803,713
Total net position	\$ 1,840,083

Waco Independent School District
Statement of Revenues, Expenses, and Changes in Net Position
Budget and Actual
For the Period Ended July 31, 2023

Proprietary Fund
Governmental Activities - Internal Service Fund

	Budget	(Memo)		(Memo)		Difference Budget to Current Year-to-Date	CY YTD As % of Budget	PY YTD As % of Budget	
		Monthly		Year-to-Date					
		Current 7/31/2023	Prior Year 7/31/2022	Current 7/31/2023	Prior Year 7/31/2022				
Operating revenues:									
Employee contributions:									
Group health	\$ 3,631,100	297,759	\$ 301,001	3,147,474	\$ 3,103,539	(483,626)	86.68%	102.29%	
Assessments to other funds:									
Group health	10,236,500	800,201	792,228	8,977,900	8,790,368	(1,258,600)	87.70%	89.70%	
Unemployment	112,000	9,370	19,400	106,167	213,830	(5,833)	94.79%	137.95%	
Workers compensation	358,000	29,782	48,207	340,728	251,121	(17,272)	95.18%	109.18%	
Prescription drug rebates	1,187,000	-	-	473,052	958,191	(713,948)	39.85%	111.42%	
Total operating revenues	\$ 15,524,600	1,137,111	1,160,836	13,045,321	13,396,120	(2,479,279)	84.03%	95.15%	
Operating expenses:									
Administrative fees	\$ 1,344,000	37,887	93,010	1,154,008	1,128,430	189,992	85.86%	73.28%	
Claims expense:									
Medical claims	9,431,000	1,174,378	907,644	8,068,649	8,109,010	1,362,351	85.55%	113.36%	
Prescription drug claims	3,928,000	568,366	376,571	4,459,334	3,253,780	(531,334)	113.53%	82.87%	
Unemployment	102,000	-	11,480	21,210	90,665	80,790	20.79%	49.01%	
Workers compensation	260,000	11,250	4,895	149,861	199,017	110,139	57.64%	75.10%	
Stop-loss insurance	1,739,000	122,776	121,781	1,320,864	1,389,951	418,136	75.96%	85.54%	
Wellness Program	67,000	1,275	13,115	59,915	77,937	7,085	89.43%	144.33%	
Total operating expenses	\$ 16,871,000	1,915,932	1,528,496	15,233,841	14,248,790	1,637,159	90.30%	96.61%	
Change in net position	\$ (1,346,400)	<u>(778,821)</u>	<u>(367,660)</u>	(2,188,520)	(852,670)	(842,120)			
Net position:									
Net position, beginning	\$ 3,187,944			2,992,233	3,564,375	(195,711)			
Net position, ending	\$ <u>1,841,544</u>			<u>803,713</u>	<u>2,711,705</u>	<u>(1,037,831)</u>			

Waco Independent School District
Statement of Cash Flows
For the Period Ended July 31, 2023

Proprietary Fund

	Governmental Activities ----- Internal Service Fund
Cash flows from operating activities:	
Cash received from employee contributions	\$ 297,759
Cash received from assessments to other funds	1,618,173
Cash payments for claims	(1,753,994)
Cash payments for stop loss premiums	(122,776)
Cash payments for professional and contracted services	(37,887)
Net cash provided by operating activities	\$ 0
Net increase in cash and cash equivalents	\$ 0
Cash and cash equivalents at beginning of year	-
Cash and cash equivalents at end of year	\$ 0
Reconciliation of operating income to net cash provided by operating activities:	
Operating gain (loss)	\$ (778,821)
Effects of increases and decreases in current assets and liabilities:	
Decrease in receivables	1,070,643
Increase in accounts payable	(291,822)
Decrease in current liabilities	(75,633)
Net cash provided by operating activities	\$ 0

Waco Independent School District
Board of Trustees Board Meeting Item

Date: August 24, 2023

Contact Person: Suzanne Hamilton

RE: 2023-2024 Student Handbook

Background Information:

Attached is the Student Handbook (SHB) for 2023-2024, with changes (blue text) and updates indicated in the chart.

Location	Date of Change	Name & Reason	Summary of Change
Entire Document Review	July 2023	Suzanne Hamilton; TASB model	Minor updates, titles & names of district representatives as needed
Document updates	July 2023	Suzanne Hamilton; SHB policy & procedural updates; TASB SCC guidance	Updated policies & procedures, as reflected in the Student Handbook, include Safety and Security, Health Services, & Curriculum & Instruction.

TASB made the following changes as a result of the 2023 legislative action:

- HB 473 Parent notification of a behavior threat assessment, ability to participate and give input, as well as receive notification of findings
- HB 1605 Parent review of instructional, curricular material
- HB 2892 Transfer requests for members of the armed services
- HB 1959 Transfer requests for a parent that is a peace officer
- HB 3928 Notify parents of their rights under IDEA & section 504 if a student is suspected of having Dyslexia
- HB 567 prohibits discrimination in the employee and student dress code
- SB 1893 TikTok policy on installation or use on school devices
- HB 3803 Allows parents to request their student repeat a grade (PK-8th) or course (HS) within District guidelines.
- HB 1225 Parents or teachers can request paper format for STAAR and EOC within certain guidelines.
- HB 1416 Accelerated Instruction Plans for when a student fails to perform satisfactorily.
- HB 900 TSLAC Library Ranking System.
- HB 59 requires that a school district must require a parent to affirm in writing

whether a child younger than 12 years of age can swim or is at risk of injury or death before the child may participate in any organized water activity in a body of water.

Assistant Superintendents and their designees reviewed and adjusted the language in the handbook to reflect updated policies & procedures in each department.

Fiscal Implications:

None

Administrative Recommendation(s):

2022-2023 Student Handbook provided for review; no action needed.



**Waco ISD Student Handbook
2023-2024 School Year**

If you have difficulty accessing the information in this document because of disability, please contact the district at info@wacoisd.org or call 254-755-9473.

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Waco ISD Student Handbook

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Waco ISD Board of Trustees

- Stephanie Korteweg, President, District 2
- Jose Vidaña, Vice President, District 3
- Jeremy Davis, Secretary, District 1
- Keith Guillory, At-Large
- Jim Patton, District 5
- Angelo Ochoa, At-Large
- Jonathan Grant, District 4

Waco ISD Administrative Leadership Team

- Dr. Susan Kincannon, Superintendent of Schools
- Dr. Josie Hernandez-Gutierrez, Deputy Superintendent
- Elizabeth Cox, Chief of Staff
- Sheryl Davis, Chief Financial Officer
- Jerry Allen, Chief Technology Officer
- Gloria Barrera, Chief of Facilities & Operations
- Dr. Deena Cornblum, Assistant Superintendent for Curriculum & Instruction
- Dr. Daniel Lopez, Assistant Superintendent for Human Resources
- Dr. Rachelle Warren, Assistant Superintendent for Student Services & Support
- Alice Jauregui, Executive Director for Communications
- Ed Love, Director of Athletics

Blue Text indicates new language.

Preface Parents and Students:

Welcome to the new school year!

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

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

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

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

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

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

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

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

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

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

A hard copy of the Student Code of Conduct or Student Handbook can be requested at your child’s school campus or the Waco ISD Administration offices at 501 Franklin Ave, Waco, TX, 76701.

Note: References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at <https://pol.tasb.org/PolicyOnline?key=867>.

The policy manual includes

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

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

Suzanne Hamilton,

Executive Director for Student Services

501 Franklin Ave., Waco, TX, 76701

suzanne.hamilton@wacoisd.org

254-755-9417

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

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

[See [Objecting to the Release of Directory Information](#) on page 12 and [Consent Required Before Student Participation in a Federally Funded Survey](#) on page 13 for more information.]

Accessibility

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

Waco ISD Administrative Offices

501 Franklin Ave., Waco, TX, 76701

info@wacoisd.org

254-755-9473

Section One: Parental Rights

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

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

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

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

Consent to Human Sexuality Instruction

Annual Notification

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

Per state law, here is a summary of the district’s curriculum regarding human sexuality instruction:

Puberty: The Wonder Years Grade 5 “I Wonder What is Happening to Me” curriculum begins by reviewing prior knowledge about puberty and developing guidelines for a safe and productive classroom climate. Students learn about male and female reproductive systems and changes that occur during puberty. Additionally, students learn new personal hygiene and health habits. Students practice communicating with their family members, analyzing media influences for sexual messages, clarifying misinformation, and promoting healthy behavior among their peers. The emphasis is on promoting respect for peers as they experience puberty, impressing young people with the awe and responsibility of becoming physically capable of reproduction, and the importance of postponing sexual intercourse.

The Puberty: The Wonder Years Grade 5 “I Wonder What is Happening to Me” curriculum was recommended by the Waco ISD SHAC and approved by the school board. The curriculum is implemented on all elementary school campuses at the 5th-grade level.

The Big Decisions curriculum is recommended for young people ages 12 to 18. The Big Decisions curriculum aims to help young people make healthy and informed decisions about sex. Big Decisions is designed to vigorously—and effectively—encourage young people to postpone sexual involvement and provide the guidance and information they need to reduce their risks when they become sexually active. The Big Decisions curriculum was recommended by the Waco ISD SHAC and approved by the school board. The Big Decisions curriculum is implemented at both the 7th and 9th-grade levels.

The Puberty: The Wonder Years Grade 5 “I Wonder What is Happening to Me” curriculum and the Big Decisions curriculum conform to the Texas Education Code (§28.004) requirements for sex education programs in Texas public schools. In addition, both curricula cover the Texas Essential Knowledge and Skills (TEKS) for Health Education. For further information, see the district’s human sexuality instruction website at www.wacoisd.org.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove their child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See [Complaints and Concerns \(All Grade Levels\)](#) on page 42 and FNG(LOCAL).

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

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

[See [Consent to Instruction of Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) on page 9.]

Consent Before Human Sexuality Instruction

Before a student receives human sexuality instruction, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction begins.

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

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

Annual Notification

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

Counselors address issues like dating violence, family violence, and child abuse through individual and group meetings, guidance lessons, and community partnerships. Community partners may assist by providing resources, student support groups, student/parent assemblies,

and staff training. For further information, see the district's abuse prevention instruction website at www.wacoisd.org.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the above location.
- Remove their child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See [Complaints and Concerns \(All Grade Levels\)](#) on page 42 and policy FNG for information on the grievance and appeals process.

[See [Consent to Human Sexuality Instruction](#) on page 8; [Dating Violence](#) on page 47; and [Child Sexual Abuse, Trafficking, and Other Maltreatment of Children](#) on page 35]

Consent to Provide a Mental Health Care Service

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

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

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

The mental health liaison can be reached at:

Dr. Rachelle Warren,

Assistant Superintendent for Student Services & Support

501 Franklin Ave., Waco, TX, 76701

rachelle.warren@wacoisd.org

254-755-9417

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

[See [Mental Health Support](#) on page 68.]

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

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

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

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

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

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

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

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a co-curricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

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

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

Opting Out of Advanced Mathematics in Grades 6-8

The district will automatically enroll a student in grade 6 in an advanced mathematics course if the student performs in the top 40 percent on the grade 5 mathematics STAAR or a local measure demonstrating proficiency in the student's grade 5 mathematics coursework.

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

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

Limiting Electronic Communications between Students and District Employees

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

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

However, text messages sent to an individual student are only allowed if a district employee responsible for an extracurricular activity must communicate with a student participating in that activity.

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

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

Objecting to the Release of Directory Information

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

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

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

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

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

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

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

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

Note: Also see [Authorized Inspection and Use of Student Records](#) on page 17.

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

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

- Name
- Address
- Telephone listing

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

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

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

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

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

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

- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

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

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

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

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

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

A parent may inspect:

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

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

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

See [Consent to Human Sexuality Instruction](#) on page 8 and [Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) on page 9 for information on a parent's right to remove a student from such instruction.

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

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

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

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

- A parent provides a written statement requesting that their child be excused.
- The district determines that the student has a conscientious objection to the recitation.

- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

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

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

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

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

[See [Pledges of Allegiance and a Minute of Silence](#) on page 80 and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

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

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

Tutoring or Test Preparation

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

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

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

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

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

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See [Standardized Testing](#) on page 92 for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

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

Parent Review of Instructional Materials

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

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

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

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

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

District Review of Instructional Materials

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

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

Contact the campus principal for more information about requesting an instructional material review.

Notices of Certain Student Misconduct to Noncustodial Parent

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

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

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

Student Records

Accessing Student Records

A parent may review their child's records. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information

- Other medical records
- Teacher and school counselor evaluations
- Reports of behavioral patterns
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child’s classroom

Authorized Inspection and Use of Student Records

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

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at [Objecting to the Release of Directory Information](#) on page 12, are the right to:

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

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

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

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

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

Federal law requires that control of the records goes to the student as soon as the student:

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

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

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

Legitimate educational interest may include:

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

School officials may include:

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

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

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

- When the district discloses directory information-designated details. [See [Objecting to the Release of Directory Information](#) on page 12 to prohibit this disclosure.]

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

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

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

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

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

You may contact the custodian of records for currently enrolled students by contacting your child's campus principal.

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

Margarita Ramirez

Records Management

P.O. Box 27, Waco, TX, 76703

margarita.ramirez@wacoisd.org

254-755-9473

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

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

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

[See [Report Cards/Progress Reports and Conferences](#) on page 82, [Complaints and Concerns](#) on page 42, and Finality of Grades at policy FNG(LEGAL).]

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

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

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

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

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

A Student with Exceptionalities or Special Circumstances

Children of Military Families

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

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

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

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

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

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

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

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

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

Safety Transfers/Assignments

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

The board may transfer a student who has engaged in bullying to another classroom. The board will consult with the parent of a child who has engaged in bullying before transferring the child to another campus.

Transportation is not provided for a transfer to another campus. See the Superintendent **OR** campus principal for more information.

[See [Bullying](#) on page 32 and policies FDB and FFI for more information.]

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

[See policy FDE for more information.]

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

Student Use of a Service/Assistance Animal

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

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

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

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

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

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

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

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

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

- Assist the student with the completion of applications for admission or financial aid.
- Arrange and accompany the student on campus visits.
- Assist in researching and applying for private or institution-sponsored scholarships.
- Identify whether the student is a candidate for appointment to a military academy.
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS).
- Coordinate contact between the student and a liaison officer for students formerly in the state's conservatorship.

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

Joni Courtney, LMSW

Supervisor, Highly Mobile Student Services

District Homeless & Foster Liaison

joni.courtney@wacoisd.org

254-755-9433

[See [Credit by Examination for Advancement/Acceleration](#) on page 46 and [Course Credit](#) on page 46.]

A Student Who Is Experiencing Homelessness

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

Please also check the District website for information on services available in the area that can help families experiencing homelessness. Highly Mobile Student Services
<https://www.wacoisd.org/Page/4131>

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

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

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

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

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

[For more information on services for students who are homeless, contact the district's homeless education liaison:](#)

Joni Courtney, LMSW

Supervisor, Highly Mobile Student Services

District Homeless & Foster Liaison

joni.courtney@wacoisd.org

254-755-9433

[See [Credit by Examination for Advancement/Acceleration](#) on page 46 and [Course Credit](#) on page 46.]

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

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). Implementing RtI can positively impact the district's ability to meet the needs of all struggling students.

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

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

Special Education Referrals

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

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

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

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

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

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

Contact Person for Special Education Referrals

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

Cathy Parker

Coordinator-Special Education

501 Franklin Ave, Waco, TX, 76701

cathy.parker@wacoisd.org

254-755-9569

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

James Glidewell

Transition Specialist

P.O. Box 27, Waco, TX, 76703

james.glidewell@wacoisd.org

254-981-5839

Section 504 Referrals

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

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

Contact Person for Section 504 Referrals

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

Kourtnei Parnell

Director for Intervention Services and State & Federal Programs

501 Franklin Ave., Waco, TX, 76701

kourtnei.parnell@wacoisd.org

254-799-0983

[See [A Student with Physical or Mental Impairments Protected under Section 504](#) on page 26.]

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

- [Legal Framework for the Child-Centered Special Education Process](https://fw.escapps.net/Display_Portal?destination=/) (https://fw.escapps.net/Display_Portal?destination=/)
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEED TEST: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)
- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)

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

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

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

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

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs before requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if their primary language is not English and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See [Emergent Bilingual Students](#) on page 54 and [Special Programs](#) on page 91.]

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law — and who does not otherwise qualify for special education services — may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law prohibiting discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and support under Section 504 to receive a free appropriate public education (FAPE), as defined in federal law.

[See [A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services](#) on page 26 and policy FB for more information.]

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the campus principal.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws are discussed below — one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit.

Compulsory Attendance

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Ages 6-18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten-grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student must attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Age 19 and Older

A student who voluntarily attends or enrolls after their 19th birthday must attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property after that would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

Compulsory Attendance — Exemptions

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days

- Required court appearances
- [Appearing at a governmental office to obtain U.S. citizenship](#)
- [Taking part in a US naturalization oath ceremony](#)
- [Serving as an election clerk](#)
- Health-care appointments for the student or a child of the student, including absences related to autism services
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician
- For students in the conservatorship of the state:
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practical to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See [Children of Military Families](#) on page 20.]

Note that documented healthcare appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or Internet, for telehealth appointments because district-owned equipment and its network systems are not private and may be monitored by the district. For more information, see [Telecommunication and Other Electronic Devices](#) on page 91.

Secondary Grade Levels

The district will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of their visit to the driver's license office for each absence and must make up any work missed.

[See [Driver License Attendance Verification](#) on page 31.]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university [if the following conditions are met](#):

- The board has authorized such excused absences under policy FEA(LOCAL).
- The principal has approved the student's absence.
- The student follows campus procedures to verify the visit and makes up for any work missed.

The district will allow a student 17 years old or older to be absent for up to four days while the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

[The district will allow a student to be absent for up to two days during the student's junior year and two days during the student's senior year for a career investigation day to visit a](#)

professional at that individual's workplace to determine the student's interest in pursuing a career in the professional's field, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies their teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6-12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

Compulsory Attendance — Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student who is absent without permission from the school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan.

Ages 6-18

When a student ages 6-18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of their duty to monitor the student's attendance and require the student to attend school.
- Request a conference between school administrators and the parent.
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is:

Athena Nuness

Coordinator for Truancy Intervention

P.O. Box 27, Waco, TX, 76703

athena.nuness@wacoisd.org

254-755-9540

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student aged 12-18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if they complete a plan approved by the principal that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under [Compulsory Attendance — Exemptions](#) on page 27 and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information the student or parent presents to the committee about the absences.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:30 am at all campuses. Transformation Zone Campus, G.W. Carver Middle School will take official attendance at 10:00 am.

A student absent for any portion of the day should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is 18 or older or is an emancipated minor under state law.

The campus will document whether the absence is excused or unexcused in its attendance records.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within three days of returning to school, a student who is absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a doctor or health clinic statement verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The [VOE form](https://www.tdlr.texas.gov/driver/forms/VOE.pdf) (<https://www.tdlr.texas.gov/driver/forms/VOE.pdf>) is available online.

Further information may be found on the [Texas Department of Public Safety website](https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen) (<https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen>).

See [Compulsory Attendance — Exemptions for Secondary Grade Levels](#) on page 28 for information on excused absences for obtaining a learner license or driver's license.

Accountability under State and Federal Law (All Grade Levels)

Waco ISD and its campuses are held to certain accountability standards under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings
- A School Report Card (SRC) for each campus in the district, compiled by TEA

- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA
- Information compiled by TEA for the submission of a federal report card that is required by federal law

Accountability information can be found on the district's website at www.wacoisd.org . Hard copies of any reports are available to the district's administration office upon request.

TEA maintains additional accountability and accreditation information at:

[TEA Performance Reporting Division](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting)
(<https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting>).

Armed Services Vocational Aptitude Battery Test (Grades 10-12)

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

A notice of the date, time, and location of the test will be provided to students and parents by the campus counselors.

Contact the principal for information about this opportunity.

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a [positive school culture; building healthy relationships between students and staff](#); encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A cellular or other types of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging

- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism

The district will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them
- Age-appropriate discussions that encourage peers to intervene when they observe bullying occur
- Instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social or coping skills, not an unchangeable trait

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community

The district will use an age-appropriate survey regarding school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact the campus principal.

If a student believes that they have experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. [Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator.](#) Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged bullying incident by reporting on the District's website, www.wacoisd.org, or through the Stop It app.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

[The district will provide research-based interventions, which may include counseling options for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.](#)

[Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.](#)

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the administration's recommendation, the board may transfer a student found to have engaged in bullying to another classroom on the campus. In consultation with the student's parents, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See [Safety Transfers/Assignments](#) on page 21.]

A copy of the district's bullying policy is available in the principal's office, the superintendent's office, and on the district's website and is included at the end of this handbook as an appendix.

A student or parent dissatisfied with an investigation's outcome may appeal through policy FNG(LOCAL).

[See [Safety Transfers/Assignments](#) on page 21, [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47, [Hazing](#) on page 64, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)

The District offers career and technical education programs in the following career clusters: Architecture & Construction, Arts, Audio-Visual Technology & Communications, Business

Management & Administration, Education & Training, Finance, Health Sciences, Hospitality & Tourism, Information Technology, Manufacturing, Marketing, and Science, Technology, Engineering, & Math (STEM). In some Career and Technical Education (CTE) courses, Enrollment Review in Committee (ERIC) processes may be conducted when a course requires limited enrollment considerations due to facility space, safety and skills competence, and/or community partnership agreements.

Admission to these programs is based on student interest.

District policy prohibits discrimination based on race, color, national origin, sex, or handicap in its vocational programs, services, or activities [and provides equal access to the Boy Scouts and other designated youth groups](#) as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination based on race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

Contact the Title IX Coordinator and the ADA/Section 504 coordinator for information about your rights or grievance procedures.

[See [Nondiscrimination Statement](#) on page 77 for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involves food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See [Food Allergies](#) on page 71.

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at www.wacoisd.org. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare and a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior
- Withdrawal, depression, sleeping and eating disorders, and problems in school

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47 and [Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) on page 47.]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology)
- Tattoos or branding
- Refillable gift cards
- Frequent runaway episodes
- Multiple phones or social media accounts
- Provocative pictures posted online or stored on the phone
- Unexplained injuries
- Isolation from family, friends, and community
- Older romantic partners

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips
- Being employed but not having a school-authorized work permit

- Being employed and having a work permit but clearly working outside the permitted hours for students
- Owing a large debt and being unable to pay it off
- Not being allowed breaks at work or being subjected to excessively long work hours
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss
- Not being in control of his or her own money
- Living with an employer or having an employer listed as a student's caregiver
- A desire to quit a job but not being allowed to do so

[See [Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) on page 47.]

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Tell the child that they did the right thing.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#) (http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp)

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#) (www.txabusehotline.org).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites include resources to help increase awareness of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf) (<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>)
- [KidsHealth. For Parents. Child Abuse](https://kidshealth.org/en/parents/child-abuse.html) (<https://kidshealth.org/en/parents/child-abuse.html>)
- [Office of the Texas Governor's Child Sex Trafficking Team](https://gov.texas.gov/organization/cjd/childsextrafficking) (<https://gov.texas.gov/organization/cjd/childsextrafficking>)
- [Human Trafficking of School-aged Children](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children) (<https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children>)

- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault \(https://taasa.org/product/child-sexual-abuse-parental-guide/\)](https://taasa.org/product/child-sexual-abuse-parental-guide/)
- [National Center of Safe Supportive Learning Environments: Human Trafficking in America's Schools \(https://safesupportivelearning.ed.gov/human-trafficking-americas-schools\)](https://safesupportivelearning.ed.gov/human-trafficking-americas-schools)

Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)

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

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

Calculation

The District shall include in the calculation of class rank semester grades earned in Advanced Placement (AP) courses taken in grades 6–8 and in high school credit courses taken in grades 9–12, but only in the following subject areas: English, mathematics, science, social studies, economics, languages other than English, and all dual credit courses in these areas. The calculation shall include failing grades.

Exclusions

The calculation of class rank shall exclude grades earned in any course for which a pass/fail grade is assigned; any local credit course; any course taken for credit recovery or remediation; distance learning in the form of traditional correspondence courses; any course for which credit is earned outside the regular school day or regular school year; and through credit by examination, with or without prior instruction.

Weighted Grade System

The District shall categorize and weight eligible courses as Tier 4, Tier 3, Tier 2, and Tier 1 in accordance with provisions of this policy and as designated in appropriate District publications. Eligible Advanced Placement (AP) courses shall be categorized and weighted as Tier 4 courses.

Eligible dual credit courses shall be categorized and weighted as Tier 3 courses. Eligible pre-advanced courses shall be categorized and weighted as Tier 2 courses. All other eligible courses shall be categorized and weighted as Tier 1 courses.

The District shall assign weights to semester grades earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

Category Weight:

Tier 4 multiplied by 1.20

Tier 3 multiplied by 1.15

Tier 2 multiplied by 1.10

Tier 1 multiplied by 1.00

The District shall record unweighted numerical grades on student transcripts.

Note: The following provisions shall apply to all students, regardless of their graduating class. When a student transfers semester grades for courses that would be eligible under the Tier 1 category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the district shall assign additional weight to the grades based on the categories and grade weight system used by the district only if a similar or an equivalent course is offered to the same class of students in the district.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the third week of the six-week grading period of the senior year.

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

Valedictorian and Salutatorian

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

1. Have been continuously enrolled in the district high school for the four semesters immediately preceding graduation.
2. Have been enrolled and in attendance in at least four academic courses each year of high school;
3. Be graduating after exactly eight semesters of enrollment in high school; and
4. Have completed the foundation program with a distinguished level of achievement.

Breaking Ties

In case of a tie in weighted numerical grade averages after calculation to the fourth decimal place, the District shall calculate a weighted numerical grade average using only eligible grades in Tier 4, Tier 3, and Tier 2 courses taken in grades 9–12 to determine recognition as valedictorian or salutatorian. If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

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

[See policy EIC (LOCAL) for more information.]

- Courses that are included in class rank calculations;
- Any course exclusions;
- Whether courses taken in middle/junior high school are included in the calculation;

- Whether grades earned by alternative means (summer school, distance learning, credit by examination, dual credit off campus vs. on campus, and the like) are counted;
- The weighted grade system used in the district to calculate class rank [for example, weighted numerical average or weighted grade point average (GPA)];
- Whether and when transferred grades will be weighted;
- When class rank will be calculated for purposes of determining local honors;
- Criteria a student must meet to be declared valedictorian, salutatorian, and any other local honor designations, including how the district will resolve ties in these positions;
- Whether the district will award the honor graduate certificate provided by the state to the district-declared valedictorian or the true highest-ranking graduate;
- If appropriate for your handbook, the list of courses that meet each category within your weighted grade system; and
- Any other information related to class rank appropriate for this document. [See policy EIC for more information.]

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule.

[See [Schedule Changes](#) on page 86 for information related to student requests to revise their course schedule.]

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program [see [Foundation Graduation Program](#) on page 59]; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2023 term through the spring 2025 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning the following:

- Automatic college admission
- Curriculum requirements for financial aid
- Benefits of completing the requirements for automatic admission and financial aid
- The Texas First Early High School Completion Program, [which requires a student to provide an official copy of assessment results and transcripts, as applicable, to receive credit for the assessments and credits required for early graduation under the program](#)
- [The Texas First Scholarship Program](#)
- [The Future Texas Teachers Scholarship Program](#)

Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See [Class Rank/Highest-Ranking Student](#) on page 38 for information specifically related to how the district calculates a student's rank in class, and requirements for [Graduation](#) on page 58 for information associated with the foundation graduation program.]

[See [Students in the Conservatorship of the State \(Foster Care\)](#) on page 21 for information on assistance in transitioning to higher education for students in foster care.]

College Credit Courses (Secondary Grade Levels Only)

Students in grades 9-12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN)
- Enrollment in courses taught in conjunction and in partnership with McLennan Community College and Texas State Technical College, which may be offered on or off campus; and
- Enrollment in courses taught at other colleges or universities

Enrollment in these programs is based on the corollary memorandum of understanding for each entity.

[Under the Financial Aid for Swift Transfer \(FAST\) program, a student may be eligible to enroll at no cost to the student in dual credit courses at a participating institution of higher education. The FAST program allows students who are or have been educationally disadvantaged at any time during the four years preceding the student's enrollment in a dual credit course to enroll at no cost to the student. The district will determine eligibility upon the student's enrollment in the dual credit course. See the high school counselor for more information.](#)

A student may be eligible for subsidies based on financial need for AP or IB exam fees. See [Fees \(All Grade Levels\)](#) on page 56 for more information.

A student may also earn college credit for certain Career and Technical Education (CTE) courses. See [Career and Technical Education \(CTE\) and Other Work-Based Programs](#)

[\(Secondary Grade Levels Only\)](#) on page 34 for information on CTE and other work-based programs.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Communications (All Grade Levels)

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by informing the campus registrar, school secretary, principal or assistant principal, and/or front office staff..

Automated Emergency Communications

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See [Safety](#) on page 84 for information regarding contact with parents during an emergency situation.]

Automated Non Emergency Communications

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See [Safety](#) on page 84 for information regarding contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

Usually, student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at www.wacoisd.org. The complaint forms can be accessed at www.wacoisd.org, Student Services Office, and at the principal's or Superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior — on and off campus, during remote and in-person instruction, and on district vehicles — and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.wacoisd.org. For the names of each campus coordinator, please contact your child's campus principal or visit the campus website.

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.

- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises
- Trying to entice a student away from or to prevent a student from attending a required class or activity
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of their guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

High School Grade Levels

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma
- Financial aid eligibility and how to apply for financial aid
- Automatic admission to state-funded Texas colleges and universities
- Eligibility requirements for the TEXAS Grant
- Availability of district programs that allow students to earn college credit
- Availability of tuition and fee assistance for postsecondary education for students in foster care
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

[See [Scholarships and Grants](#) on page 63 for more information.]

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should make an appointment. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See [Mental Health Support](#) on page 68, and [Child Sexual Abuse, Trafficking, and Other Maltreatment of Children](#) on page 35 and [Dating Violence](#) on page 47.]

Course Credit (Secondary Grade Levels Only)

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged, and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with a passing grade.

Credit by Examination — If a Student Has Taken the Course/Subject (Grades 6-12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in the circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

If a student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

[See the school counselor and policy EHDB(LOCAL) for more information.]

Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 1-5

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least an 80 on each examination in the subject areas of language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated; and
- The student's parent gives written approval of the grade advancement.

Students in Grades 6-12

A student in grade 6 or above is eligible to earn course credit with:

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP); or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, and then the student must complete the course.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office at www.wacoisd.org. [See policy FFH for more information.]

Dating Violence

Dating violence will not be tolerated at school. To report dating violence, see [Reporting Procedures](#) on page 49.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include but are not limited to:

- Physical or sexual assaults

- Name-calling
- Put-downs
- Threats to hurt the student, the student's family members, or members of the student's household
- Destroying property belonging to the student
- Threats to commit suicide or homicide if the student ends the relationship
- Threats to harm a student's past or current dating partner
- Attempts to isolate the student from friends and family
- Stalking
- Encouraging others to engage in these behaviors

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's Office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html) (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>)

[See [Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) on page 9.]

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation
- Threatening, intimidating, or humiliating conduct
- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault

- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes
- Other kinds of aggressive conduct such as theft or damage to property

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature
- Sexual advances
- Jokes or conversations of a sexual nature
- Other sexually motivated conduct, communications, or contact

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Threatening or intimidating conduct
- Other kinds of aggressive conduct such as theft or damage to property

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. However, a person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation may be subject to appropriate discipline.

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.

Reporting Procedures

Any student who believes they have experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The student's parents may make the report. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See [Bullying](#) on page 32]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event that alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with the law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent dissatisfied with the outcome of the investigation may appeal per policy FNG(LOCAL).

Discrimination

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47.]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are determined by individual needs.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

[See [Remote Instruction](#) on page 82.]

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, and the like.

All school publications are under the supervision of a teacher, sponsor, and principal.

Non-School Materials

From Students

Students must obtain prior approval from the Communications Department before selling, posting, circulating, or distributing more than ten copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The campus principal has designated the front office as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that are not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any nonschool material must meet the limitations on the content established in the policy, including the name of the sponsoring person, and approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The campus principal has designated the front office as the location for approved non school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with policy FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code teaches grooming and hygiene, prevents disruption and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Students must wear shoes. No beach-style flip-flops or house shoes will be allowed.
- Hats, caps, and hoods may not be worn inside the school building during the school day. These items may be worn at other school-sponsored events as determined appropriate by the principal or designee. Sunglasses or other glasses not required for vision correction may not be worn inside the building.
- Hair must not be tied up in a bandana or covered by a hat, a hood, a cap, a doo rag, or a visor. Hair rollers must not be worn. Mustaches and beards shall be acceptable.
- Articles of clothing with pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Board Policy FNCA (Local) are not allowed.
- Shirts must have sleeves, and the neck opening on any type of shirt may not exceed the equivalent of the second button below the collar. All shirts must be tucked in pants and/or skirts if they extend beyond the end of the student's fingertips. Students will not wear halters, tank tops that expose any part of the midriff, low-cut dresses/tops, short shorts, or excessively tight clothing. Cardigan sweaters, pullover sweaters, and sweatshirts may be worn outside of pants and skirts.
- Undergarments must be covered by a student's clothing, including brassieres or appropriate undergarments. Underwear-type shirts such as tank tops or muscle shirts are not acceptable and may only be worn with t-shirts under them.
- Clothes should fit and be worn appropriately. Pants are to be worn at the waist and with a belt (if the pants have belt loops) and shirts buttoned. Skirts, dresses, and shorts must extend beyond the end of the student's fingertips when standing. No sagging pants or oversized clothes are permitted.
- Longer athletic/gym-style shorts may be worn.
- Pierced earrings may be worn on the ear(s) only. All other body-piercing jewelry is prohibited. "Grillz" or temporary decorations on teeth are not to be worn.
- Tattoos or fake tattoos are allowed if they are not lewd, offensive, vulgar, or obscene or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Board Policy FNCA (Local).

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student to minimize the loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [See [Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials](#) on page 93 for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus, such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them into the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.

The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices not retrieved by the student or the student's parent will be disposed of after the notice is required by law. [See policy FNCE for more information.]

In limited circumstances and according to law, a student's personal telecommunications device may be searched by authorized personnel. [See [Searches](#) on page 90 and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not used for approved instructional purposes. User Agreement violations may result in the withdrawal of privileges and other disciplinary actions.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. The district's network systems and equipment are restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this

handbook) regarding the use of these district resources. User Agreement violations may result in the withdrawal of privileges and other disciplinary actions.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it substantially disrupts the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually-oriented, lewd, or otherwise illegal images or other content — commonly referred to as “sexting” — will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment and impede a student's future endeavors. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](https://txssc.txstate.edu/tools/courses/before-you-text/) (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state-developed program that addresses the consequences of sexting.

[In accordance with state law, the district prohibits the installation or use of TikTok or any successor application or service on a district device, along with any other social media application or service determined by the governor.](#)

Any student who engages in conduct that breaches the district's computer security will be disciplined following the Student Code of Conduct. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See [Graduation](#) on page 58 and [Standardized Testing](#) on page 92.]

Emergent Bilingual Students (All Grade Levels)

An emergent bilingual student is entitled to specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade-level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned on [Standardized Testing](#) on page 92, may be administered to an emergent bilingual student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the

English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to emergent bilingual students who qualify for services.

If a student is considered an emergent bilingual student and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for students to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See [Transportation](#) on page 94.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing the interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the [UIL Parent Information Manual \(https://www.uil texas.org/athletics/manuals\)](https://www.uil texas.org/athletics/manuals) online. The coach or sponsor of the activity on request can provide a hard copy.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas \(https://www.uil texas.org/\)](https://www.uil texas.org/) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB), honors, or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

If a student is enrolled in a state-approved course that requires demonstration of the mastery of essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and fails to meet the individualized education program (IEP) standards may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but not participate in any competitive activity.
- A student is allowed in a school year up to 15 absences unrelated to post-district competition; however, a student shall be allowed unlimited absences for participation in post-district, state, or national competitions. All extracurricular activities and public performances, whether UIL or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization’s standards of behavior.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers.

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, students are expected to provide their supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance when the district provides uniforms.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require the use of facilities not available on district premises.
- Summer school for courses offered tuition-free during the regular school year.

- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See [Buses and Other School Vehicles](#) on page 94.]
- A maximum fee of \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [See policy FP for more information.]

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest offense category if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47.]

Grade-Level Classification (Grades 9-12 Only)

After grade 9, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like)

- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence

[See [Report Cards/Progress Reports and Conferences](#) on page 82 for additional information on grading guidelines.]

Graduation (Secondary Grade Levels Only)

Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the district:

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law
- Complete the required number of credits established by the state and any additional credits required by the district
- Complete any locally required courses in addition to the courses mandated by the state
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE)
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA)

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments:

- English I
- English II
- Algebra I
- Biology
- U.S. History

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows students to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or the state-developed assessment for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on up to two of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See [Standardized Testing](#) on page 92.]

Foundation Graduation Program

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM)
- Business and Industry
- Public Service
- Arts and Humanities
- Multidisciplinary Studies

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects completing at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A [Personal Graduation Plan](#) will be completed for each high school student, as described on page 61.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student's sophomore year, the student and the student's parents may request that the student graduate without an endorsement. The district will advise the student and the student's parents of the specific benefits of graduating with an endorsement. The student and the student's parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student wishing to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on their transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with a distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
Electives	5	7
Total	22 credits	26 credits

Additional considerations apply in some course areas, including:

- **Mathematics:** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the four mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **Physical education:** A student unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Languages other than English:** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.
 - A student may satisfy one of the two required credits by successfully completing a dual language immersion program or a course in American Sign Language in elementary school.

- In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify upon entering grade 9 which endorsement they wish to pursue.

Financial Aid Application Requirement

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a TEA form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a TEA form provided by the district indicating that the student opts out.

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a TASFA, the student must submit one of the following:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite
- Notification, such as a copy of an email from the United States Department of Education verifying completion of the FAFSA
- A copy or screenshot of the FAFSA acknowledgment page
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form)
- An acknowledgment receipt from an institution of higher education (IHE)
- A copy of a financial aid award letter from an IHE

Personal Graduation Plans

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with a distinguished level of achievement. Attainment of the distinguished level of achievement [is a requirement](#) for a student to be considered for automatic admission to a public four-year college or university in Texas, depending on their rank in class.

The school will review personal graduation plan options with each student entering grade 9 and their parents. Before the end of grade 9, students and their parents must sign off on a personal graduation plan that promotes college and workforce readiness, career placement, and advancement and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's endorsement choice.

Please review [TEA's Graduation Toolkit](https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures) (<https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures>).

A student may amend their personal graduation plan after this initial confirmation. The school will send written notice of any such amendment to the student's parents.

Available Course Options for All Graduation Programs

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

Note: The district may require the completion of certain courses for graduation even if the state does not require these courses for graduation.

Not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at their regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for a course in the required curriculum other than fine arts or career and technical education (CTE), the district will offer the course the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Admission, Review, and Dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of their individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

A student who receives special education services and has completed four years of high school but has not met the requirements of their IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn their high school diploma but will only be allowed to participate in one graduation ceremony.

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

Graduation Activities

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments or been declared eligible to graduate

by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. Remember that participating in the ceremonies is not the same as graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Students that are eligible to graduate but assigned to a disciplinary alternative education program at the end of the school year will be allowed to participate in the graduation ceremony and related graduation activities.

Graduation Speakers

Certain graduating students will be given an opportunity to speak at graduation ceremonies.

To have a speaking role, a student must meet local eligibility criteria, which may include requirements related to student conduct. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[See [Student Speakers](#) on page 92 for student speakers at other school events.]

Graduation Expenses

Because students and parents will incur expenses to participate in graduation traditions — such as the purchase of invitations, senior rings, cap and gown, and senior picture — both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See [Fees](#) on page 56.]

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program, Teach for Texas Grant Program, and [Future Texas Teachers Scholarship Program](#) for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

See [College and University Admissions and Financial Aid \(All Grades\)](#) on page 40 for more information.

Contact the school counselor for information about other scholarships and grants available to students.

Harassment

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47.]

Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality

- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student’s mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal, superintendent, [or law enforcement official](#).

[See [Bullying](#) on page 32 and policies FFI and FNCC for more information.]

Health — Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know they will not attend that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, they must stay out of school until fever-free for 24 hours without using fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without using diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse, which is aligned with the Texas Department of Health Services (DSHS) requirements and the local Health Department.

If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents concerned about whether their child should stay home.

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. You may access the [DSHS exemption form](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions) (<https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions>) online or by writing to this address:

Texas Department of State Health Services
Immunization Section, Mail Code 1946
P.O. Box 149347
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see [Bacterial Meningitis](#) on page 71.

[See the DSHS's [Texas School & Child Care Facility Immunization Requirements](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization) (<https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization>) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice are very common among children. Although not an illness or a disease, [head lice spread](#) through head-to-head contact during play, sports, and nap time and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website- [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and from the Centers for Disease Control and Prevention's website [Head Lice Information for Parents](https://www.cdc.gov/parasites/lice/head/parents.html) (<https://www.cdc.gov/parasites/lice/head/parents.html>).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee. Students may be authorized to possess their own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent, along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

[An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. If a secondary student needs assistance with sunscreen application, please address the need with the school nurse.](#)

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if they have written authorization from their parent and a physician or other licensed health-care provider. The student must also demonstrate to their healthcare provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

See also [Food Allergies](#) on page 71.

Unassigned Epinephrine Auto-injectors

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized school personnel who have been adequately trained to administer an unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

An “unassigned epinephrine auto-injector” is an epinephrine auto-injector prescribed by an authorized healthcare provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector.

Epinephrine auto-injectors include brand-name devices such as EpiPens®.

Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The district will ensure that at each campus, a sufficient number of school personnel are trained to administer epinephrine so that at least one trained individual is present on campus during regular school hours and whenever school personnel are physically on-site for school-sponsored activities.

Authorized and trained individuals may administer an unassigned epinephrine auto-injector to a person experiencing anaphylaxis at any time when an unassigned epinephrine auto-injector is available.

For additional information, see FFAC(LOCAL).

Unassigned Medication for Respiratory Distress

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow [authorized and trained](#) school nurses to administer medication for [respiratory distress](#) on a school campus or [at a school-related activity](#) to a [person reasonably believed to be experiencing symptoms of respiratory distress](#).

[The district will provide at each campus school personnel who are trained to administer prescription medication for respiratory distress during regular school hours.](#)

“Unassigned medication for respiratory distress” means [albuterol, levalbuterol, or another medication designated by the executive commission of the Health and Human Services Commission for treatment of respiratory distress](#), prescribed by an authorized health care provider in the name of the district with a non-patient-specific standing delegation order for the administration of medication for [respiratory distress](#), and issued by an authorized health-care provider.

For additional information, see FFAC(LOCAL).

Unassigned Opioid Antagonists All Grades

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained registered nurses or other designated and trained District employees shall be authorized at each campus to administer an opioid antagonist, such as

Narcan or Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

One or more authorized and trained individuals will be present on each campus subject to this policy during regular school hours.

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making
- Substance abuse prevention and intervention
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community)
- Grief, trauma, and trauma-informed care
- Positive behavior interventions and supports
- Positive youth development
- Safe, supportive, and positive school climates

Waco ISD utilizes programs such as Emergent Tree, Character Strong, Safe, and Civil Schools, No Place for Hate, and Care Solace, plus additional programs specific to the needs of individual campuses. Please contact the counselor at your child's school for further information.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend the use of psychotropic drugs. A psychotropic drug is a substance used in diagnosing, treating, or preventing a disease or as a medication component intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- [Consent to Conduct a Psychological Evaluation](#) on page 8 and [Consent to Provide a Mental Health Care Service](#) on page 10 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- [Counseling](#) on page 44 for the district's comprehensive school counseling program;
- [Physical and Mental Health Resources](#) on page 72 for campus and community mental and physical health resources; and
- [Policies and Procedures that Promote Student Physical and Mental Health](#) on page 72 for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Elementary School

The district will ensure that students in full-day prekindergarten-grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

Please see the principal for additional information on the district's elementary school student physical activity programs and requirements.

Middle School

The district will ensure that middle or junior high school students will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters, per policies at EHAB, EHAC, EHBG, and FFA.

Please see the principal for additional information on the district's junior high and middle school student physical activity programs and requirements.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstrations but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3-12)

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of their child's physical fitness assessment conducted during the school year by contacting:

Ed Love

Director of Athletics

1401 S. New Road, Waco, TX, 76711

ed.love@wacoisd.org

254-745-2250

Physical Health Screenings/Examinations

Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program
- District marching band
- Any district extracurricular program identified by the superintendent

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders in addition to their required physical examination.

See the UIL's explanation of [sudden cardiac arrest](https://www.uil texas.org/health/info/sudden-cardiac-death) (<https://www.uil texas.org/health/info/sudden-cardiac-death>) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

Other Examinations and Screenings (All Grade Levels)

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.wacoisd.org for information regarding meningitis.

Note: Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See [Immunization](#) on page 65.]

Diabetes

Following a student's individual health plan for the management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan based on the Texas Department of State Health Services (DSHS) *Guidelines for the Care of Students with Food Allergies at Risk for Anaphylaxis* found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.wacoisd.org.

[See [Celebrations](#) on page 35 and policy FFAF for more information.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See [A Student with Physical or Mental Impairments Protected under Section 504](#) on page 26 and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- All WISD schools have either a school RN/LVN/CNA on campus or access to a health care professional, to provide quality and preventative health care to all students. Please contact your child's campus or visit [https://www.wacoisd.org/Page/4152.the health services webpage](https://www.wacoisd.org/Page/4152.the%20health%20services%20webpage).
- All WISD schools have at least one degreed and certified school counselor on campus to provide support, resources, and guidance to all students and families. Please contact your child's campus or visit <https://www.wacoisd.org/Page/11120> for a list of the campus counselor(s).
- The local public health authority, Waco-McLennan County Public Health District, may be contacted at 254-750-5450.
- The local mental health authority, Heart of Texas Region MHMR, may be contacted at 866-752-3451. The Crisis Hotline may be reached at 866-752-3451.

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at <https://pol.tasb.org/Home/Index/867>.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

- Continue using the Stop It anonymous reporting system for students, parents, and/or others to report bullying incidents or other unsafe behaviors. Ensure the program is widely communicated. [Goal 6, Objective 2.11]
- Continue to provide training to staff on the identification of student mental health needs. Use federal stimulus funds to support training efforts for administrators and other staff members [Goal 6, Objective 2.14]

- Monitor the use of Care Solace to provide online case management and timely access to mental health support for students and staff. [Goal 6, Objective 2.15]
- Continue Klaras support at Waco High School to provide direct mental health services to identified students. [Goal 6, Objective 2.16]
- Continue implementation of processes for the use of campus threat assessment teams. Continue the use of federal stimulus funds to support a Threat Assessment Specialist to implement processes and systems for compliance with SB 11. [Goal 6, Objective 2.12]
- Provide ongoing professional development and coaching to campuses to facilitate social-emotional learning (SEL) curriculum and practices. Build SEL leader capacity to promote sustainable and aligned SEL practices across all campuses.[Goal 6, Objective 3.1]

The district has developed administrative procedures as necessary to implement the above policies and plans.

For further information regarding these procedures and access to the District Improvement Plan, please contact:

Dr. Rachelle Warren

Assistant Superintendent for Student Services & Support

501 Franklin Ave., Waco, TX, 76701

rachelle.warren@wacoisd.org

254-755-9417

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held four meetings. Additional information regarding the district's SHAC is available from the Executive Director for Student Services.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a meeting recording will be posted on the district website at <https://www.wacoisd.org/Page/4216> .

[See [Consent to Human Sexuality Instruction](#) on page 8, [Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) on page 9, and policies BDF and EHAA. For more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding implementation plans and procedures. For questions about the content or implementation of the district's wellness policy and plan, please contact:

Rhiannon Settles, RN-BC, BSN

Director for Health Services

P.O. Box 27, Waco, TX, 76703

rhiannon.settles@wacoisd.org

254-754-9480

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.
- Ordinarily make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview unless the interviewer raises what the principal considers to be a valid objection.

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of their ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and attempt to notify the parent unless the legally authorized person raises what the principal considers a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

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

Leaving Campus (All Grade Levels)

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

[Parental consent is required](#) before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and the stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon returning if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from the school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by their parents to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Students are not allowed to leave campus during lunch without a parent.

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the principal's permission.

Students who leave campus violating these rules will be subject to disciplinary action per the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to the school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the student's needs in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with their teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade attendance. [See [Attendance for Credit or Final Grade](#) on page 30.]

A student involved in an extracurricular activity must notify their teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Elementary and Middle School Grade Levels

The academic mission of DAEP shall be to enable students to perform at grade level. A DAEP shall focus on English language arts, mathematics, science, history, and self-discipline.

Grades 9-12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), they will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course,

another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all coursework for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting other than a DAEP will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Dr. Rachelle Warren

Assistant Superintendent for Student Services & Support

501 Franklin Ave, Waco, TX 76701

rachelle.warren@wacoisd.org

254-755-9417

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Charlotte Davis

Executive Director for Special Education

501 Franklin Ave, Waco, TX, 76701

charlotte.davis@wacoisd.org

254-755-9569

- For all other concerns regarding discrimination, see the superintendent:

Dr. Susan Kincannon

Superintendent of Schools

501 Franklin Ave, Waco, TX, 76701

susan.kincannon@wacoisd.org

254-755-9420

[See policies FB, FFH, and GKD for more information.]

Nontraditional Academic Programs (All Grade Levels)

Brazos High School

Brazos High School is a dropout recovery program that focuses on students that have dropped out or are at high risk of dropping out due to credit deficiencies. Students must be Waco ISD students and be referred from their home campus.

Night School

The Waco ISD Night School program is focused on students at high risk of dropping out to allow multiple options for students. Night School is offered at Waco High School, University High School, and Brazos High School.

Waco ISD Future Educators Academy

Waco ISD, Future Educators Academy, is a Pathways in Technology Early College High School (P-TECH). The purpose of the program is to culminate in an Associate's Degree for students who complete the program and offer the possibility of a Bachelor's of Education two years after high school graduation. The program reflects the populace of the district and shall be weighted via lottery if more than the maximum number of students apply.

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and the academic programs, including special programs, offered in the district.
- Discuss with the school counselor or principal any questions about the options and opportunities available to your child.
- Review the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See [Academic Counseling](#) on page 45.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during their conference period, before or after school. [See [Report Cards/Progress Reports and Conferences](#) on page 82.]
- Becoming a school volunteer. [See [Volunteers](#) on page 97 and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include:
 - Quality District Advisory Committee (QDAC)
 - Parent Teacher Organizations, Parent Teacher Associations (PTOs, PTAs)
 - Campus Decision-Making Councils (CDMC).
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact:

Dr. Josie Hernandez-Gutierrez

Deputy Superintendent

501 Franklin Ave., Waco, TX, 76701

josie.gutierrez@wacoisd.org

254-755-9419

- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See [School Health Advisory Council \(SHAC\)](#) on page 73 and policies BDF, EHAA, and FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contact school officials if you are concerned with your child's emotional or mental well-being.

- Attending board meetings to learn more about district operations. Regular board meetings are held on the fourth Thursday of each month at 6:00 p. m. at 115 South 5th Street, Waco, TX, 76701. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at 501 Franklin Ave, Waco, TX, 76701 and 115 South 5th Street, Waco, TX, 76701 and online at <https://www.wacoisd.org/domain/2487> [See policies BE and BED for more information.]

Parking and Parking Permits (Secondary Grade Levels Only)

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed
- Double-park
- Park across a white or yellow line
- Park in a fire lane
- Sit in parked cars during school hours

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See [Reciting the Pledges to the U.S. and Texas Flags](#) on page 80.]

State law requires that one minute of silence follow the recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provides for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Promotion and Retention

A student will be promoted only based on academic achievement or proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation

- Grades
- Scores on criterion-referenced or state-mandated assessments
- Any other necessary academic information as determined by the district

Elementary and Middle School Levels

In grades 1-5, promotion is based on an overall final average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) in mathematics, reading, and language arts, and a combined average of 70 in science and social studies.

In grades 6-8, promotion is based on an overall final average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in English language arts and mathematics, and a grade of 70 in either science or social studies. [For additional information, see policies EIE(LEGAL) and EIE(LOCAL).]

Repeating Pre-Kindergarten or Kindergarten — Grade-8 at Parent Request

A parent may request in writing that a student repeat kindergarten or any grade in grades 1-8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See [Grade-Level Classification](#) on page 57.]

Students will also have multiple opportunities to retake EOC assessments. [See [Graduation](#) on page 58 and [Standardized Testing](#) on page 92.]

Repeating a High-School Credit Course

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Only the student's first passing grade will be included in the calculation of class ranking.

Release of Students from School

[See [Leaving Campus](#) on page 75.]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other student behavior expectations will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every six weeks.

At the end of the 3 weeks, parents will receive a progress report if their child's performance in any course/subject area is near or below 70 or below the expected performance level. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See [Working Together](#) on page 79 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error or that the teacher did not follow the district's grading policy. [See [Grading Guidelines](#) on page 58 and policy EIA(LOCAL) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student receiving a grade below 70.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school. The district may communicate academic information about a student electronically, including for progress reporting purposes. The district will accept an electronic signature, but parents are entitled to request a handwritten acknowledgment signature instead.

Retaliation

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47.]

Required State Assessments

STAAR (State of Texas Assessments of Academic Readiness) for Grades 3-8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Science in grades 5 and 8
- Social Studies in grade 8

Standardized Testing for a Student Enrolled Above Grade Level

If a student in grades 3-8 is enrolled in a class or course intended for students above their current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which they are enrolled unless otherwise required to do so by federal law.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

High School Courses End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments are required for graduation unless waived or substituted as allowed by state law and rules.

There are three testing windows during the year for a student to take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a student's STAAR or EOC be administered in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing. See the principal, school counselor, or special education director for more information.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See [Graduation](#) on page 58.]

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

For more information, see the principal, school counselor, or special education director.

Failure to Perform Satisfactorily on STAAR or EOC

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the subsequent school year by:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily, or
- Providing supplemental instruction.

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

The district shall develop an accelerated education plan when a student fails to perform satisfactorily on a required state assessment. Parents are encouraged to participate in developing this plan.

Personal Graduation Plans — Middle School Students

For a middle-school student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a middle-school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items:

- Identify the student's educational goals.
- Address the parent's educational expectations for the student.
- Outline an intensive instruction program for the student.

[See the school counselor and EIF(LEGAL) policy for more information.]

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See [Personal Graduation Plans](#) on page 61 for information related to the development of personal graduation plans for high school students.]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high district priority. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless a district employee actively monitors the door.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district

employee. A student may make anonymous reports about safety concerns by submitting an online anonymous reporting tool at <https://www.wacoisd.org/Page/10997> .

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees overseeing students' welfare.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Insurance for Career and Technical Education (CTE) Programs

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills for emergency procedures. When the command is given or an alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and orderly.

Preparedness Training: CPR and Stop the Bleed

The district will offer instruction in CPR **and using an automated external defibrillator (AED)** at least once to students in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on using bleeding control stations to respond to traumatic injury. For more information, see:

- [Homeland Security's Stop the Bleed \(https://www.dhs.gov/stopthebleed\)](https://www.dhs.gov/stopthebleed)
- [Stop the Bleed Texas \(https://stopthebleedtexas.org/\)](https://stopthebleedtexas.org/)

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, including dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The district will use the emergency care authorization form when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. Notifying your child's school when a phone number changes is crucial. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: automated phone calls, texts, emails, District website, Twitter, Facebook, and local news outlets.

[See [Parent Contact Information](#) on page 42 and [Automated Emergency Communications](#) on page 42.]

SAT, ACT, and Other Standardized Tests

[See [Standardized Testing](#) on page 92.]

Schedule Changes (Middle and High School)

Course assignments were made based on the course selection and alternate choices. If an error has been made, please indicate the error. Every effort will be made to correct the error as soon as possible. Changes will NOT be approved without valid documentation and/or reasoning.

Changes MAY be considered for the following reasons:

1. Students are in need of a graduation requirement.
2. Error in the schedule (wrong class assigned, no class assigned, duplicate class assigned).
3. Balancing class sizes (counselor or principal may change a student's schedule to balance class size in order to facilitate an optimal learning environment.)
4. A student may be removed from a class if counseling and other corrective measures have failed to create a positive situation for the student and the rest of the class. Students must attend all classes listed on their original schedule until a new schedule is issued.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator:

Randy Sulak

Director Maintenance & Grounds

4315 Beverly Dr., Waco, TX, 76711

randy.sulak@wacoisd.org

254-752-3497

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

For information about the Waco ISD Child Nutrition Services program, contact:

Cliff Reece

Director of Child Nutrition

2025 South 19th Street

cns@wacoisd.org

254-752-5522; 254-227-1623

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. The district will notify the parent when a student's meal account is depleted. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language) should contact the responsible state or

local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

“To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

Program.Intake@usda.gov

“This institution is an equal opportunity provider.”

The responsible state agency that administers the program is the [Texas Department of Agriculture](https://www.texasagriculture.gov/Home/Contact-Us) (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. See [Nondiscrimination Statement](#) on page 77 for the name and contact information of the Title IX Coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.

Vending Machines (All Grade Levels)

The district has adopted and implemented state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see www.wacoisd.org [See policy FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator:

Lucas Wells

Custodial Supervisor / IPM Coordinator

4315 Beverly Dr., Waco, TX, 76711

lucas.wells@wacoisd.org

254-750-3404

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is a learning laboratory with books, computers, magazines, and other materials available to assist with classroom instruction and assignments, projects, and reading or listening pleasure. The library is open for independent student use before and after school and during the day, according to the specific campus schedule.

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after school dismissal in the afternoon unless the student is involved in an activity under the supervision of a teacher, other authorized employee, or adult.

Meetings of Non-Curriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. See [Fees \(All Grade Levels\)](#) on page 56 for more information.

The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy on district property.

Students are responsible for any item found on district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with the law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See [Electronic Devices and Technology Resources](#) on page 53 and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Drug Testing (Secondary Grade Levels Only)

The district's policy FNF(LOCAL) addresses board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.

[See [Steroids](#) on page 68.]

Vehicles on Campus (Secondary Grade Levels Only)

If a vehicle subject to the search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47.]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, [emergent bilingual students](#), students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus counselor/principal or the Waco ISD Administrative Offices at 254-755-9473.

The Texas State Library and Archives Commission's [Talking Book Program](#) (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary

SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

Student Speakers (All Grade Levels)

The district allows students to introduce the following school events: Introductory Speakers. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit their name per policy FNA(LOCAL).

[See [Graduation](#) on page 58 for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School (All Grade Levels)

Accelerated Program

By participating in summer school, a student can complete the required hours for accelerated instruction before the start of the school year. HB 1416 requires students who fail the state assessment for one year to have 15 hours of accelerated instruction for each tested subject. Students who fail the state assessment for two or more consecutive years are required to have 30 hours of Accelerated Instruction (AI) per subject. Reading and math should be the priority for AI. These hours can be obtained by attending summer school. Still, students may also be assigned to additional accelerated instruction during the school day during campus-wide or grade-level supplemental instruction time. High school students may attend the WISD Summer School Program for credit recovery. A maximum of one credit may be earned during the program. Most students participate in the regular classroom instruction environment.

Language Acquisition

This program is for children of limited English proficiency who will be eligible for admission to kindergarten or first grade at the beginning of the next school year, and the instructional focus is on language development and basic core content appropriate to the level of the student. The program addresses the limited English proficient students' affective, linguistic, and cognitive needs. [For additional information, see policy (EHBE(LEGAL)).]

Special Education

Extended School Year services are designed for eligible students with disabilities. ESY services are available to provide a student with a disability with FAPE. ESY services are provided if the

ARD committee determines, on an individual basis, that the services are necessary for FAPE. [For additional information, see policy (EHBA(LEGAL).]

Tardies (All Grade Levels)

A student who is more than ten minutes tardy to class may be assigned to detention hall or given another appropriate consequence.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the parent pays for the damage. However, the student will be provided with the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources, students may access them voluntarily. See [Library \(All Grade Levels\)](#) on page 89.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See [Safety Transfers/Assignments](#) on page 21, [Bullying](#) on page 32, and [A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services](#) on page 26, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for their child to ride with or be released after the event to the parent or another adult designated by the parent. [See [School-Sponsored Field Trips](#) on page 90.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to students experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

The Administration has identified the following hazardous routes, conditions, and/or a high risk of violence exist for students who live within two miles of the campus for the 2023-2024 school year:

1. Alta Vista Elementary- New Road between I-35 and Robinson Road; Robinson Road between New Road and Primrose Drive; Primrose Drive between I-35 and Robinson Road
2. Bells Hills Elementary- South Valley Mills Drive between Clay Avenue and I-35; South 26th between Clay Avenue and I-35; Speight Avenue between South Valley Mills Drive and 18th and 17th; Dutton Avenue between South Valley Mills Drive and South 26th; Clay Avenue between South Valley Mills Drive and South 18th and 17th Street.
3. Brook Avenue Elementary School- North 18th Street between Trice Avenue and Herring Avenue; Trice Avenue between 18th Street and 15th Street.
4. Cedar Ridge Elementary School- Lake Shore Drive between College Drive and Park Lake Drive; North 19th/18th Street between Lyle Avenue and Lake Shore Drive; Herring Ave between 18th Street and 4th Street.
5. Crestview Elementary School- Bosque Boulevard between Lake Air and 36th Street; North 36th Street between Waco Dr. and Bosque Boulevard; Valley Mills between Waco Dr. and Lake Air; Lake Air between Valley Mills and Bosque Boulevard; Waco Dr. between Valley Mills and 36th Street.
6. Dean Highland Elementary School- Lyle Avenue between North 18th Street and McArthur Avenue; Herring Avenue between North 18th and McArthur; 26th Street between Maple and Herring Ave.
7. J. H. Hines Elementary School- I-35 between Martin Luther King Boulevard and Forrest Street; Martin Luther King Blvd between Waco Dr and I-35; East Waco Drive between Martin Luther King Blvd and Clifton Street; Faulkner Lane between Martin Luther King Blvd and Garrison Ave.
8. Kendrick Elementary School- New Road between Beverly Drive and Bagby Avenue; Memorial Drive between New Road and South Valley Mills Drive
9. Mountainview Elementary- Cobbs Dr. between Valley Mills and Lake Air
10. Parkdale Elementary-Sanger Ave between Valley Mills and Hwy 6; Bosque Blvd between Hwy 6 and Valley Mills; Valley Mills Dr between Sanger Ave and Bosque Blvd.
11. South Waco Elementary- S. 18th St. between I-35 and Lasalle Ave; LaSalle Ave Between 23rd and 12th; Garden between Boyd and 15th.
12. West Avenue Elementary- N 18th St and 17th between Bosque Blvd and W. Waco Dr; Waco Dr between 22nd and 5th.
13. Cesar Chavez MS- Valley Mills between Beverly and I-35; Lasalle between University Parks and the Circle

14. Indian Springs MS- Waco Dr. between 5th Street and University Parks; 5th Street between Waco Dr. and Washington; University Park Dr. between Washington Ave. and Waco Dr.
15. Tennyson MS- Sanger Ave. between Hwy 6 and Valley Mills; Hwy 6 between Hwy 84 and Bosque Blvd.; Hwy 84 between Hwy 6 and Valley Mills; Valley Mills between Hwy 84 and Bosque Blvd.
16. Waco High- 18th between Waco Dr. and Lyle Ave; Lyle Ave. between 18th St. and 41st; Cobbs between 41st and Valley Mills; Valley Mills between Ridgewood Dr and Waco Dr; Lake Air between Cobbs and Valley Mills; Waco Dr. between Valley Mills and 18th; New Rd. between Valley Mills and Cobbs; Bosque Blvd. between Valley Mills and 18th.
17. University High- I-35 between Hwy 6 and Valley Mills; Hwy 6 between I-35 and N. Robinson Dr.; N. Robinson Dr. between Hwy 6 and Lasalle Ave.

Because students in these areas might encounter hazardous traffic conditions or be subject to a high risk of violence when walking to and from school, the district will provide transportation to these students. For additional information, please contact:

Monique Brock

Goldstar Transit

2001 South 18th Street, Waco, TX, 76706

254-752-9200

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for their child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact www.infofinder.com.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or Special Education Offices at 254-755-6569, which the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See [Consent to Video or Audio Record a Student when Not Already Permitted by Law](#) on page 11 for video and other recordings by parents or visitors to virtual or in-person classrooms.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee.
- Report to the main office.
- Be prepared to show identification.
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee.
- Comply with all applicable district policies and procedures.

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with the approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See [Consent to Video or Audio Record a Student when Not Already Permitted by Law](#) on page 11 for video and other recordings by parents or visitors to virtual or in-person classrooms.]

Unauthorized Persons

Under Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

On college and career days, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact:

Stephanie Hines

Specialist – Community Partnerships

501 Franklin Ave, Waco, TX, 76701

stephanie.hines@wacoisd.org

254-755-9510; 254-755-9454

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Voter Registration (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is 18 or older, married, or has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

Accelerated instruction, including supplemental instruction, is an intensive educational program designed to help an individual student acquire the knowledge and skills required at their grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. [Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.](#)

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and their parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

Emergent bilingual student refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be in English I, II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

IEP stands for the individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

IGC is the individual graduation committee formed in accordance with state law to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after they begin grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that [emergent bilingual students](#) make in learning the English language and is administered to those who meet the participation requirements in kindergarten-grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Appendix: Freedom from Bullying Policy

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

For legal context and the most current copy of the local policy, visit <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=867&code=FFI#legalTabContent>.

Below is the text of *Waco ISD's* policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) was adopted on *July 27, 2023*

Bullying Prohibited:

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples-

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

Minimum Standards:

In accordance with the law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

Retaliation:

The District prohibits retaliation by a student or District employee against any person who, in good faith, makes a report of bullying, serves as a witness, or participates in an investigation.

Examples-

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

False Claims:

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting:

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures:

Student Report-

To obtain assistance and intervention, any student who believes that they have experienced bullying or believes that another student has experienced bullying should immediately report the

alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to report an alleged bullying incident anonymously.

Employee Report-

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format-

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Periodic Monitoring-

The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.

Notice of Report:

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct:

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report:

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation:

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

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred and, if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents:

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action:

Bullying-

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline-

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action-

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers-

The principal or designee shall refer to FDB for transfer provisions.

Counseling-

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct-

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

Confidentiality:

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

Appeal:

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

Records Retention:

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures:

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

Waco Independent School District

Board of Trustees Meeting Agenda Item

Date: August 24, 2023

Contact Person: Dr. Susan Kincannon

RE: School Safety & Student Behavior Report

=====

Background Information:

In March 2023, the Board approved four goals as priorities for 2023 (attached). Each of the goals identified data sources for evaluating performance.

For the goal regarding **Student Safety & Student Behavior**, trustees specified PEIMS Offense Data for Fights, Assaults, Weapons, Vapes, and Drugs for evaluation purposes. Attached is a dashboard report showing totals for each PEIMS code by campus for the 2022-2023 school year. A key at the bottom of the report outlines how the first column of *Substances* includes Tobacco (L33), Drugs (04), and Felony Controlled (36). The 2nd column, L34 Vape, is not included in the 1st column numbers. The *Weapons* column is Knife (12) and Gun (11).

For the 2023-2024 school year, the Administration will provide the Board a dashboard report at the end of each grading period.

Fiscal Implications:

N/A

Administration Recommendations:

This item is informational and no action is required.



SCHOOL SAFETY & STUDENT BEHAVIOR

LAST UPDATED

CAMPUS Substances*

L34 Vape

41 Fights

Weapons^

27 Assault Against Employee

28 Assault Student to Student

32 Sexual Assault of Student †

HIGH SCHOOLS

- Waco High
- University High
- Brazos High
- Wiley Opportunity

ELEMENTARY SCHOOLS

- Bell's Hill
- Cedar Ridge
- Crestview
- Dean Highland
- Hillcrest
- Kendrick
- Lake Air
- Mountainview
- Parkdale
- Prov. Heights
- South Waco
- West Avenue

MIDDLE SCHOOLS

- Cesar Chavez
- Tennyson
- Wiley Opportunity

TRANSFORMATION WACO

- Alta Vista
- Brook Avenue
- J.H. Hines
- G.W. Carver
- Indian Spring

**Waco Independent School District
Board of Trustee Meeting Agenda Item**

Date: August 24, 2023

Contact Person: Sheryl Davis

RE: Amendments to the 2022-2023 Budget

=====

Background Information:

The Texas Education Agency has established additional requirements for school district budget preparation. As part of these requirements, a school district must amend the official budget before exceeding a functional expenditure category, i.e., instruction, administration, etc., in the total district budget. Attached are copies of the proposed amendments to the Official Budget identifying details of the requests. The following summarizes the effect of these amendments by functional category.

Summary:

Amendment #073: Mountainview Elementary School (Fund 199)

This amendment will realign excess funds from instructional overtime to curriculum and instructional staff development for extra-duty. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

			<u>TEA Revenue/Function Description</u>
Source of Funds:	\$	158	Instruction
Use of Funds:	\$	158	Curriculum & Instructional Staff Development
Fund Balance Effect		None	

Amendment #074 Mountainview Elementary School (Fund 199)

This amendment will realign funds from excess instructional miscellaneous operating costs to school leadership for overtime to cover staff unused compensatory leave. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

			<u>TEA Revenue/Function Description</u>
Source of Funds:	\$	329	Instruction
Use of Funds:	\$	329	School Leadership
Fund Balance Effect		None	

Amendment #075: Districtwide Costs (Fund 199)

This amendment will realign funds from instruction and transportation rental costs to debt service principal and interest and recognize proceeds from capital leases and place related budget for transportation capital expenditure for the SMART Tag equipment. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

			<u>TEA Revenue/Function Description</u>
Source of Funds:	\$	80,824	Instruction, Transportation, Proceeds from Capital Lease
Use of Funds:	\$	80,824	Transportation, Debt Service
Fund Balance Effect		None	

Amendment #076: Districtwide Costs (Fund 199)

This amendment will recognize proceeds from capital leases and place related budget for capital expenditures of subscription-based Information Technology Arrangements (SBITA) in instruction, transportation, general administration, plant maintenance and operations, security and monitoring services, data processing services, and facilities acquisition and construction. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>
Source of Funds:	\$ 1,251,765	Proceeds from Capital Lease
Use of Funds:	\$ 1,251,765	Instruction, Transportation, General Administration, Plant Maintenance & Operations, Security & Monitoring Services, Data Processing Services, Facilities Acquisition & Construction
Fund Balance Effect	None	

Amendment #077: Districtwide Costs (Fund 199)

This amendment will realign budgets for the purchase of subscription-based Information Technology Arrangements (SBITA) in instruction, transportation, general administration, plant maintenance and operations, security and monitoring services, data processing services, and facilities acquisition and construction to cover related debt service principal and interest costs. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>
Source of Funds:	\$ 399,788	Instruction, Transportation, General Administration, Plant Maintenance & Operations, Security & Monitoring Services, Data Processing Services, Facilities Acquisition & Construction
Use of Funds:	\$ 399,788	Debt Service
Fund Balance Effect	None	

Amendment #078: Districtwide Costs (Fund 199)

This amendment will realign budgets to utilize excess funds in various functions to address line items possibly overspending in functional categories by the end of August. Overexpenditures are due to a variety of reasons including increased hire rates, lower vacancy rates, as well as unavoidable rate increases. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>
Source of Funds:	\$ 367,218	Instructional Media & Resources, Social Work Services, Security & Monitoring Services, Data Processing Services, Community Services, Juvenile Justice Program
Use of Funds:	\$ 367,218	Instruction, General Administration, Plant Maintenance & Operations, Facilities Acquisition & Construction, Shared Services Arrangements
Fund Balance Effect	None	

A copy of the amendments are attached for your review detailing line items to be adjusted.

Fiscal Implications:

The amendments have no impact on the general fund unassigned fund balance.

Administrative Recommendation(s):

The administration recommends that the Board of Trustees approve the budget amendments, as presented.

**WACO INDEPENDENT SCHOOL DISTRICT
AMENDMENT BUDGET FORM**

AMENDMENT # 076

CAMPUS OR DEPARTMENT: Districtwide Costs

DATE: 8/24/2023

BUDGET CODE							DESCRIPTION	A	B	C	D
FUND	FNC	OBJ	SO	ORG	PRG	LOPT		CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	REQUESTED INCREASE (DECREASE)	AMENDED APPROPRIATION
199	00	7913	00	000	00	000	Proceeds from Capital Lease			(1,251,765)	(1,251,765)
199	11	6658	17	999	11	000	Right to Use SBITA			53,550	53,550
199	34	6658	66	999	99	000	Right to Use SBITA	-		127,817	127,817
199	41	6658	43	750	99	000	Right to Use SBITA			52,010	52,010
199	51	6658	51	999	99	000	Right to Use SBITA			156,945	156,945
199	52	6658	75	050	99	550	Right to Use SBITA			72,111	72,111
199	52	6658	75	999	99	000	Right to Use SBITA			251,838	251,838
199	52	6658	75	999	99	556	Right to Use SBITA			119,818	119,818
199	53	6658	75	999	99	000	Right to Use SBITA			109,717	109,717
199	81	6658	55	999	99	000	Right to Use SBITA			307,959	307,959

REASON FOR REQUEST: Governmental Accounting Standards Board (GASB) Statement #96, Subscription based IT Arrangements (SBITA) is effective for fiscal years beginning after September 1, 2022. The Statement establishes a single model based on the foundational principle that long term software subscriptions are financings of the right to use an underlying asset. This amendment is required to place budget for the capital expenditures and proceeds from identified material software subscriptions in place this fiscal year.

Sherry Smith
BUDGET ADMINISTRATOR /


Chief Financial Officer

**WACO INDEPENDENT SCHOOL DISTRICT
AMENDMENT BUDGET FORM**

AMENDMENT # 077

CAMPUS OR DEPARTMENT: Districtwide Costs

DATE: 8/24/2023

BUDGET CODE							DESCRIPTION	A	B	C	D
FUND	FNC	OBJ	SO	ORG	PRG	LOPT		CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	REQUESTED INCREASE (DECREASE)	AMENDED APPROPRIATION
199	71	6526	99	999	99	000	Interest - SBITA	-	(2,498.66)	2,499	2,499
199	71	6514	99	999	99	000	Principal - SBITA	-	(342,288.95)	397,289	397,289
199	11	6396	17	999	11	000	Software Licenses	302,346	57,728.90	(53,550)	248,796
199	34	6631	98	999	99	000	Vehicles w Unit Cost > \$5000	1,520,202	1,430,252.30	(46,131)	1,474,071
199	41	6396	43	750	99	000	Software Licenses	17,800	17,800.00	(17,800)	-
199	51	6396	51	999	99	000	Software Licenses	44,366	47,894.75	(36,128)	8,238
199	52	6399	00	050	99	550	Other General Supplies & Materials	145,900	145,900.00	(18,689)	127,211
199	52	6639	75	999	99	000	Furn-Equip-Software w Unit Cost > \$5000	148,778	8.35	(116,564)	32,214
199	53	6396	75	999	99	000	Software Licenses	932,886	84,937.01	(55,925)	876,961
199	81	6625	51	999	99	431	Architect's Fees	59,332	-	(55,000)	4,332
										-	
										-	
										-	
										-	
										-	

REASON FOR REQUEST: Governmental Accounting Standards Board (GASB) Statement #96, Subscription based IT Arrangements (SBITA) is effective for fiscal years beginning after September 1, 2022. The Statement establishes a single model based on the foundational principle that long term software subscriptions are financings of the right to use an underlying asset. This amendment is required to place budget for the capital expenditures and proceeds from identified material software subscriptions in place this fiscal year.

Sherry Smith
BUDGET ADMINISTRATOR /


Chief Financial Officer

**WACO INDEPENDENT SCHOOL DISTRICT
AMENDMENT BUDGET FORM**

AMENDMENT # 078

CAMPUS OR DEPARTMENT: Districtwide Costs

DATE: 8/24/2023

BUDGET CODE							DESCRIPTION	A	B	C	D
FUND	FNC	OBJ	SO	ORG	PRG	LOPT		CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	REQUESTED INCREASE (DECREASE)	AMENDED APPROPRIATION
199	12	6119	00	003	99	000	Salaries-Teachers/Other Professionals	64,224	7,653.35	3,503	67,727
199	12	6129	00	043	99	000	Wages-Support Staff	26,744	1,936.31	2,358	29,102
199	32	6119	38	999	99	000	Salaries-Teachers/Other Professionals	59,921	6,525.80	14,247	74,168
199	32	6129	38	002	99	000	Wages-Support Staff	25,675	2,853.14	5,953	31,628
199	32	6129	38	003	99	000	Wages-Support Staff	26,554	2,911.51	6,824	33,378
199	32	6129	38	999	99	000	Wages-Support Staff	158,223	17,526.96	30,970	189,193
199	52	6121	30	999	91	000	Extra-duty/Overtime-Support Staff	48,083	(998.97)	22,222	70,305
199	52	6299	23	999	23	000	Other Miscellaneous Contracted Services	280,100	5,741.30	30,089	310,189
199	52	6299	68	999	99	000	Other Miscellaneous Contracted Services	189,703	(8.61)	57,600	247,303
199	52	6396	75	999	99	000	Software Licenses	35,100	1,868.72	9,707	44,807
199	52	6397	68	999	99	000	Equipment-Unit Cost <\$5000-Controlled	34,221	3,191.59	14,603	48,824
199	52	6397	75	999	99	000	Equipment-Unit Cost <\$5000-Controlled	35,728	892.22	10,100	45,828
199	52	6499	68	999	99	000	Miscellaneous Operating Costs	6,300	5.56	4,885	11,185
199	52	6639	75	999	99	405	Equipment/Software-Unit Cost >\$5000	5,128	0.41	5,996	11,124
199	53	6119	75	999	99	000	Salaries-Teachers/Other Professionals	819,725	73,300.75	19,274	838,999
199	53	6121	75	999	99	000	Extra-duty/Overtime-Support Staff	27,500	1,609.16	3,438	30,938
199	53	6129	75	999	99	000	Wages-Support Staff	531,861	31,891.83	20,351	552,212
199	53	6142	75	999	99	000	Group Health & Life Insurance	104,788	(4,245.98)	18,006	122,794
199	53	6239	75	999	99	000	Education Service Center Services	67,481	23.40	9,856	77,337
199	53	6399	75	999	99	000	Other General Supplies & Materials	237,909	244.87	44,784	282,693
199	61	6119	11	999	99	000	Salaries-Teachers/Other Professionals	73,145	7,075.28	15,955	89,100
199	95	6492	99	004	28	000	Payments to Fiscal Agents of Shared Svcs	650,000	83,457.00	20,000	670,000
367,218											

REASON FOR REQUEST: Amend budget to utilize excess funds in various functions to address line items possibly overspending in functional categories by the end of August. Overexpenditures are due to a variety of reasons including increased hire rates, lower vacancy rates, as well as unavoidable rate increases.

Sheryl Davis
BUDGET ADMINISTRATOR /


Chief Financial Officer

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Sheryl Davis

RE: Resolution Committing Unassigned General Fund Balance as of August 31, 2023

=====

Background Information:

Policy CE (Local), approved by the Board on August 25, 2010, allows for the commitment and assignment of fund balances for specific purposes. Attached is a resolution to commit an estimated \$3,510,779 of unassigned general operating fund balance for the following purposes:

- \$736,564 for campus furniture replacement;
- \$381,364 for major maintenance projects not completed at August 31, 2022;
- \$962,599 in salary and benefit costs for fourteen dyslexia specialists, originally budgeted in the general fund, which will be funded through federal ESSER funds for the 2023-2024 fiscal year;
- \$1,430,252 for bus replacements, including \$414,066 accumulated from the sale of buses to be used for future bus replacement; and

Since outstanding purchase orders demonstrate the District’s intent to spend the resources, purchase orders not received as of August 31, 2023 will be reported as committed fund balance. Encumbrances for outstanding purchase orders in the governmental funds, excluding child nutrition and capital projects funds, total \$8,507,153 and may include some amounts committed above.

Amounts shown reflect maximum amounts for these commitments. Committed fund balances will be adjusted pending final expenditures at August 31, 2023.

Funds may be committed for any outstanding deficit reflected in the internal services fund for self-funded health insurance and workers’ compensation to cover liability exposures in excess of actuarially determined reserves and stop-loss insurance coverage.

The total fund balance of Campus Activity Funds, reported in Special Revenue Funds shall also be committed to campus related activities.

Additionally, the performance contract, related to district campuses operated under Texas Education Code 42.2511, requires that any unspent Foundation School Program revenues generated by the campuses be restricted to future use by those campuses. At this time, the cumulative under-expenditure is estimated to be \$2,378,031.

Fiscal Implications:

This resolution potentially decreases the unassigned fund balance.

Administrative Recommendations:

The Administration recommends approval of a Resolution committing unassigned general operating fund balance for purposes described above.

**RESOLUTION
COMMITTING FUND BALANCE
OF THE WACO INDEPENDENT SCHOOL DISTRICT**

The Board of Trustees of the Waco Independent School District being convened in Regular Session at its regular meeting place within the boundaries of the Waco Independent School District, on the 24th day of August, 2023.

WHEREAS, the Governmental Accounting Standards Board (GASB) adopted Statement 54 (GASB 54), a standard for governmental fund balance reporting and governmental fund type definitions effective for fiscal years beginning after June 15, 2010; and

WHEREAS, the Waco Independent School District has elected to implement GASB 54 requirements, and to apply such requirements to its year ending August 31, 2023 financial statements; and

WHEREAS, the Board of Trustees of the Waco Independent School District have determined that a portion of the unassigned general operating fund balance should be allocated toward future capital construction, equipment, and other major improvement needs of the District;

NOW THEREFORE, BE IT RESOLVED that the Waco Independent School District Board of Trustees commits portions of its August 31, 2023 General Fund unassigned fund balance as follows:

- Committed Fund Balance - Capital Expenditures for Equipment
 - Buses 1,430,252

- Committed Fund Balance – Other
 - Campus Furniture Replacement 736,564
 - Major Maintenance and Other Projects 381,364
 - Salaries and Benefits for Dyslexia Specialists 962,599

BE IT ALSO RESOLVED: that the Waco Independent School District Board of Trustees commits any encumbrances (e.g., purchase orders, contracts) outstanding at year-end as appropriate. The encumbrances do not constitute expenditures or liabilities because the commitments will be reappropriated and honored during the subsequent year.

BE IT ALSO RESOLVED: that the Waco Independent School District Board of Trustees commits any outstanding deficit reflected in the internal services fund for self-funded health insurance and workers’ compensation to cover liability exposures in excess of actuarially determined reserves and stop-loss insurance coverage.

BE IT ALSO RESOLVED that the Waco Independent School District Board of Trustees commits the total fund balance of Campus Activity Funds, reported in the Special Revenue Funds, to projects related to campus activities.

BE IT ALSO RESOLVED: that the provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Trustees.

INTRODUCED AND PASSED by the Waco Independent School District Board of Trustees, this 24th day of August, 2023.

Stephanie Ybarra-Korteweg
President, Board of Trustees

Jeremy Davis
Secretary, Board of Trustees

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: M. Tish

RE: Bid Award for Educational Consulting, Professional Development, and Other Student-Based Contracted Services

=====

Background Information:

Request for Proposal, RFP # 21-1182, Educational Consulting, Professional Development, and Other Student-Based Contracted Services have been received for the purpose of creating a list of vendors which can service the District. We received ten (10) responses during the past month. The recommended vendors will be added to our previously approved list of two hundred sixty-five (265) responses.

Examples of the types of services covered under this RFP are:

- Academic Educational Consultant
- Professional/Staff Development Training
- Motivational or Professional Speaker
- Program Review/Recommendation Services
- Data/Statistical Analysis
- Curriculum Design
- Evaluator Services
- Judging Services
- Technology Analysis/Consultant
- Operations Analysis/Consultant
- Grant Evaluation Services
- Presentations/Programs for staff and students (e.g. authors)
- Marching Band/Drill/Cheer Design and Choreography (includes camps)
- Theatre Coaching Services
- Instructors for outside of the school day classes (art, photography, gardening, tennis, Zumba, etc.)
- Speaker(s) for Assembly Programs
- Other services deemed appropriate for this request

In an effort to create inclusivity with our consulting, professional development, and student-based contracted services vendors and in light of changes made in 2019 by the Texas Education Agency's, Financial Accountability Systems Resource Guide (FASRG) Module 5 – Purchasing, the Business Services Department has elected to utilize the Extended Period for Multiple Award Contracts as shown in the FASRG excerpt shows.

3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time period, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users.

Consideration may need to be given to have an extended opening for receiving responses.

- Limited Response Period. This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.
- Extended Response Period. This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows for responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce's, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

The intent for awarding additional vendors to this bid will be done on an as needed basis. Vendors submitting a response by the end of each month will be submitted for consideration at the next board meeting.

Fiscal Implications:

The cost of these items will be charged to the appropriate campus/department budget.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the additional ten (10) vendors for the Educational Consulting, Professional Development, and Other Student-Based Contracted Services bid, as presented.

Amy Hosick

Company Name: Amy Hosick
Street Address: 401 N Main
City, State, Zip: Meridian, TX 76665
Contact Name: Amy Taylor
Contact Phone Number: 214-978-2483
Contact Email Address: arhmlf22@gmail.com
Category of Service Provided: Program Review/ Recommendation Services
Target Audience: Technical Assistance for the Director of Strategic Evaluation Systems & Support
Description of Services: Technical assistance for strategic evaluation systems and support of the Teacher Incentive Allotment program to include data analysis and planning
Pricing: Consultant rate of \$175/hour

CAPS Intervention Academy, LLC

Company Name: CAPS Intervention Academy, LLC
Street Address: 4209 Leland College DR
City, State, Zip: Dallas, TX 75241
Contact Name: Jerome Thompson
Contact Phone Number: 214-649-6722
Contact Email Address: jthompson@interventionacademy.com
Category of Service Provided: Professional/Staff Development Training
Target Audience: All district support staff and teachers that work with students and their parents regarding chronic absenteeism, truancy, conflict resolution and dropout prevention
Description of Services: Available Courses: School Basic (Conflict Resolution) Mediation; Strategies for Chronic Absenteeism and Truancy; Certified School Attendance Officer Advanced Course; Advanced Truancy Mediation Course; comprehensive training preparing staff for truancy, dropout, chronic absences, and mediating conflicts; School Basic Mediation Training; Some prerequisites required
Pricing: Virtual Truancy Training Price School Basic (Conflict Resolution) Mediation Training Course: \$175.00; Strategies for Chronic Absenteeism and Truancy: \$199.00; Certified School Attendance Officer Advanced Course: \$299.00; Advanced Truancy Mediation Course: \$299.00; Total Disclaimer: The prices listed are an estimate for the services discussed

King of Bounce Training

Company Name: King of Bounce Training
Street Address: 4310 Gram Ln
City, State, Zip: Bellmead, TX 76705
Contact Name: Coach Kan
Contact Phone Number: 346-334-0034
Contact Email Address: kingofbounceoftx@gmail.com
Category of Service Provided: Student Motivational Services
Target Audience: All kids ages 2 and up
Description of Services: Skills Training for Basketball Education and strategies of success in the sport;

Pricing: development of discipline and confidence by and through hands on training
Our fee structure is based on an agreeable set dollar amount per 30-minute session; amount is divided into percentages acceptable to each organization involved

Lexia Learning Systems LLC

Company Name: Lexia Learning Systems LLC
Street Address: 300 Baker Avenue, Ste. 320
City, State, Zip: Concord, MA 01742
Contact Name: Carol K. Keller
Contact Phone Number: 800-435-3942
Contact Email Address: bidteam@lexialearning.com
Category of Service Provided: Professional/Staff Development Training
Target Audience: Teachers and Administrators
Description of Services: LETRS (Language Essentials for Teachers of Reading and Spelling) for Educators helps educators master the content and principles of effective reading, language, and literacy instruction; blend of online and in-person coursework that includes video modeling and interactive activities, face-to-face workshops, print resources, and virtual support; teachers learn to individualize instruction, assemble, and teach small groups according to student needs, adapt instruction for Emergent Bilingual students, and evaluate student progress; LETRS for Administrators is designed to support and inform administrators and school leadership about LETRS; step-by- step blueprint with numerous tools to guide the journey of implementing the Science of Reading (SOR); LETRS for Early Childhood Educators (LETRS EC) provides early childhood educators with literacy professional development focused on the science of reading to teach the foundational skills young students (PreK–K) need before learning to read and write; Lexia Aspire™ Professional Learning is a flexible, self-paced, digital solution, grounded in the science of reading, to empower educators to accelerate literacy skills of students in grades 4-8
Pricing: Lexia Learning offers a la carte pricing for LETRS and Aspire with bundles to meet the needs of the District

Project ARC, PBC

Company Name: Project ARC, PBC
Street Address: 4900 Meining Rd.
City, State, Zip: Berthoud, CO 80513
Contact Name: Dayna Laur
Contact Phone Number: 717-379-8608
Contact Email Address: dayna@proj-arc.com
Category of Service Provided: Professional/Staff Development Training
Target Audience: Whole staff, PLCs, departments, teachers, building leadership, and district administration teams
Description of Services: Online APLE Bites course; on-site Tailored Professional Development; keynote address; virtual coaching; pre-designed Harvested APLEs with project coaches for virtual support; cohort 9-week course to create capacity for an in-house trainer; formative assessment cards; asset inventory to determine needs of teachers; community support mapping to determine key partners to develop APLEs
Pricing: On-site PD: \$4,995 (1 day), \$7,995 (2 days consecutively), \$10,995 (3 days consecutively); virtual PD for a group: \$3,000 (full day), \$1,500 (half day); virtual hourly (\$250); cohort course with train-the-trainer option (\$18,995) without a train-the-trainer option (\$9,000); Harvested APLEs (\$695, \$895, and \$1295); Onsite

Keynote: \$4,995 (full day), \$3,000 (half day); Self-paced APLE Bites Course (\$400/teacher); Assets Inventory and Community Support Mapping: \$2,000 (off-site), \$4,995 (on-site); formative assessment card (\$19.95/deck) Three or more a la carte items bundled together will receive a 2.5% discount. Coaching hours purchased are billed at a monthly rate, and non-used hours do not carry over to the next month.

Russell Phelps

Company Name: Russell Phelps
Street Address: 8506 Wakefield Dr 11s
City, State, Zip: San Antonio, TX 78216
Contact Name: Russell Phelps
Contact Phone Number: 210-537-0686
Contact Email Address: russellphelps@gmail.com
Category of Service Provided: Fine Arts Services (Band, Choir, Theater)
Target Audience: Speech and debate students for UIL and NSDA events
Description of Services: Coach speech and debate at high school and middle school levels
Pricing: \$30 per hour

Savannah Allen

Company Name: Savannah Allen
Street Address: 400 Bosque Blvd Unit 303
City, State, Zip: Waco, TX 76707
Contact Name: Savannah Allen
Contact Phone Number: 615-881-0605
Contact Email Address: savannahlallen2@gmail.com
Category of Service Provided: Academic Educational Consultant
Target Audience: Highly Mobile Student Services
Description of Services: Consulting services and social work services for students experiencing homelessness in Waco ISD
Pricing: \$26/hour

Shining Light Consulting and Learning, LLC

Company Name: Shining Light Consulting and Learning, LLC
Street Address: 7431 E. State Street STE 259
City, State, Zip: Rockford, IL 61108
Contact Name: DeAnna Lynn
Contact Phone Number: 815-979-9038
Contact Email Address: contact@shininglightconsultingfirm.com
Category of Service Provided: Professional/Staff Development Training
Target Audience: New Early Childhood teachers in year 1-3; Staff development for Early Childhood teachers
Description of Services: 3 days of 3-hr PD for up to 35 teachers; first 2 sessions will facilitate integration of the Sight (vision) and Humanity pillars and the Humanity and Embrace pillars of the SHINE Framework; last PD session will facilitate teacher application and integration of the Infuse pillar of the SHINE Framework; 3 90-min group coaching sessions, for up to 8 teachers (virtual or in-person) will facilitate teacher curriculum mapping and lesson

planning toward implementation of the Infuse and Embrace pillars of the SHINE Framework; 3 days (3 hours per day) of on-site in-classroom support (intake, planning, modeling); 1st day, senior consultant will observe and model academic content to a group of students, teachers will be led in a debriefing session; 2nd day, consultant will meet with teachers to facilitate curriculum mapping to implement topics covered; 3rd day, consultant will meet with teachers to facilitate deeper lesson planning and individualization; 30-minute one-on-one virtual coaching sessions for up to 6 teachers within 9 weeks of the initial PD(Can be customized if needed)

Pricing: In-person Single PD (3 hrs - 6 hrs) - \$3000/day; Virtual Single PD (3 hrs - 6 hrs) - \$2000/day; Leadership Coaching - \$10,000 / \$7000 / \$4500; Team Curriculum Mapping - \$2000/day; In-classroom embedded modeling/coaching (full day, up to 4 teachers) - \$2000/day; Virtual Group Coaching (90-min, up to 8 teachers) - \$1000/day; One-on-one virtual coaching sessions (45 min each) - \$500/day

SWAGG

Company Name: SWAGG
 Street Address: 700 S. 4th St. Apt 413
 City, State, Zip: Waco, TX 76706
 Contact Name: Adrian Fajardo
 Contact Phone Number: 254-313-8736
 Contact Email Address: Southwacoagg@gmail.com
 Category of Service Provided: Educational Activity Provider for Students
 Target Audience: Inner city or economically disadvantage students and teachers who directly work with these students
 Description of Services: Student support, guidance and counseling, community services, extra-curricular activities, instructional support, media support, instructional leadership, social services, and teacher retention pay increases
 Pricing: Up to \$100,000 for two schools to perform our services for a total of 1 academic year

University of Virginia Partnership for Leaders in Education (University of Virginia Darden School Foundation)

Company Name: University of Virginia Partnership for Leaders in Education
 Street Address: 100 Darden Boulevard
 City, State, Zip: Charlottesville, VA 24477
 Contact Name: Leighann Lenti
 Contact Phone Number: 202-262-4493
 Contact Email Address: lentil@darden.virginia.edu
 Category of Service Provided: Professional/Staff Development Training
 Target Audience: District Leadership; School Principals; School Leadership Team Members; Some teachers in schools
 Description of Services: The UVA-PLE Core Partnership is focused on establishing system conditions ripe for change and building transformative leadership capacity to achieve that change; increases the capacity of district and school teams to shape their own future, address inequities, and achieve lasting improvements in student learning; we ground our work in four key levers: Systems Leadership, Support and accountability, Talent management, and Instructional infrastructure
 Pricing: Our program costs cover all services; total cost for full partnership for four schools in Waco ISD is \$345,000

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: M. Tish/G. Barrera

RE: Bid Award for Maintenance Supplies, Equipment, and Services

=====

Background Information:

Request for Proposal, RFP # 22-1229, Maintenance Supplies, Equipment, and Services have been received for creating a list of vendors, which can provide supplies, equipment, and services for the Facilities and Maintenance and Custodial Departments. We have received ninety-nine (99) responses for this initial bid. We received one (1) additional vendor this past month which is attached for your consideration.

In an effort to allow for maximum participation with our Maintenance and Custodial vendors and in light of changes made in 2019 by the Texas Education Agency's, Financial Accountability Systems Resource Guide (FASRG) Module 5 Purchasing, the Business Services Department has elected to utilize the Extended Period for Multiple Award Contracts as shown in the FASRG excerpt shows.

3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users.

Consideration may need to be given to have an extended opening for receiving responses.

- Limited Response Period. This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.
- Extended Response Period. This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows for responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce's, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

The intent for awarding additional vendors to this bid will be done on an as needed basis. Vendors submitting a response by the end of each month will be submitted for consideration at the next board meeting.

Fiscal Implications:

The cost of these items will be charged to the appropriate campus/department budget.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the one (1) additional new vendor for the Maintenance Supplies, Equipment, and Services bid, as presented.

Maintenance Supplies, Equipment and Services

Responding Supplier	City	State
Flip Lok, LLC	Houston	TX
Previously Awarded Vendors	City	State
A&H Refrigeration Co. Inc.	Waco	TX
A-1 Banner & Sign Co. Inc.	Waco	TX
A-1 Vacuum Center, Inc.	Conroe	TX
AAA Elevator Inspections	Austin	TX
Access Lift & Service Company, Inc.	Peaster	TX
Acme Architectural Hardware	College Station	TX
Air Flow Filter Service, Ltd	Waco	TX
Allen Glass Company	Hewitt	TX
ARC Abatement 1, Ltd.	Waco	TX
Arrow Magnolia International, Inc.	Dallas	TX
B F Hurley Mat Co, Inc.	LaGrange	GA
B&B Repair Shop	West	TX
Bain Paper Company	Waco	TX
Barnett Contracting, Inc.	Waco	TX
Batteries Plus Waco/Temple/Harker Heights (Glacierbeach)	Waco	TX
Belfor (Belfor USA Group, Inc.)	Waco	TX
Benchmark Signs	Weatherford	TX
Bill's Discount Tire Service (Maria G. Castanon-Vega)	Waco	TX
Bleacher Service Company (Gilbert D. Trevino)	Moody	TX
Brandt (The Brandt Companies, LLC.)	Waco	TX
Brem's Fencing LLC	Valley Mills	TX
Brewer Lock and Safe	Waco	TX
BUGSDOTCOM Termite and Pest	Waco	TX
Bullseye Glass (Bullseye Glass LLC,)	Waco	TX
Centex Carpet & Interiors	Waco	TX
CF SUPPLY INC	Waco	TX
Clarks Small Engine Repair	Lacy Lakeview	TX
Climatec, LLC	Austin	TX
Code-3 Fire & Safety Products	Waco	TX
Communication Concepts	Fort Worth	TX
Competitive Choice Inc.	Houston	TX
Complete Supply, Inc.	Dallas	TX
Core Controls	Dallas	TX
Dealers Electrical Supply	Waco	TX
DenaliCS (Denali Construction Services, LP)	Carrollton	TX
Dent Enterprises LLC	Desoto	TX
Diesel Power Supply Co.	Waco	TX
Encore Fence	Temple	TX
Environmental Concerns, Inc.	Waco	TX
EPIC SOLAR CONTROL, LLC	McKinney	TX
Fairway Supply	Irving	TX
Firetrol Protection Systems (Heather Foster)	Austin	TX
Fissco Supply (FRIGELAR NORTH AMERICA DBA Fissco Supply)	Dallas	TX

Maintenance Supplies, Equipment and Services

Previously Awarded Vendors	City	State
Fitzgerald Lawnscape Ltd.	Woodway	TX
Fort Worth Window Cleaning, Inc.	Haltom City	TX
Fred's Power Wash (Washer Power)	Waco	TX
Gene Ives Acoustic & Tile Co.	Waco	TX
Global Industrial (Global Equipment Co., Inc.)	Buford	GA
Grones Environmental Services	Waco	TX
H. B. Blake Company	Hewitt	TX
HCS Inc. (MB Home Construction)	Waco	TX
Image Maker 4U, Inc.	Hughes Springs	TX
INDEPENDENT HARDWARE Inc.	Philadelphia	PA
Interboro Packaging Corporation	Montgomery	NY
Intercon Environmental, Inc.	Mansfield	TX
intermountain lock & security supply	Salt Lake City	UT
J.K. Brown	Moody	TX
Justin Seed Company	Justin	TX
Landscape Supply (Waco Landscape Supply, LP)	Waco	TX
Lennox Industries (Lennox Industries Inc.)	Richardson	TX
Liftcrete Solutions (Green Foam Solutions, Inc.)	Waco	TX
Lonestar Chiller Systems (Lonestar Chiller Systems LLC)	Crawford	TX
Loop 340 Overhead Door (Sideline Enterprises, Inc.)	Waco	TX
Ludwig Saw AND Tool Sharpening	Waco	TX
M.A.N.S Distributors Inc.	Carrollton	TX
Marks Plumbing Parts (John W Gasparini Inc.)	Fort Worth	TX
Morrison Supply Co.	Waco	TX
National Wholesale Supply Co.	Woodway	TX
P&E Mechanical Contractors, LLC	Waco	TX
Patriot Supply Company	Brady	TX
Perry Office Plus (Perry Office Products)	Temple	TX
Pye Barker Fire	Waco	TX
RBO Technologies, LLC	Waco	TX
Richards Equipment Company	Waco	TX
Ryberg Plumbing LLC	Waco	TX
Share Corporation	Milwaukee	WI
Sherwin Williams (The Sherwin Williams Company)	Waco	TX
Shiffler Equipment Sales, Inc.	Chardon	OH
Sims Plastics of Waco	Waco	TX
Smoot-Anderson Co., Inc.	Waco	TX
Solar Supply	Waco	TX
Southern Clean Pressure Washing (Michael Jackson)	Ferris	TX
Southwest Maintenance, LTD	Waco	TX
Starks Janitorial Services	Mesquite	TX
Sunrise Environmental LLC (Jessica L Marquesen)	Bridgeport	TX
SWS Concrete Contractor (SCOTT W SCHREIBER)	Waco	TX
T&G Chemical and Supply	Waco	TX
T.E.A.M. Solutions, Inc. (Texas Energy & Automation Management Solutions, Inc.)	Waco	TX

Maintenance Supplies, Equipment and Services

Previously Awarded Vendors	City	State
TJ's Professional Painting and Construction, LLC	Red Oak	TX
Trane	Fort Worth	TX
UniFirst Corporation	Hewitt	TX
United Refrigeration Inc.	Waco	TX
Virkim Inc.	Hewitt	TX
Waco Lock and Key, LLC	Waco	TX
WESCO Chemicals, Inc.	Waxahachie	TX
Winston Watercooler of Waco LTD	Waco	TX
Woodard Builders Supply Company	Fort Worth	TX
Hill Country Paints (Wendy Hui Anderson)	Waco	TX
Resco (E & O investments, LLC)	Hewitt	TX

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: M. Tish

RE: Bid Award for Restaurant & Catering Services

=====

Background Information:

Request for Proposal, RFP # 19-1150, Restaurant & Catering Services have been received for the purpose of creating a list of vendors, which can service the District in their Restaurant and Catering needs. We received one (1) response since the last bid was awarded.

The one (1) new vendor, to be considered with the previously approved sixty-six (66) vendors, are attached for your consideration.

In an effort to create inclusivity with our local Restaurant and Catering vendors and in light of changes made in 2019 by the Texas Education Agency's, Financial Accountability Systems Resource Guide (FASRG) Module 5 Purchasing, the Business Services Department has elected to utilize the Extended Period for Multiple Award Contracts as shown in the FASRG excerpt shows.

3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users. Consideration may need to be given to have an extended opening for receiving responses.

- Limited Response Period. This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.

- Extended Response Period. This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce's, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

Awarding additional vendors to this bid will be done on an as needed basis. Vendors submitting a response by the end of each month will be submitted for consideration at the next board meeting.

Fiscal Implications:

The cost of these items will be charged to the appropriate campus/department budget.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the three (3) additional vendors for the Restaurant & Catering Services bid, as presented.

RFP # 19-1150
 Restaurant and Catering Services
 Vendors for August 2023

New Responding Supplier	City	State
Freebirds World Burrito (TavistockFreebirds, LLC)	Waco	Tx
Previously Awarded Vendors	City	State
Andy's Frozen Custard (Andy's Texas #5, LLC)	Austin	TX
Apex Coffee Roasters	Waco	TX
Backyard Bar Stage and Grill	Waco	TX
Bigwards Smokehouse	Waco	TX
Blanek's Custom Catering by Big Daddy's (Joe Blanek)	Robinson	TX
Boardwalk on Elm	Waco	TX
Bush's Chicken	Waco	TX
Cafe Venture Catering and Fuddruckers	Lubbock	TX
Chaney Brothers Coffee Truck (Waco Coffee Company	Waco	TX
Chick-fil-A at Baylor University (Sykora Family Enterprises)	Waco	TX
Chick-fil-A of Waco	Waco	TX
Chuy's Opco Inc.	Austin	TX
Coach's Smoke BBQ (Josey's BBA, Inc.)	Waco	TX
DoubleDave's Pizzaworks (Hearne Pizza LLC)	Waco	TX
Fazoli's (FazTex Restaurants, Inc.)	Austin	TX
Firehouse Subs (Brazos Valley Subs)	Waco	TX
Franklin Avenue Mac House (Cheddar Box, LLC)	Waco	TX
Fuego Waco II, LLC	Waco	TX
Gelu Italian Ice (Waco Coffee Company, LLC)	Waco	TX
George's Restaurant & Catering (George's 1 LTD)	Waco	TX
Good'N Gone Cookie Jar	Waco	TX
Hecho en Waco	Waco	TX
Heritage Creamery (Heritage Creamery LLC)	Waco	TX
HTeaO (N2T LLC)	Amarillo	TX
Ichiban	Waco	TX
Jason's Deli (Deli Management, Inc.)	Waco	TX
Jeremiah's Italian Ice of Waco	Waco	TX
Jimmy Johns (Butts Largest Investment Group II, Inc)	Waco	TX
Jon Lillie's Steakhouse	Waco	TX
Kona Ice of Waco LLC (Tie Dye Interprises)	Waco	TX
Kurbside Coffee & Goods	Waco	TX
La Fiesta Restaurant (Wanda Patlis Inc)	Waco	TX
Little Caesars Pizza (Reno Ltd)	Hewitt	TX
Lula Jane's LLC	Waco	TX
McAlister's Deli (The Saxton Group)	Dallas	TX
Mo Cookies	Waco	TX
Newk's-1033-Waco-TX (Newk's Eatery)	Waco	TX
Nightlight Donuts & Coffee	Woodway	TX
Ninfas Mexican restaurant (Texas rodco Waco)	Waco	TX
Panda Express INC	Waco	TX
Panera Bread	Waco	TX

RFP # 19-1150
 Restaurant and Catering Services
 Vendors for August 2023

Previously Awarded Vendors	City	State
Papa Bear	Waco	TX
Peter Piper Pizza (Pizza Properties Inc)	El Paso	TX
Po' Boy Place	Waco	TX
Pop's Lemonade Co	Waco	TX
Raising Canes (Raising Canes Restaurants, LLC)	Plano	TX
Revival Eastside Eatery	Waco	TX
Roni's Mac Bar	Waco	TX
Rosa's Café & Tortilla Factory	Waco	TX
Rosati's of Waco (Odling Pizza LLC)	Waco	TX
Shipley Do-Nuts (January Investments Inc.)	Waco	TX
Southern Roots Brewing (Southern Roots Taproom LLC)	Waco	TX
Subway (Benchmark Subs)	Waco	TX
Sweetness Desserts (Laura Summersett)	Waco	TX
Sweets by Rachel	Waco	TX
Talk More Meals	Waco	TX
The Olive Branch (Stewart Branch)	Waco	TX
Toaster Yolk Café	Waco	TX
Tony DeMaria's BBQ	Waco	TX
Travelin' Toms (CTX Coffee, LLC)	Waco	TX

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: M. Tish/E. Love

RE: Bid Renewal for Exclusive Beverage Contract

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Background Information:

Request for Proposals, RFP # 17-1089, Exclusive Beverage Contract, has been previously opened and evaluated for awarding a contract for an exclusive beverage agreement with the Waco Independent School District.

The contract was awarded to Dr. Pepper Company. This contract will require the district to have an exclusive relationship with Dr Pepper Company. This contract specifically excludes items used for the Child Nutrition Program.

In addition, Dr. Pepper Company also provides the following beverages: 7 Up, Sunkist, A&W, Canada Dry, Crush, Squirt, RC Cola, Big Red, Hawaiian Punch, and Snapple's.

The District has been pleased with the services provided by Dr Pepper, along with the continued monetary donations, in-kind contributions, cases of free products, vending machine prices and rebates to the District, and would like to exercise our option to renew this contract for an additional one (1) year period. Dr. Pepper has enjoyed the relationship which has developed with Waco Independent School District and is mutually agreeable to continuing with these services. A pricing worksheet is attached for your review, as well as a price increase sheet for case beverages. This is the only increase in prices since the contract became effective September 1, 2017.

This renewal will begin September 1, 2023 and expire August 31, 2024 with one (1) additional renewal option.

Fiscal Implications:

The cost of these supplies will be charged to the appropriate campus/departmental budget.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the recommendation to renew the contract for Exclusive Beverage Contract with Dr. Pepper Company, as presented.

RFP # 17-1089
Exclusive Beverage Contract

Bidders	Coca Cola	Dr. Pepper	Pepsi
Initial Monetary Donation	\$ 25,000.00	\$ 40,000.00	\$ 15,000.00
Recurring Annual Donation Year 2-8	\$ 105,000.00		
Recurring Annual Donation Years 2-5		\$ 60,000.00	\$ 40,000.00
Recurring Annual Donation Year 6-8		\$ 60,000.00	
Total Monetary Donation Years 1-8	\$ 130,000.00	\$ 160,000.00	\$ 55,000.00
Annual in-kind Donation	\$ -	\$ 8,000.00	\$ 2,000.00
Number of Free Cases	100 cs/\$1000 value	250	1,000
Price Per Case	\$ 20.22	\$ 23.75	\$ 20.26
Product Rebate per case	\$ 1.00	\$ 2.00	\$ 2.00
Vending Machine Price	\$ 1.75	\$ 1.50	\$ 1.50

Scoresheet points are based on the total monetary donation for years 1-8, as follows:

Dr. Pepper \$160,000 = 40 points

Coca Cola $\$130,000/\$160,000=81\%*40=32.4$

Pepsi $\$55,000/\$160,000=34\%*40=13.60$



Price Zone:
03

CSD (24):		WATER:		ENERGY:	
20oz PET	\$24.70	12oz Deja Blue PET (24)	\$6.00	16oz A-Shoc (12)	\$19.50
12oz Cans	\$9.36	16.9oz Deja Blue PET (24)	\$7.28	16oz Xyience (12)	\$16.48
16.9oz PET	\$14.56	16.9oz Deja Blue PET (24) STAAR*	\$6.00	13.7oz Peet's (12)	\$20.20
2L (8)	\$13.03	20oz Deja Blue (24)	\$13.52	12oz C4 Performance can (24)	\$59.00
		20oz Core Hydration (24)	\$20.80	12oz C4 Smart can (24)	\$59.00
				12oz C4 Smart sleek can (12)	\$23.69
				16oz C4 Performance can (12)	\$25.12
				16oz C4 Ultimate can (12)	\$28.73
				16oz C4 Smart can (12)	\$25.12

SNAPPLE:		BAI / SUNNY D:	
16oz Snapple (12) PET	\$9.88	18oz Bai (12)	\$18.72
11.5oz Snapple 100% Juice (24)	\$13.47		
	\$26.94		
	\$13.68		

*16.9oz Deja Blue STAAR test pricing of **\$6.00** per case will be available for the following dates:

Start Date:	End Date:
11/27/2023	12/01/2023
04/01/2024	04/12/2024
06/10/2024	06/14/2024

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: M. Tish/J. Allen

RE: Bid Renewal for Job Order Contracting for Data Wiring and Installation Services

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Background Information:

Request for Bids, Job Order Contract (JOC) # 22-1224, has been opened and evaluated for awarding a contract for Data Wiring and Installation Services. We received two (2) bids for this service. After the Technology Department evaluated the bid responses, it was determined that NEI Datacom offered the best value to the District and therefore recommends that the bid award for Data Wiring and Installation be awarded to NEI Datacom as the primary vendor and Technology for Education be awarded as the additional vendor.

The Technology Department has been pleased with the selection of awarded vendors and would like to exercise their option to renew this bid for an additional one (1) year period.

This bid will expire August 31, 2024 with two (2) additional one (1) year renewal options.

Fiscal Implications:

The cost of this service will be charged to the departmental contracted services budget.

Recommendation(s):

The Administration recommends that the Board of Trustees approve the renewal of the Job Order Contract (JOC) award for Data Wiring and Installation Services to NEI Datacom, as the primary vendor, and Technology for Education, as the additional vendor, for projects between \$5,000 and \$500,000, as presented.

JOC # 22-1224

Vendor	Hourly Rate	Helper Hourly Rate	Other Hourly Rate	Description of Other	Materials Mark-up	Equipment Rental Mark-up
Nemmer (NEI)	\$ 36.00	\$ 36.00	\$ 54.00	Overtime	15%	15%
Technology for Education (TFE)	\$ 39.00	\$ 58.50	\$ 58.50	Overtime	15%	10%

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: M. Tish/G. Barrera

RE: Bid Renewal for Job Order Contracting for Electrical Services

=====

Background Information:

Request for Bids, Job Order Contract (JOC) # 21-1198, has previously been opened and evaluated for awarding a Job Order Contract for Electrical Services. We received three (3) bids for this service. After the evaluation process was completed, the Facilities and Maintenance staff recommended that the primary vendor be awarded to Hensel Electric, while Alliance and HCS be awarded as the additional vendors.

The Facilities and Maintenance Department has been pleased with the selection of awarded vendors and would like to exercise the option to renew this bid for an additional one (1) year period.

This bid will expire August 31, 2024, with one (1) additional one (1) year renewal option.

Fiscal Implications:

The cost of this service will be charged to the departmental contracted services budget.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the Job Order Contract Renewal for Electrical Services to Hensel Electric as the primary vendor with Alliance and HCS as the additional vendors for projects between \$5,000 and \$500,000, as presented.

JOC # 21-1197
 JOC Electrical Services
 Bid Tabulation

Pricing Description:	Alliance	HCS	Hensel
Hourly Labor Rate	\$ 70.00	\$ 90.00	\$ 75.00
Helper Hourly Labor Rate	\$ 50.00	\$ 25.00	\$ 55.00
Other Hourly Labor Rate	\$ 105.00	\$ 45.00	\$ -
	Overtime/Afterhours	Journeyman	no Additional
Materials Mark-up	20%	15%	20%
Equipment Rental Mark-up	10%	15%	20%

80 % of pricing points for hourly Rate
 20 % of pricing points for mark-up

35 points @ 80% = 27.00
 35 points @ 20% = 7.00

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: M. Tish/G. Barrera

RE: Bid Renewal for Job Order Contracting for Roof Repair Services

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Background Information:

Request for Bids, Job Order Contract (JOC) # 21-1198, has been previously opened and evaluated for awarding a Job Order Contract for Roof Repair Services. We received five (5) bids for this service. After the evaluation process was completed, the Facilities and Maintenance staff recommended that the primary vendor be awarded to JGA, while Guest, Johnson, LMC, and Parsons be awarded as the additional vendors.

The Facilities and Maintenance Department has been pleased with the selection of awarded vendors and would like to exercise their option to renew this bid for an additional one (1) year period.

This bid will expire August 31, 2024, with one (1) additional one (1) year renewal.

Fiscal Implications:

The cost of this service will be charged to the departmental contracted services budget.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the Job Order Contract for Roof Repair Service to JGA as the primary vendor with Guest, Johnson, LMC, and Parsons as the additional vendors for projects between \$5,000 and \$500,000, as presented.

JOC # 21-1198
Roof Repair Services
Bid Tabulation

Pricing Description:	Guest	JGA	Johnson	LMC	Parsons
Hourly Labor Rate	\$ 59.45	\$ 20.00	\$ 49.90	\$ 46.20	\$ 50.00
Helper Hourly Labor Rate	\$ 45.95	\$ 18.00	\$ 49.90	\$ 34.60	\$ 25.00
Other Hourly Labor Rate	\$ 40.95	\$ 25.00	\$ 59.90	\$ 31.60	\$ 75.00
	Additional Labor	Superintendent	Sheet Metal Worker	Common Laborer	Metal Repair
Materials Mark-up	14.25%	15.00%	19.00%	20.00%	20.00%
Equipment Rental Mark-up	14.75%	15.00%	19.00%	10.00%	20.00%

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: M. Tish/C. Reece

RE: Bid Renewal for Job Order Contracting Kitchen Equipment Repair Services

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Background Information:

Request for Bids, Job Order Contract (JOC) # 21-1207, has previously been opened and evaluated for awarding a Job Order Contract for Kitchen Equipment Repair Services.

Child Nutrition Department has been pleased with the services in which they have received and would like to exercise their option to renewal for an additional one (1) year period.

All projects under \$5,000 will be awarded to the primary vendor. Quotes from all awarded vendors will be requested for projects costing between \$5,000 and \$500,000. Any project exceeding \$50,000 will go to the Board for purchasing approval. All legal requirements for projects requiring an architect or engineer will be adhered to.

This bid will expire November 30, 2024, with one (1) additional one (1) year renewal option.

Fiscal Implications:

The cost of this service will be charged to the departmental contracted services budget.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the Job Order Contract (JOC) renewal for Kitchen Equipment Repair Service to RESCO, as the primary vendor, with Hobart Services, as the additional vendor, for projects between \$5,000 and \$500,000, as presented.

JOC # 21-1207
Kitchen Equipment Repair Services
Bid Tabulation

Pricing Description:	Hobart Services	RESCO
Hourly Labor Rate	\$ 152.00	\$ 70.00
Helper Hourly Labor Rate	\$ 152.00	\$ 35.00
Other Hourly Labor Rate	\$ -	\$ 105.00
		After Hours or Special Hours
Materials Mark-up	40%	35-50%
Equipment Rental Mark-up	0.00%	35.00%

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: August 25, 2022

Contact Person: M. Tish/C. Reece

RE: Bid Award for Job Order Contracting for Refrigeration Services

=====

Background Information:

Request for Bids, Job Order Contract (JOC) # 22-1225, has been opened and evaluated for awarding a contract for Refrigeration Services. We received three (3) bids for this service. After evaluating the bid proposals, the Child Nutrition Department recommends the primary vendor be awarded to A & H Refrigeration, Inc., while McCloskey Mechanical be awarded the additional vendor.

This bid will expire August 31, 2023 with three (3) additional one (1) year renewal options.

Fiscal Implications:

The cost of this service will be charged to the departmental contracted services budget.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the Job Order Contract (JOC) award for Refrigeration Services to A & H Refrigeration, Inc., as the primary vendor, with McCloskey Mechanical, as the additional vendor, for projects between \$5,000 and \$500,000, as presented.

JOC # 22-1225
Refrigeration Services
Bid Tabulation

Responding Supplier	City	State	Hourly Rate
A&H Refrigeration Co., Inc.	Waco	TX	\$ 50.00
McCloskey Mechanical	Blackwood	NJ	\$ 64.00

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: M. Tish

RE: Purchases over \$50,000 Under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Service

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Background Information:

In April 2020, the Board approved a change in Board Policy CH (Local) that requires all purchase requests over \$50,000 to be approved by the Board of Trustees prior to being made. These purchases will be made under a pre-existing bid or purchasing cooperative. The following purchase requests have been made as of August 24, 2023:

Pre-Existing Bid:

- Candor - \$355,201.00 – Contracted services for Special Education: ECI assessment personnel, school psychologist, speech language pathologist, speech language pathologist assistant, and music therapist – Waco ISD Bid# 22-1232 Special Education Consulting Services
- IDEAL - \$82,000.00 – Contracted services for Special Education: Speech language pathologist – Waco ISD Bid# 22-1232 Special Education Consulting Services
- Connected for Kids - \$84,000.00 – Contracted services for Special Education: Physical therapy services – Waco ISD Bid# 22-1232 Special Education Consulting Services
- Maxim Healthcare Services - \$100,920 – Contracted services for Special Education: Speech language therapist – Waco ISD Bid#22-1232 Special Education Consulting Services
- Waterford Research Institute – \$88,300.00 – Supplemental instruction software in K-3rd grade for math, reading, and science at Crestview ES, Dean Highland ES, and South Waco ES - Waco ISD Bid# 21-1182 Educational Consultants
- Texas Computer Education Association (TCEA) - \$81,600 – Online on-demand training for teachers for instructional technology - WISD Bid #21-1182 Educational Consulting, Professional Development, and Other Student-Based Contracted Services
- Frontline - \$576,607.06 – Renewal of our Student and Business Information System including all additional modules – WISD Bid #21-1193 Student and Business Information System(s)

- CDWG - \$ 56,216.44 – XProtect Server and Device License - Security camera licensing and software subscription – Waco ISD Bid #20-1179 Educational Software
- CDWG - \$ 55,925.00– Google Suite Workspace – Waco ISD Bid #20-1179 Educational Software
- University of Virginia Darden School Foundation - \$200,000.00 total (\$50,000 per campus) – Effective Schools Grant to provide coaching with a focus on instructional leadership, developing campus leadership roles and clarifying responsibilities, and ensuring strong systems are in place to support school improvement – Grant requires Local Education Agencies to use Vetted Improvement Programs – Waco ISD Bid #21-1182 Educational Consulting, Professional Development, and Other Student-Based Contracted Services
 - Cedar Ridge ES - \$50,000.00
 - Provident Heights ES - \$50,000.00
 - West Avenue ES - \$50,000.00
 - Parkdale ES - \$50,000.00

Purchasing Cooperative:

- Mobile Modular Management Corporation - \$162,116.72 – Portable rentals for Cesar Chavez MS, Parkdale ES, Cedar Ridge ES, Hillcrest PDS, and Tennyson MS – Buy Board Contract# 637-21 Modular Buildings, Classroom, and Relocation Services
- Soliant Health, LLC - \$108,000 – Contracted services for Special Education: Special Education Teacher - Killeen ISD Bid# 22-24-03-081 Therapy Services through Central Texas Purchasing Alliance
- SchoolMint Inc. – \$78,400 – Instructional coaching and classroom observation platform used to provide coaching and feedback for professional staff - TIPS Purchasing Cooperative Contract# 200702 Online Student Registration and Enrollment Systems
- Dell, Inc. - \$161,780.64 – Microsoft Office annual expense for district license – Includes all Windows and MS Office licenses for all devices and servers in the district – Texas Department of Information Resources (DIR) Contract# DIR-TSO-3763 Dell Branded Manufacturer Hardware, Software and Related Services
- MicroShare - \$50,000.00 – Content Keeper annual expense – Web content filter for all internet traffic – TIPS Purchasing Cooperative Contract# 21050301 Networking Equipment, Software, and Services
- Instructure - \$57,107.00- Learning management system for secondary students and faculty - Texas Statewide Consortium (via ESC Region 12) Contract# 2019-4-2024
- Netsync - \$50,449.20 - PURE Storage solution - Provide maintenance and system support for district storage – Choice Partners Cooperative Bid# 18/056KD-40 Technology Hardware, Software, and Services
- Solid Border - \$72,826.21 - Palo Alto Firewall - Anti threat protection for the district network- BuyBoard Cooperative Bid# 661-22 Technology Equipment, Products, Services, and Software

- Enterprise Security Solutions of Texas - EVOLV prohibited item detector for Waco HS - \$73,015.04 – BuyBoard Cooperative Bid# 654-21 Fire and Security Systems and Monitoring Services
- Relay Graduate School of Education - \$250,000.00 total (\$50,000 per campus) Aldine ISD Contract # 1819-S-AR, CTPA – Effective Schools Grant to provide coaching with a focus on instructional leadership, developing campus leadership roles and clarifying responsibilities, and ensuring strong systems are in place to support school improvement – Grant requires Local Education Agencies to use Vetted Improvement Programs
 - Brazos HS - \$50,000.00
 - Waco HS - \$50,000.00
 - Cesar Chavez MS - \$50,000.00
 - Dean Highland ES - \$50,000.00
 - Mountainview ES - \$50,000.00

Other:

- Education Service Center Region 12 - \$186,057.60 – Annual districtwide contract for all campuses and district-level departments for Coordinated School Health Co-op, Counselor Cooperative, Discovery Education, Eduphoria Suite, Enhanced Curriculum Co-op, Leadership Co-op, Migrant Shared Services Arrangement, TEKS Bank, TEKS Resource System, TExGuide, TEKS Bank, TSDS/PEIMS Co-op – Shared Services Agreement
- Intertek Professional Service Industries, Inc. - \$150,363.00 - Construction Testing and Materials at Waco High School, Phase 3 - Master Professional Services Contract Agreement for Construction Materials Testing
- Education Service Center Region 11 - \$60,506.00 – Annual districtwide TREC Resource Manager and Library Manager software for textbook and library book inventory management

Fiscal Implications:

The cost of these goods and services will be charged to the appropriate departmental budget.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the purchase requests over \$50,000, as presented.

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Gloria Barrera

RE: Approval of Changes to Utility Easement at Tennyson Middle School
=====

Background Information:

For decades ONCOR has had an easement on the Tennyson Middle School property for the large transmission towers. ONCOR is implementing a program to replace these towers and needs to revise this easement to provide for the installation of a monopole tower. The prior easement did not include this type of tower.

The existing towers on the Tennyson Middle School site serve the entire area, not just Tennyson Middle School. This work will not interfere with the operation of the existing facility or the construction of the new Tennyson Middle School.

Fiscal Implications:

There is no cost associated with this easement.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the granting of the utility easement to Oncor, as presented, and authorize the board president to execute the easement.



Representing Oncor Electric Delivery Company

8/17/2023

RE: *Easement Modification Agreement*

WACO ISD
PO BOX 27
WACO, TX 76703-0027

Dear WACO ISD:

Oncor Electric Delivery Company will be rebuilding a transmission power line that currently crosses a portion of your property. A "Notification of Construction" letter will be mailed to you prior to the construction start date.

The purpose of this letter is for your consideration of an "Easement Modification Agreement" regarding a structure(s) currently located within an existing Oncor Electric Delivery Company Easement on your property. Oncor will not be adding any additional poles but will be replacing the existing tower structure(s) with a monopole structure(s).

Prior to construction, Oncor will be on the easement Right of Way performing survey and geo-technical soil testing. Oncor will also be installing gates and culverts as needed to allow access along the Right of Way. A representative from Oncor will make an effort to notify you when someone will be on your property.

Due to safety and reliability requirements, the removal of trees within the easement area may be necessary. If the removal or trimming of trees is required on your property, Oncor Electric Delivery representatives will attempt to personally contact you and discuss these locations with you prior to taking action.

Please contact me to schedule a time that is convenient for you to discuss the compensation of \$500.00 per structure (for a total of \$500.00). Two copies of the signed Easement Modification Agreement will need to be mailed to the address below.

Oncor Transmission ROW
Attn: Amy Kennedy
777 Main Street, Ste. 707
Fort Worth, TX 76102

I appreciate your consideration in this matter and look forward to working with you.

Oncor Authorized Representative(s):

Abigail Gutman
agutman@ufsrw.com

Universal Field Services
Phone: 817-437-5005

Line Name: McGregor Phillips Tap Switch - Waco West
Switch 69 kV Line : Reconductor Waco West Switch to Structure 15/2
ACQ WA #: OPT49103
Old Str #'s: 11/A3

EASEMENT MODIFICATION AGREEMENT

Easement #: 76417, SE-137890

STATE OF TEXAS §
 § KNOWN ALL MEN BY THESE PRESENTS
COUNTY OF MCLENNAN §

For and in consideration of Ten and No/100 Dollars (\$10.00), and other good and valuable consideration, receipt of which is acknowledged by **Waco Independent School District**, the Easement and Right-of-Way acquired by "Easement and Right-of-Way" pursuant to that certain Judgment entered in Cause No. 21356, dated the 28th day of April 1948, recorded in the County Court of McLennan County, Texas, and dated the 24th day of August 1965, recorded in Volume 973, Page 548, of the Deed Records of McLennan County, Texas (the "Easement and Right-of-Way") is hereby modified to grant to **Oncor Electric Delivery Company LLC, a Delaware Limited Liability Company**, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202-1234 ("Company"), successor to (Texas Power and Light Company), the right to remove the electric transmission line currently existing on the property described in the Easement and Right-of-Way and to erect, construct, reconstruct, inspect, repair, maintain, improve, operate, and remove an electric transmission line, with all necessary appurtenances, including multiple circuits and steel or concrete monopoles as supporting structures, on the property described in the Easement and Right-of-Way.

All other rights granted in the Easement and Right-of-Way which are not in conflict with the terms of this Easement Modification Agreement continue in full force and effect.

In addition to the consideration above recited for the Easement Modification Agreement hereby granted, Company will restore the Easement to the same condition prior to construction and pay to the owner of the land, and, if leased, to his tenant, as they may be respectively entitled for actual damages to fences and growing crops and improvements located on the easement and right-of-way caused by reason of the construction, maintenance, addition or removal of said lines; provided, however, that no such payment will be made for trimming or removal of trees growing on the easement and right-of-way, nor for removal of buildings, structures, or obstructions erected upon the easement and right-of-way after granting of this easement and right-of-way.

Executed the ____ day of _____ 2023.

Waco Independent School District:

(Signature)

(Printed Name)

(Title)

ACKNOWLEDGMENT

STATE OF TEXAS §

§

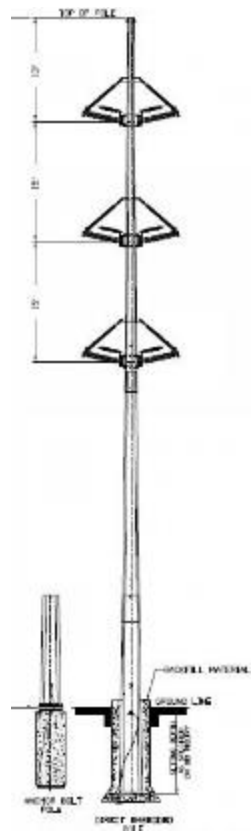
COUNTY OF MCLENNAN §

BEFORE ME, the undersigned authority, on this day personally appeared _____ as the _____ of **Waco Independent School District**, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated and he/she is authorized to do so.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this ____ day of _____, **A.D. 2023.**

Notary Public in and for the State of Texas

After execution, return to:
Oncor Electric Delivery Company LLC
Transmission ROW Services (1311)
Attn: Laura DeLaPaz
777 Main Street, Suite 707
Fort Worth, Texas 76102



14958

W. WAGO-BELTON
(W. WAGO-MCGREGOR SECTION, REBUILD)
SEE TD 41417

TRACT NO. 1 $\frac{1}{2}$ -30
SUPPLEMENTAL EASEMENT
E-76417 *Supplement*

252

E-137890

*copy
W
SD*

THE STATE OF TEXAS
COUNTY OF McLENNAN

V-973
P-548

WHEREAS, the undersigned JOHN E. TALLEY AND WIFE

MILDRED B. TALLEY

hereinafter called Grantor, whether one or more, is the owner of the following described land in McLennan County, Texas, to wit:

Said land being a 132.75 acre tract of land in the J. M. Sampier Survey, Abstract No. 785, McLennan County, Texas, described in deed dated 11-20-52, from Ella H. Bright, her 1/5 undivided interest, recorded in Volume 710, Page 454, in deed dated December 17, 1952, from Nekayah B. Delgado, his 1/5 undivided interest, recorded in Volume 712, Page 391, in deed dated June 7, 1954, from Olly Bright, et ux, their 1/5 undivided interest, recorded in Volume 743, Page 322, and in deed dated August 24, 1954, from Frances B. Wilmeth, et vir, their 1/5 undivided interest, to John E. & Mary B. Talley, recorded in Volume 747, Page 274, Deed Records of McLennan County, Texas.

across which land Texas Power & Light Company, hereinafter called Company, now operates and maintains an electrical transmission line in accordance with the terms of a certain easement strip in favor of said Company, as shown by Judgement 21356, dated the 28th day of April, 1948, and recorded in the Civil Minutes of District Court of said County; and

WHEREAS, under the terms of said existing easement the Company has the right to locate, erect, maintain and operate a second transmission line over and across the right of way described in said existing easement; however, in the construction, maintenance and operation of said second transmission line the Company proposes to install on said above described land four steel towers of a greater size than prescribed in the existing easement and further proposes, in the construction, maintenance and operation of said second transmission line to locate the same along a center line which is 30 feet from the center line of the right of way described in said original easement, rather than 35 feet from said center line as provided in said original easement. Company further desires the right to cut and remove all trees and shrubs from the right of way described in said original easement, and the right to prevent the growth of trees and shrubs thereon;

NOW THEREFORE, in consideration of the sum of TEN DOLLARS AND

OTHER CONSIDERATION (\$10 ⁰⁰)

Dollars in hand paid by Company to Grantor, Grantor does hereby grant to Company in the construction, maintenance and operation of said second transmission line, the right and privilege to erect, install and maintain upon said above described land four steel towers of such size and construction as Company may in its sole discretion determine, which towers shall be in lieu of such towers as prescribed in construction, maintenance and operation of said second transmission line and as are described and provided for in said original easement, and Grantor further agrees and grants unto the Company the right to locate, erect, maintain and operate said second transmission line along a center line which is 30 feet from the center line of the right of way as described in said original easement, rather than along a center line 35 feet from the center line of said right of way as provided in said original easement. Grantor further grants unto the Company the right to cut and clear from said above described land which is included within said easement and right of way all trees and to cut and keep cut all shrubs exceeding 15 feet in height.

Except as herein changed and modified said original easement is hereby ratified and confirmed and shall remain in full force and effect.

TO HAVE AND TO HOLD the above described rights unto said Company, its successors and assigns until said lines shall be abandoned.

Executed this 24 day of August, 1965.



John E. Talley
Mildred B. Talley

THE STATE OF TEXAS §
 §
COUNTY OF §

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared John E. Talley

person whose name _____ known to me to be the subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 24th day of August A. D., 1965.

Rachel Fritsch
Notary Public in and for _____
County, Texas RACHEL FRITSCH
Notary Public: McLennan County, Texas

THE STATE OF TEXAS §
 §
COUNTY OF §

BEFORE ME, the undersigned authority, in and for said County and State, on this day personally appeared John E. Talley and Mildred B. Talley his wife, both known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they each executed the same for the purposes and consideration therein expressed, and the said Mildred B. Talley wife of said John E. Talley having been examined by me privily and apart from her husband, and having the same fully explained to her, she, the said Mildred B. Talley acknowledged such instrument to be her act and deed and she declared that she had willingly signed the same for the purposes and consideration therein expressed, and that she did not wish to retract it.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 24th day of August A.D., 1965.

Rachel Fritsch
Notary Public in and for _____
County, Texas RACHEL FRITSCH
Notary Public: McLennan County, Texas

Ed Kinch
DAB #516

THE STATE OF TEXAS
COUNTY OF McLENNAN

I, Floyd Mitchell, Clerk of the County Court and Ex-Officio Recorder
of McLennan County, Texas, do hereby certify that the foregoing attached

instrument of writing and certificate of authentication thereto, was filed in my office for record on the 12
day of October 1965, at 9²⁵ o'clock a M., and recorded in Volume
993 on page 548 McLennan County Deed Record on the 12
day of October 1965, at 4¹⁵ o'clock p M.

Given under my hand and seal of said Court at office in Waco, Texas, the date last above written.

FLOYD MITCHELL

Clerk, County Court and Ex-Officio Recorder, McLennan County, Texas

By Helene Lopez Deputy.

40-0-186-30-710-357

INDEXED
11-30-65
McLennan
County
Clerk's Office
137890
FLOYD MITCHELL
CLERK
PROF. REC. 10 M H R
46

Yellow Green & Light
Company
Supplemental Aggr.
76447
110 Jod. (Rev.)
415 993
548

FILED FOR RECORD
AT 9²⁵ O'CLOCK a M.

OCT 12 1965

FLOYD MITCHELL, Clerk
County Court, McLennan County, Texas
By Helene Lopez DEPUTY

1093
10/12/65

E-76417

See E-137890

35

NO. 21356

TEXAS POWER & LIGHT COMPANY	IN THE COUNTY COURT
VS.	OF
BEN BRIGHT, ET AL	McLENNAN COUNTY, TEXAS.

On this the 27 day of April, A. D. 1948, came on to be heard the report of the Appraisers in the above styled and numbered cause, and it appearing to the Court that said report has been on file in this Court for more than Ten (10) Days, and that no objection thereto has been filed.

IT IS, THEREFORE, ORDERED, ADJUDGED AND DECREED by the Court that the Plaintiff, TEXAS POWER & LIGHT COMPANY, be, and is hereby, given an easement, ^{as herein after described} for the purpose of constructing and perpetually operating, maintaining and using certain lines consisting of steel towers, H-frames, wires, cross arms, insulators, guy wires and such apparatus, devices and arrangements, as may be necessary and proper to maintain and operate the same for the purpose of transmitting and transporting electric current and power of high voltage between West Waco Substation in the County of McLennan and other facilities of Petitioner in the County of McLennan, and said lines will be run, operated, maintained over, across, upon and through the following described real estate, the fee simple title to which is owned by the said Ben M. Bright and Ethel Bright out of the J. M. Sampier Survey in McLennan County, Texas, and being the same land conveyed to Ben M. Bright and wife, Ethel Bright by Ella Bright, Et Al, by deed dated February 14, 1947, and recorded in Volume 584, Page 142 of Deed Records of McLennan County, Texas, and described more fully in said deed. Said land being more particularly described as follows:

BEING 132-3/4 acres about 3 miles West of Waco known as the G. W. Bright Farm, BEGIN-

Vo- 9519
 April 1948
 [Signature]

NING at a point in the South line of the
J. M. Sampier Survey 927 vrs S 60 W from the
SE corner of said original survey;

THENCE N 30 W 15 feet to fence of lane, 1294
feet along the line of fence of tract sold to
T. H. McMullen, Jr. by Agnes T. Prather to stake
for NE corner of this tract;

THENCE S 60 W 3882 feet to corner which is also
the NE corner of the 20 acre tract bought by Wm.
L. Prather to A. B. Sterling in 1890;

THENCE S 30 E 190 feet to stake for corner;

THENCE S 60 W 688 feet for corner in W line of
the 20 acre tract sold by Sterling to Prather;

THENCE S 30 E 1089 feet along the line of the
West fence of said Sterling tract to fence along
lane, 1104 feet in all to corner in S line of
said Sampier Survey;

THENCE N 60 E 4570 feet along said S line of
said Sampier Survey to place of beginning,
containing in all 132-3/4 acres more or less.

There is excepted however from the foregoing
tract that certain tract of land described in
deed from G. W. Bright to McLennan County dated
April 20, 1906, recorded Book 179, page 546, Mc-
Lennan County Deed Records, containing 1294 x 30
feet.

The easement and right-of-way herein described will be for
the purpose of locating, erecting, maintaining and operating two
electric transmission lines, the center lines of which will be
parallel to and 35 feet on each side respectively from the center
line of the right-of-way to be condemned; said center line of
right-of-way being particularly located and described as follows:

BEGINNING at a point in a property line, said
property line running in a northwesterly and south-
easterly direction dividing the property of Ben
M. Bright and John McGlasson, said point being one
foot, more or less, southeast of a northwest pro-
perty corner on the property of Ben M. Bright.

THENCE Northeasterly 2465 feet, more or less, to
an angle point in said line.

THENCE Southeasterly from said angle point 230 feet,
more or less, to a point in the northwest line of
a county road, said point being 1510 feet, more or
less, southwest of a point where said road line in-
tersects the southwest line of another countyroad.

Said lines will be constructed substantially as follows:

Two steel towers with base twenty feet (20') square, not
exceeding sixty feet (60') in height, twelve (12) H-frames, no

no Guys will be erected, said H-Frames each consisting of two poles erected in an upright position. Poles shall not exceed twenty-six (26) inches in diameter at the ground line and not exceeding sixteen (16') feet apart with cross arms to each H-Frame and not exceeding 30 feet in length fastened upon H-Frames at right angles to the direction of said line at a height sufficient to insure a minimum clearance of twenty-two (22) feet between the lowest conductor and the ground in any point in the span. Metallic wires to be from H-Frame to H-Frame, and be sustained in the air by attachments to said cross arms together with such poles, braces, screws, pins, insulators, and other fasteners, appliances and attachments as are necessary and proper for attaching said cross arms to said poles and said wires to said cross arms and said poles to ground.

The land upon which said lines will be locate, and the space of seventy-five (75) feet on each side of center line heretofore described will not be fenced or enclosed by petitioner, and no use thereof is to be made by petitioner except for the erection of said lines and ingress and egress in the operation and maintenance thereof, and the use of said land by the owner thereof is not to be obstructed or interfered with except so far as this may be done by said lines, and the construction, maintenance and operation thereof, and except that, in order to prevent endangering the said lines by fire, storm or otherwise, and in order to prevent causing the same to become dangerous in anywise to life or property, no growth, other than growing crops or trees less than twenty (20) feet in height, and no building or structure, is to be permitted within a space bounded by a line seventy-five (75) feet on each side of the center line heretofore described, and parallel to the center line of said lines, as shown by the above description, and any such growth, except as aforesaid, and any such building or structure, will be removed at the time of construction of said lines and thereafter prevented.

IT IS FURTHER ORDERED THAT in consideration for such easement TEXAS POWER & LIGHT COMPANY, the plaintiff herein, pay to Ben M. Bright and wife, Ethel Bright, the owners of the land described, and The Equitable Life Assurance Society of the United States and Temple National Bank of Temple, Texas, who have valid liens upon said land, all of whom are defendants herein, the sum of THIRTY-NINE HUNDRED AND NO/100 (\$3900.00) DOLLARS, and that the said TEXAS POWER & LIGHT COMPANY is to pay to the defendants, G. L. Owens and wife, Victoria Owens, tenants upon said land, the sum of THREE HUNDRED AND NO/100 (\$300.00) DOLLARS, and that the said TEXAS POWER & LIGHT COMPANY pay all costs in this behalf incurred, and that upon the payment of said sums of money into the registry of this Court, this judgment become final, and that writ of possession issue in behalf of the petitioner, TEXAS POWER & LIGHT COMPANY.

IT IS FURTHER ORDERED BY THIS COURT that the award of the Commissioners be, and the same is, hereby made apart of this judgment, and it is the further order of this Court that such decision by recorded in the Minutes of this Court, together with this judgment.

D. Y. McDaniel

COUNTY JUDGE.

O. K.

F. M. Fitzpatrick
Atty for defendants

O. K.

Stansell Bryan
Atty for Ptf

THE STATE OF TEXAS, }
COUNTY OF McLENNAN }

I, FLOYD MITCHELL, Clerk of the County Court in and for McLennan County, Texas, do hereby certify that the above and foregoing are true and correct copies of the following instruments, to-wit:

1. Judgment
2.
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22.
23.

in cause No. 21356, in said Court, entitled ~~THE STATE OF TEXAS~~
Texas Power & Light Co. vs. Ben Bright, et al

as the same appear from the original instruments, now on file and of record in said Court.

TO CERTIFY WHICH, witness my hand and official seal of said Court, at my office, in the City of Waco,
this the 28th day of April, A. D., 1948

FLOYD MITCHELL,
Clerk, County Court, McLennan County, Texas.
By Edward D. Roberts
Deputy.

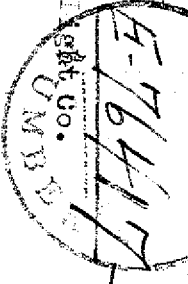
McLennan County

JUDGMENT

Texas Power & Light Co.

VS

Ben Bright, et al.



Government - Agent

NO acc Gen. Sta. Mc Gregor
Sub. - Wash 20 acc Subl.
Group 60 KV Trans. Line

Acct E-137890

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Gloria Barrera

RE: Resolution Regarding Hazardous Traffic Conditions

Background Information:

Texas Education Code 42.155(d) allows Districts to obtain supplemental state funding for transporting regular, otherwise ineligible students, who live within two miles of their school but who would be subject to hazardous traffic conditions if they walked to school. No more than 10% of the District’s routes may be designated as “hazardous” for state funding purposes. Using a standardized matrix with various safety and traffic criteria, the Transportation Department evaluates the hazardous walk-out areas in the District to ensure that students have a safe walking path to school and annually makes recommendations for the adoption of a resolution regarding Hazardous Traffic Conditions.

The Administration has identified the following hazardous routes for the 2022-2023 school year which are included in the proposed Resolution:

1. Alta Vista Elementary- New Road between I-35 and Robinson Road; Robinson Road between New Road and Primrose Drive; Primrose Drive between I-35 and Robinson Road
2. Bells Hills Elementary- South Valley Mills Drive between Clay Avenue and I-35; South 26th between Clay Avenue and I-35; Speight Avenue between South Valley Mills Drive and 18th and 17th; Dutton Avenue between South Valley Mills Drive and South 26th; Clay Avenue between South Valley Mills Drive and South 18th and 17th Street
3. Brook Avenue Elementary School- North 18th Street between Trice Avenue and Herring Avenue; Trice Avenue between 18th Street and 15th Street
4. Cedar Ridge Elementary School- Lake Shore Drive between College Drive and Park Lake Drive; North 19th/18th Street between Lyle Avenue and Lake Shore Drive; Herring Ave between 18th Street and 4th Street.
5. Crestview Elementary School- Bosque Boulevard between Lake Air and 36th Street; North 36th Street between Waco Dr. and Bosque Boulevard; Valley Mills between Waco Dr. and Lake Air; Lake Air between Valley Mills and Bosque Boulevard; Waco Dr. between Valley Mills and 36th Street.
6. Dean Highland Elementary School- Lyle Avenue between North 18th Street and McArthur Avenue; Herring Avenue between North 18th and McArthur; 26th Street between Maple and Herring Ave
7. J. H. Hines Elementary School- I-35 between Martin Luther King Boulevard and Forrest Street; Martin Luther King Blvd between Waco Dr and I-35; East Waco Drive between Martin Luther King Blvd and Clifton Street; Faulkner Lane between Martin Luther King Blvd and Garrison Ave.

8. Kendrick Elementary School- New Road between Beverly Drive and Bagby Avenue; Memorial Drive between New Road and South Valley Mills Drive
9. Mountainview Elementary- Cobbs Dr. between Valley Mills and Lake air
10. Parkdale Elementary- Sanger Ave between Valley Mills and Hwy 6; Bosque Blvd between Hwy 6 and Valley Mills; Valley Mills Dr between Sanger Ave and Bosque Blvd.
11. South Waco Elementary- S. 18th St. between I-35 and Lasalle Ave; LaSalle Ave Between 23rd and 12th; Garden between Boyd and 15th.
12. West Avenue Elementary- N 18th St and 17th between Bosque Blvd and W. Waco Dr; Waco Dr between 22nd and 5th.
13. Cesar Chavez MS- Valley Mills between Beverly and I-35; Lasalle between University Parks and the Circle
14. Indian Springs MS- Waco Dr. between 5th Street and University Parks; 5th Street between Waco Dr. and Washington; University Park Dr. between Washington Ave. and Waco Dr.
15. Tennyson MS- Sanger Ave. between Hwy6 and Valley Mills; Hwy 6 between Hwy84 and Bosque Blvd.; Hwy 84 between Hwy 6 and Valley Mills; Valley Mills between Hwy 84 and Bosque Blvd.
16. Waco High- 18th between Waco Dr. and Lyle Ave; Lyle Ave. between 18th St. and 41st; Cobbs between 41st and Valley Mills; Valley Mills between Ridgewood Dr and Waco Dr; Lake Air between Cobbs and Valley Mills; Waco Dr. between Valley Mills and 18th; New Rd. between Valley Mills and Cobbs; Bosque Blvd. between Valley Mills and 18th.
17. University High- I-35 between Hwy6 and Valley Mills; Hwy 6 between I-35 and N. Robinson Dr.; N. Robinson Dr. between Hwy 6 and Lasalle Ave.

Fiscal Implications:

The Resolution regarding hazardous traffic conditions allows the District to secure transportation funding based on hazardous traffic conditions. The designated routes do not exceed 10% of our regular routes.

Administrative Recommendation(s):

Approve the Resolution regarding Hazardous Traffic Conditions as presented.

RESOLUTION REGARDING HAZARDOUS TRAFFIC CONDITIONS

WHEREAS, Texas Education Code 42.155(d) allows the Board of Trustees of the Waco Independent School District to obtain supplemental state funding for transporting regular, otherwise ineligible students who live within two miles of their school but who would be subject to hazardous traffic conditions if they walked to school;

WHEREAS, the TEA handbook of School Transportation Allotments requires the Board to adopt language providing the definition of hazardous traffic conditions applicable to the District and identifying the specific hazardous areas for which such funding is requested;

WHEREAS, the Board acknowledges the Texas Education Code 42.155(d) provisions stating that a hazardous condition exists where no walkway is provided and students must walk along or cross a freeway or expressway, an underpass, an overpass or a bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Waco Independent School District has defined hazardous traffic conditions in the same manner as stated in Texas Education Code 42.155(d) and has identified the following specific hazardous areas in which such conditions exist:

1. Alta Vista Elementary- New Road between I-35 and Robinson Road; Robinson Road between New Road and Primrose Drive; Primrose Drive between I-35 and Robinson Road
2. Bells Hills Elementary- South Valley Mills Drive between Clay Avenue and I-35; South 26th between Clay Avenue and I-35; Speight Avenue between South Valley Mills Drive and 18th and 17th; Dutton Avenue between South Valley Mills Drive and South 26th; Clay Avenue between South Valley Mills Drive and South 18th and 17th Street
3. Brook Avenue Elementary School- North 18th Street between Trice Avenue and Herring Avenue; Trice Avenue between 18th Street and 15th Street
4. Cedar Ridge Elementary School- Lake Shore Drive between College Drive and Park Lake Drive; North 19th/18th Street between Lyle Avenue and Lake Shore Drive; Herring Ave between 18th Street and 4th Street.
5. Crestview Elementary School- Bosque Boulevard between Lake Air and 36th Street; North 36th Street between Waco Dr. and Bosque Boulevard; Valley Mills between Waco Dr. and Lake Air; Lake Air between Valley Mills and Bosque Boulevard; Waco Dr. between Valley Mills and 36th Street.
6. Dean Highland Elementary School- Lyle Avenue between North 18th Street and McArthur Avenue; Herring Avenue between North 18th and McArthur; 26th Street between Maple and Herring Ave
7. J. H. Hines Elementary School- I-35 between Martin Luther King Boulevard and Forrest Street; Martin Luther King Blvd between Waco Dr and I-35; East Waco Drive

- between Martin Luther King Blvd and Clifton Street; Faulkner Lane between Martin Luther King Blvd and Garrison Ave.
8. Kendrick Elementary School- New Road between Beverly Drive and Bagby Avenue; Memorial Drive between New Road and South Valley Mills Drive
 9. Mountainview Elementary- Cobbs Dr. between Valley Mills and Lake air
 10. Parkdale Elementary-Sanger Ave between Valley Mills and Hwy 6; Bosque Blvd between Hwy 6 and Valley Mills; Valley Mills Dr between Sanger Ave and Bosque Blvd.
 11. South Waco Elementary- S. 18th St. between I-35 and Lasalle Ave; LaSalle Ave Between 23rd and 12th; Garden between Boyd and 15th.
 12. West Avenue Elementary- N 18th St and 17th between Bosque Blvd and W. Waco Dr; Waco Dr between 22nd and 5th.
 13. Cesar Chavez MS- Valley Mills between Beverly and I-35; Lasalle between University Parks and the Circle
 14. Indian Springs MS- Waco Dr. between 5th Street and University Parks; 5th Street between Waco Dr. and Washington; University Park Dr. between Washington Ave. and Waco Dr.
 15. Tennyson MS- Sanger Ave. between Hwy6 and Valley Mills; Hwy 6 between Hwy84 and Bosque Blvd.; Hwy 84 between Hwy 6 and Valley Mills; Valley Mills between Hwy 84 and Bosque Blvd.
 16. Waco High- 18th between Waco Dr. and Lyle Ave; Lyle Ave. between 18th St. and 41st; Cobbs between 41st and Valley Mills; Valley Mills between Ridgewood Dr and Waco Dr; Lake Air between Cobbs and Valley Mills; Waco Dr. between Valley Mills and 18th; New Rd. between Valley Mills and Cobbs; Bosque Blvd. between Valley Mills and 18th.
 17. University High- I-35 between Hwy6 and Valley Mills; Hwy 6 between I-35 and N. Robinson Dr.; N. Robinson Dr. between Hwy 6 and Lasalle Ave.

ADOPTED THIS 24th DAY OF AUGUST, 2023.

WACO INDEPENDENT SCHOOL DISTRICT

By: _____
 President, Board of Trustees

Waco Independent School District
Board of Trustees Board Meeting Item

Date: August 24, 2023

Contact Person: Suzanne Hamilton

RE: 2023-2024 Student Code of Conduct

Background Information:

Attached is the Student Code of Conduct (SCC) for 2023-2024, with Legislative changes (blue text) and updates as indicated.

Location	Date of Change	Name & Reason	Summary of Change
Entire Document Review	July 2023	Suzanne Hamilton; TASB model	Minor changes, names, and dates updated.
Document updates	July 2023	Suzanne Hamilton; SHB policy & procedural updates; TASB SCC guidance	Updated policies & procedures as reflected in the Student Handbook to include Safety and Security, Health Services, Discipline, Curriculum & Instruction areas with HB 473, HB 3, HB 114, HB 3928, SB 37, and HB 1427 notated.

TASB made the following changes as a result of the 2023 legislative action:

- **House Bill (HB) 114** amends Chapter 37 to make clear that conference, hearing, and review provisions in 37.009(a) apply to all removals for mandatory placement in a Disciplinary Alternative Education Program (DAEP) and mandatory expulsions. This bill requires a student to be placed in the DAEP if the student possesses, uses, or is under the influence of, sells, gives, or delivers marijuana, THC, or an e-cigarette to another person within 300 feet of school property or at a school-related event. The requirement for mandatory expulsion for felony marijuana, THC, and alcohol-related conduct has been removed. In addition, the bill allows a program of educational and support services to be provided to a student and parents for an offense involving e-cigarettes. If a DAEP is at capacity, a student who commits an offense related to marijuana, THC, e-cigarettes, alcohol, or abusable volatile chemicals shall be placed in in-school suspension (ISS) until a place in a DAEP becomes available or the period of the student’s placement ends. If a DAEP is at capacity when a student who engaged in violent conduct needs to be placed, a district may

move a student placed in DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical to ISS to make room for the student who engaged in violent conduct. If a district removes a student from a DAEP to ISS, the student must be returned to a DAEP if a place becomes available before the end of the placement period.

- **House Bill (HB) 3928** amends Chapter 37 to require the district to provide information to a student's parent or person standing in parental relation to the student about the process for requesting a full individual and initial evaluation of the student for purposes of special education services both when a student is placed in the DAEP under Section 37.006 and as part of the student's personalized transition plan developed by the campus administrator.
- **Senate Bill (SB) 37** amends Chapter 37 to remove the requirement for a report of hazing or planned hazing to be submitted in writing. The bill allows a report to be made to a peace officer, law enforcement agency, dean of students, or other institutional official. The bill also provides immunity from liability for any person, including an entity organized to support an organization, who reports a specific hazing incident to certain people, including a peace officer or law enforcement agency, if the person makes the report before being contacted by the educational institution or law enforcement agency and cooperates in good faith with the investigation conducted by the institution or law enforcement agency.
- **House Bill (HB) 1427** expands the offense of harassment under Penal Code 42.07 to include making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

Fiscal Implications:

None

Administrative Recommendation(s):

Approve the 2023-2024 Student Code of Conduct as presented.



**Waco ISD Student Code of Conduct
2023–2024 School Year**

RESPONSIBILITY~COOPERATION~RESPECT~COMPASSION~SELF-DISCIPLINE~
SELFLESSNESS~TRUSTWORTHINESS/HONESTY~COURAGE~TOLERANCE~
CHARACTER EDUCATION TRAITS

If you have difficulty accessing the information in this document because of disability, please contact the District Administrative Offices at 254-755-9473 or emailinfo@wacoisd.org.

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Blue text indicates new language.

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the campus principal, the District Administrative Offices at 254-755-9473, or email info@wacoisd.org.

Purpose

The Student Code of Conduct (“Code of Conduct”), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Code of Conduct has been adopted by the Waco ISD board of trustees and developed with the advice of the district-level planning and decision-making committee. It informs parents and students about standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code of Conduct remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

Per state law, the Code of Conduct shall be posted at each school campus or available for review at the principal’s office. The Code of Conduct shall also be available at the campus behavior coordinator’s office and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the district’s board of trustees adopts the Code of Conduct, it has the force of policy. In a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the district's interest is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

- During the regular school day;
- While the student is traveling on district transportation;
- During lunch periods in which a student is allowed to leave campus;
- At any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
- When a student engages in cyberbullying, as defined by Education Code 37.0832;
- When criminal mischief is committed on or off school property or at a school-related event;
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
- For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
- When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated as the campus behavior coordinator (CBC). The designated person may be the principal or any other campus administrator selected by the principal. The CBC is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at www.wacoisd.org and www.wacoisd.org/Page/10955.

Threat Assessment and Safe and Supportive School Team

The CBC or other appropriate administrator will work closely with the campus threat assessment and safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action per the Code of Conduct.

Searches

District officials may conduct searches of students, their belongings, and their vehicles following state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

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The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the district's property and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

As appropriate, the principal, CBC, and other school administrators shall report crimes as required by law and call local law enforcement when an administrator suspects a crime has been committed on campus.

Security Personnel

The board utilizes school resource officers (SROs) and security personnel to ensure the security and protection of students, staff, and property. Under the law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

Police officers employed by the District shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, District police officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate law violations as needed. In doing so, District police officers may serve search warrants concerning District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in enforcing this policy as necessary.
5. Assist with investigating violations of District policy, rules, and regulations as requested by the Superintendent.
6. Carry weapons as directed by the chief of police and approved by the Superintendent.
7. Carry out all other duties as directed by the chief of police or Superintendent. District police officers shall not be assigned routine classroom discipline or administrative tasks.

"Parent" Defined

Throughout the Code of Conduct and related discipline policies, "parent" includes a parent, legal guardian, or other person having lawful control of the child.

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Participating in Graduation Activities

The district has the right to limit a student's participation in graduation activities for violating the district's Code of Conduct.

Participation might include a speaking role established by district policy and procedures.

The campus principal shall notify students eligible to give the opening and closing remarks at graduation. Notwithstanding any other eligibility requirements, to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if they engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Unauthorized Persons

Per Education Code 37.105, a school administrator, SRO, or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is unacceptable and may result in refusal of entry or ejection.

As appropriate, appeals regarding the refusal of entry or ejection from district property may be filed under policies FNG(LOCAL) or GF(LOCAL). However, the timelines for the district's grievance procedures shall be adjusted to permit the person to address the board within 90 calendar days unless the complaint is resolved before a board hearing.

See [DAEP—Restrictions During Placement](#) on page 23 for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave responsibly.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on [Out-of-School Suspension](#) on page 17, [DAEP Placement](#) on page 18, [Placement and/or Expulsion for Certain Offenses](#) on page 25, and [Expulsion](#) on page 28, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in [Removal from the Regular Educational Setting](#), as detailed on page 16.

Fighting

Fighting will not be allowed. (See [glossary](#).)

Disregard for Authority

Students **shall not**:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequences assigned by a teacher or principal.

Mistreatment of Others

Students **shall not**:

- Use profanity or vulgar language or make obscene gestures.

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- Fight or scuffle. (For assault, see [DAEP—Placement and/or Expulsion for Certain Offenses](#) on page 25.)
- Threaten a district student, employee, or volunteer, including off-school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See [glossary](#) for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student 18 or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See [glossary](#).)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See [glossary](#).)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students **shall not**:

- Damage or vandalize property owned by others. (For felony criminal mischief, see [DAEP—Placement and/or Expulsion for Certain Offenses](#) on page 25.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it is not a felony, according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see [DAEP— Placement and/or Expulsion for Certain Offenses](#) on page 25.)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students **shall not** possess or use the following:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;

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- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- *A firearm silencer or suppressor;
- *A location-restricted knife; (Over 5.5 inches)
- *A club;
- *A firearm;
- A stun gun;
- Knuckles;
- A pocket knife or any other small knife; (blade under five and one-half inches)
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered weapons, including school supplies, when the principal or designee determines a danger exists.

*For weapons and firearms, see [DAEP—Placement and/or Expulsion for Certain Offenses](#) on page 25. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students **shall not**:

- Use a telecommunications device, cell phone, or other electronic device in violation of district and campus rules.

The District permits students to possess personal cellular telephones; however, these devices must remain turned off and out of sight during the instructional day unless they are being used for approved instructional purposes as identified by their teachers.

Campus administrators shall have the discretion to determine the appropriate use of cellular phones for students participating in or attending extracurricular activities while on school property or while attending school-sponsored or school-related activities on or off school property.

Students shall not use a telecommunications device, including a cellular telephone or other electronic devices, violating District and campus rules. If a student violates the cell phone rules, it may be confiscated by school staff. If confiscated, the parent may pick it up from the office for a fee of \$15.00.

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Mobile telephones or any device capable of capturing images (pictures or video) are strictly prohibited in locker rooms or restroom areas at school or school-related or school-sponsored events.

Illegal, Prescription, and Over-the-Counter Drugs

Students **shall not**:

- Possess, use, give, or sell alcohol or an illegal drug. (See [DAEP Placement](#) on page 18 and [Expulsion](#) on page 28 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See [glossary](#) for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See [glossary](#) for “abuse.”)
- Abuse over-the-counter drugs. (See [glossary](#) for “abuse.”)
- Be under the influence of prescription or over-the-counter medications that cause impairment to the body or mind. (See [glossary](#) for “under the influence.”)
- Have or take prescription or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students **shall not**:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding using technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off-school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off-school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

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- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students **shall not**:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students **shall not**:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying another student's work, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible school community members. Disciplinary action shall draw on the professional judgment of teachers and administrators and a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

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Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law and the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding the discipline of students with disabilities, see policy FOF(LEGAL).

Following the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see [glossary](#)) until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall consider a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.

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- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in [Out-of-School Suspension](#) on page 17.
- Placement in a DAEP, as specified in [DAEP](#) on page 18.
- Expulsion and/or placement in an alternative educational setting, as specified in [Placement and/or Expulsion for Certain Offenses](#) on page 25.
- Expulsion, as specified in [Expulsion](#) on page 28.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students. They are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain other than corporal punishment, as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck, placing something in, on, or over the student's mouth or nose, or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progressing appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

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Notification

The CBC shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student on the day the action was taken for delivery to the student's parent. If the parent has not been reached by telephone or in-person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC cannot notify the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under 18 to detention outside regular school hours, notice shall be given to the student's parent to inform them of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the CBC's office, or the central administration office or through Policy Online[®] at the following address: www.wacoisd.org.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

Removal from the School Bus

A bus driver may refer a student to the principal's office or the CBC's office to maintain effective discipline on the bus. The principal or CBC must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or specific misconduct warrants immediate removal, the principal or the CBC may restrict or revoke a student's transportation privileges per the law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in a routine referral or formal removal from the regular educational setting.

Routine Referral

A routine referral occurs when a teacher sends a student to the CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques,

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including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

- The teacher has documented a student's behavior as repeatedly interfering with the teacher's ability to teach the class or with other students ability to learn; or
- The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the CBC or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the CBC or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the CBC or other administrator may place the student in the following:

- Another appropriate classroom.
- ISS.
- Out-of-School Suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior under the Education Code that requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

A student formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for behavior listed in the Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

The district shall only use out-of-school suspension for students in grade 2 or below if the conduct meets the requirements established in law.

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A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of the law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended, a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and allow the student to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the CBC shall take into consideration the following:

- a. Self-defense (see [glossary](#)),
- b. Intent or lack of intent at the time the student engaged in the conduct,
- c. The student's disciplinary history,
- d. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- e. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- f. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the Internet.

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A student removed from the regular classroom to ISS or another setting other than a DAEP will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5, and secondary classification shall be grades 6–12.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

A student expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

- Self-defense (see [glossary](#)),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history,
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in this Code of Conduct's General Conduct Violations section.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student 18 years of age or older without the student's consent.

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- Involvement in a public school fraternity, sorority, secret society, or gang, including participating as a member or pledge or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See [glossary](#).)
- Involvement in criminal street gang activity. (See [glossary](#).)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with the threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has a reasonable belief (see [glossary](#)) that the student engaged in conduct punishable as a felony other than aggravated robbery or those listed as offenses in Title 5 (see [glossary](#)) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The CBC **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See [glossary](#).)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see [glossary](#)) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. ([School-related felony drug offenses are addressed in Expulsion on page 28.](#)) (See [glossary](#) for "under the influence," "controlled substance," and "dangerous drug.")
 - [Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC.](#) A student with a valid prescription for low-THC cannabis, as authorized by Chapter 487 of the Health and Safety Code, does not violate this provision.
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - [Sells, gives, or delivers to another person or possesses or uses an e-cigarette.](#)

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- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See [glossary](#).)
- Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in [Expulsion](#) on page 28.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see [glossary](#)) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - The student receives deferred prosecution (see [glossary](#)),
 - A court or jury finds that the student has engaged in delinquent conduct (see [glossary](#)), or
 - The superintendent or designee has a reasonable belief (see [glossary](#)) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the CBC.

Conference

When a student is removed from class for a DAEP offense, the CBC or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the CBC or appropriate administrator shall provide the student with the following:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

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Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

- Self-defense (see [glossary](#)),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history,
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall provide the parent with a copy of the placement order and information. A copy of the DAEP placement order and [information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services](#) shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code of Conduct, the placement order shall give notice of the inconsistency.

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS and then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the placement period for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the

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student was enrolled at the time of removal and required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student threatens the safety of other students or district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned placement term.

For placement in a DAEP to extend beyond the end of the school year, the CBC or the board's designee must determine that:

- The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
- The student has engaged in serious or persistent misbehavior (see [glossary](#)) that violates the district's Code of Conduct.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed following policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office,

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the CBC's office, the central administration office, or through Policy Online® at the following address: www.wacoisd.org.

Appeals shall begin at Level One with the Student Services Department.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

The district does not permit a student placed in a DAEP to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP shall not be provided transportation unless they are a student with a disability entitled to transportation following the student's IEP or Section 504 plan or those identified through the highly mobile department.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

A student placed in a DAEP shall be provided a review of their status, including academic status, by the CBC or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If, during the term of placement in a DAEP, the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

- Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see [glossary](#)), or deferred prosecution will be initiated, or
- The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with

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the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the student's presence in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parents may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP, and the student withdraws from the district before a placement order is completed, the CBC may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement served by the student during enrollment in another district. If the CBC or the board fails to issue a placement order after the student withdraws, the next district where the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall decide on a case-by-case basis whether to continue the placement of a student who enrolled in the district and was assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state. The district may place the student in the district's DAEP or a regular classroom setting.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or if the extended placement is in the student's best interest.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. The student shall be given the appropriate

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conference required for assignment to a DAEP no later than the tenth day after the placement date.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification per state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any court supervision, the student may be placed in DAEP or JJAEP for one semester or in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

- Threatens the safety of other students or teachers,
- Will be detrimental to the educational process, or
- Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, under state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is

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limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, per Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see [glossary](#)) of the Penal Code. The student must have:

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of the following:

- The date on which the student's conduct occurred,
- The location at which the conduct occurred,
- Whether the conduct occurred while the student was enrolled in the district, or
- Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

- Threatens the safety of other students or teachers,
- Will be detrimental to the educational process, or
- Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

- The student graduates from high school,
- The charges are dismissed or reduced to a misdemeanor offense, or

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- The student completes the placement term or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of their status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the placement term.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

- Self-defense (see [glossary](#)),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history,
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See [DAEP Placement](#) on page 18.)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
 - Aggravated assault.

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- Sexual assault.
- Aggravated sexual assault.
- Murder.
- Capital murder.
- Criminal attempt to commit murder or capital murder.
- Aggravated robbery.
- Breach of computer security. (See [glossary](#).)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of **any amount of** marijuana, a controlled substance, or a dangerous drug. A student with a valid prescription for low-THC cannabis, as authorized by Chapter 487 of the Health and Safety Code, does not violate this provision. (See [glossary](#) for "under the influence.")
- Selling, giving, or delivering to another person; possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See [glossary](#).)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See [glossary](#).)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.

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- Felony [controlled substance or dangerous drug offenses, not including THC](#).
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See [glossary](#).)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See [glossary](#).)
- Possession of a firearm, as defined by federal law. (See [glossary](#).)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion, as defined by Penal Code 1.07; or
- Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See [glossary](#).)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

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Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun is defined by state law as any firearm designed, made, or adapted to be used with one hand. (See [glossary](#).) *Note:* A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LLEGAL).]
 - A location-restricted knife, as defined by state law. (See [glossary](#).)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See [glossary](#).)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See [glossary](#).)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or disabled individual.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance or a dangerous drug.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the CBC or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parents shall be invited in writing to attend the hearing.

Until a hearing can be held, the CBC or other administrator may place the student in:

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- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

- Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
- An opportunity to testify and to present evidence and witnesses in the student's defense, and
- An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Office of Student Management authority to conduct hearings and expel students.

Expulsion Appeal

After the due process expulsion hearing, the expelled student may request an administrative review of the expulsion decision. Any such request shall be in writing and submitted to the Department of Student Services within seven days after receipt of the written expulsion order/decision. The appropriate administrator and/or Superintendent's designee must provide the student or parent with written notice of the meeting date, time, and place where the Superintendent's designee will conduct the review.

The Superintendent's designee will review the record of the expulsion hearing and hear a statement from the student or parent and/or any other administrator. The Superintendent's designee or other District administrators at the review will base its decision on evidence reflected in the record and any statements made by the parties at the review. The Superintendent's designee may make and communicate their decision orally at the conclusion of the presentation and follow up in writing or communicate the decision in writing to all parties within seven school days after the review. Consequences will not be deferred pending the outcome of any appeal/grievance or hearing.

Board Review of Expulsion

After the expulsion appeal decision, the expelled student may request that the board review the expulsion decision. The student or parent must submit a written request to the superintendent within seven days of receipt of the written decision. The superintendent must provide the student or parent written notice of the meeting date, time, and place the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and the board's designee.

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The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration the following:

- Self-defense (see [glossary](#)),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history,
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

If the student is expelled, the board or its designee shall deliver a copy of the order expelling the student and the student's parent.

Not later than the second business day after the hearing, the Coordinator of Student Management shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines in the Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

A student's expulsion duration shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

- The student is a threat to the safety of other students or district employees, or
- Extended expulsion is in the best interest of the student.

State and federal law requires a student to be expelled from the regular classroom for at least one calendar year for bringing a firearm to school, as defined by federal law. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district, and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

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If the student re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period served by the student during enrollment in another district.

If the CBC or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If, during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during expulsion.

No district academic credit shall be earned for work missed during expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall decide on a case-by-case basis the placement of a student subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

- The out-of-state district provides the district with a copy of the expulsion order, and
- The offense resulting in the expulsion is also an expellable offense in the district where the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

- The student is a threat to the safety of other students or district employees, or
- Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given the appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, academic services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LLEGAL) and FODA(LLEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

- Causes serious bodily injury to another;
- Uses or exhibits a deadly weapon; or
- Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a. 65 years of age or older, or
 - b. A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily to penetrate metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

- Starting a fire or causing an explosion with intent to destroy or damage:
 - a. Any vegetation, fence, or structure on open-space land; or
 - b. Any building, habitation, or vehicle:
 - i. Knowing that it is within the limits of an incorporated city or town,
 - ii. Knowing that it is insured against damage or destruction,
 - iii. Knowing that it is subject to a mortgage or other security interest,
 - iv. Knowing that it is located on property belonging to another,
 - v. Knowing that it has located within it property belonging to another, or
 - vi. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
- Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starting a fire or causing an explosion and, in so doing:
 - a. Recklessly damaging or destroying a building belonging to another, or
 - b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02 if the conduct involves accessing a computer, computer network, or computer system owned by or

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operated on behalf of a school district and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

- Bullying that occurs on or is delivered to school property or the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted to dispense a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument specially designed, made, or adapted to inflict serious bodily injury or death by striking a person with the instrument, and includes but is not limited to blackjack, nightstick, mace, and tomahawk.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Groups 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinol (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of

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telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drugs are defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term consists of a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision-maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made or adapted to inflict serious bodily injury, death, or substantial property damage or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that they know is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

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Fighting Two or more students engage in a spontaneous or self-defense physical combat incident. **(Mutual Combat)** is defined as two or more students or persons that choose to mutually engage in physical combat using blows or force to strive to overcome the other student(s) or person(s).

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable [firearm](#); or
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such a term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the owner's consent. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

- Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
- Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
- Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which the conveyor knows to be false, that another person has suffered death or serious bodily injury;
 - d. [Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;](#)
 - e. [Making a telephone call and intentionally failing to hang up or disengage the connection;](#)

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- f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
- g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

Hazing is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or

Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hit list is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, videotape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

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Knuckles are any instrument consisting of finger rings or guards made of a hard substance designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon is an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun, as defined by Penal Code 46.01, is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices used for inhaling, ingesting, injecting, or introducing a controlled substance into a human body.

Possession means to have an item on one's person or one's personal property, including, but not limited to:

- Clothing, purse, or backpack;
- A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
- Telecommunications or electronic devices; or
- Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

- The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
 - a. An explosive weapon;
 - b. A machine gun;
 - c. A short-barrel firearm;
- Armor-piercing ammunition;
- A chemical dispensing device;
- A zip gun;
- A tire deflation device; or
- An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or makes sexual contact in a public place or, if not in a public place when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in a school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

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Reasonable belief is what an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee reasonably believes a student engaged in conduct is punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information and **must consider the information furnished** in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect themselves.

Serious misbehavior means:

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
- Conduct that constitutes the offense of:
 - Public lewdness under Penal Code 21.07;
 - Indecent exposure under Penal Code 21.08;
 - Criminal mischief under Penal Code 28.03;
 - Hazing under Education Code 37.152; or
 - Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;

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- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

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Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Waco Independent School District

Board of Trustee Workshop Agenda Item

Date: August 24, 2023

Contact Person: Dr. Daniel Lopez

RE: T-TESS Appraisers for 2023-2024 School Year

=====
Background Information:

Per DNA (Local), the Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher’s supervisor.

Attached is the 2023-2024 T-TESS Appraiser list for Board consideration. T-TESS Administrators who may serve as Second Appraisers for 2023-2024 are designated in the attached list with an asterisk (*).

Fiscal Implications:

None

Administrative Recommendation(s):

The administration recommends approval of the 2023-2024 T-TESS Appraisers list as presented.

2023-2024 T-TESS Appraisers
August 24, 2023

Last Name	First Name	Role
Adams	Bryant	Assistant Principal
Albertie	Takeisha	Assistant Principal
Allen	Thia	Assistant Principal
Alvarado	Nancy	Assistant Principal
Barefield	Elijah	Dean/Assistant Principal
Bartlett	Sarah	Dean
Brabham	Beth	Dean/Instructional Program
Carpenter*	Larry	District Administrator
Carridine*	Ronnita	District Administrator
Castillo	Jessica	Assistant Principal
Collier	Krystal	Assistant Principal
Cornblum*	Deena	District Administrator
Cox*	Melissa	District Administrator
Craytor	Samantha	Principal
Curtis*	Larryl	District Administrator
Dean	Haley	Principal
Detlefsen	Cari	Principal
Edison*	Ricky	District Administrator
Eskew	Brittney	Assistant Principal
Fetsko	Angelia	Coordinator (GWAHCA)
Flentge	Amanda	Assistant Principal
Frasure	Lauren	Principal
Goodman	Sheree	Assistant Principal
Guajardo	Diana	Assistant Principal
Gutierrez*	Josie	District Administrator
Hamilton*	David	District Administrator
Hamilton*	Suzanne	District Administrator
Hand	John	Assistant Principal Intern
Hardeman	Desiree	Assistant Principal
Hassell*	Karen	District Administrator
Helton	Lindsey	Principal
Hernandez	Pedro	Principal
Hubbard	Sharina	Principal
Ingram	Kristi	Principal
Jenkins	Joi	Assistant Principal
Johnson	Quinisha	Associate Principal
Kersch	Becky	Assistant Principal
Kidd*	Jeremy	District Coordinator
Knight	Kathleen	Assistant Principal
Knox	Bradley	Assistant Principal
Lange	Erin	Principal

Latchison	Daphanie	Principal
Lewis	Reginald	Principal
Logan	Jennifer	Assistant Principal
Logan*	Karmen	District Administrator
Lopez	Areli	Assistant Principal
Lopez*	Daniel	District Administrator
Love	Alfreda	Assistant Principal
Lozano	Isabel	Principal
McAdoo	Alonzo	Principal
McCall	Dale	Dean/School Administrator
McGruder	Sterlin	Principal
McVade	Bianca	Assistant Principal
Moore	Bamma	Associate Principal
Northern	Marissa	Assistant Principal
Orchard	Amber	Assistant Principal
Ortiz	Lena	Principal
Parker	Rhonda	Assistant Principal
Pedrotti*	Sarah	District Administrator
Pfleging	Daniel	Assistant Principal
Pritchard*	Melissa	District Coordinator
Rambo	Mathew	Dean/School Administrator
Rankin	Chris	Principal
Robinson	Odis	Assistant Principal
Sanders*	Brittany	District Coordinator
Saxenian*	Lisa	District Administrator
Sora	Chemise	Assistant Principal
Stewart, Jr.	James	Dean
Tankersley*	Stephanie	District Administrator
Taylor*	Everett	District Administrator
Trammell	Bonnie	Principal
Volkman	Troy	Assistant Principal
Walker	Lisa	Assistant Principal
Weeks	John	Principal
Whitaker	Courtney	Principal
White	Gregory	Assistant Principal
White*	Keonna	District Administrator
Williams*	Yolanda	District Administrator
Wooden	Denise	Associate Principal
Yourman	Christie	Principal

*Second Appraisers

Updated August 2023

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Deena Cornblum

RE: 4-H Extracurricular Status Request

=====

Background Information

19 TAC §129.21(j)1 permits students who are participating in off-campus activities with a professional member of the school district or an adjunct staff member of the school district to be counted as present for attendance purposes. The school board must approve the agreement for an adjunct staff member to supervise the activity.

Extension agents may be awarded adjunct staff member status. McLennan County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status.

19 TAC §76.1001 defines an extracurricular activity as an activity sponsored by the University Interscholastic League (UIL), the school district board of trustees, or an organization sanctioned by resolution of the board of trustees.

This resolution recognizes 4-H as an extracurricular activity in Waco ISD. By approving this request, WISD allows the same attendance accounting for students who elect to participate in 4-H as in other district-approved extracurricular activities.

Fiscal Implications

None

Administrative Recommendation(s):

Approve the 2023-2024 Resolution of Extracurricular Status of 4-H Organization and the Adjunct Faculty Request to award extension agents adjunct staff member status.

EXTRACURRICULAR STATUS REQUEST

Request for Extracurricular Status for 4-H

MCLENNAN COUNTY EXTENSION SERVICE**TEXAS A&M
AGRI LIFE
EXTENSION**

July 25, 2023

Dr. Susan Kincannon
Waco ISD
PO BOX 27
Waco, TX 76703

Dear Dr. Susan Kincannon:

On behalf of the 4-H members of McLennan County, I/we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the Waco ISD. I/we further request that questions regarding this RESOLUTION be directed to me/us in a timely manner so that I/we may prepare and present an appropriate response so as not to delay action on this request.

Finally, I/we request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me/us for my/our files.

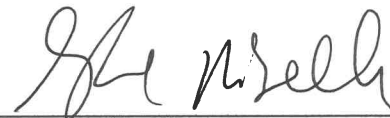
Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,



Madeline Makovy
CEA, 4-H & Youth Development

Jerod Meurer
CEA, Natural Resources



Dr. Shane McLellan
CEA, Ag & Natural Resources



April Strickland
CEA, Better Living for Texans

Attachment: Resolution for Extracurricular Status of 4-H Organization.

McLennan County Extension
4224 Cobbs Drive
Waco, Texas 76710

<https://mclennan.agrilife.org/> | Tel. 254.757.5180 | Fax. 254.757.5097

EXTRACURRICULAR STATUS REQUEST

Resolution requesting Extracurricular Status for 4-H

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

_____ **Waco Independent School District** _____

meeting in public with a quorum present and certified, did adopt this resolution that recognizes the

_____ **McLennan County** _____

County Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under 19 Texas Administrative Code, Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to all rules and regulations set forth under the 19 Texas Administrative Code as interpreted by this Board and designated officials of this school district.

Texas A&M AgriLife Extension will request academic eligibility for all 4-H competitive activities, regardless if a school absence is or is not required, and for non-competitive purposes when an absence is required.

Approved this _____ day of _____, 20_____.

Board of Trustee

Superintendent

ADJUNCT FACULTY REQUEST

Cover Letter requesting Adjunct Faculty Status

MCLENNAN COUNTY EXTENSION SERVICE

July 25, 2023

Dr. Susan Kincannon
 Waco ISD
 PO BOX 27
 Waco, Tx 76703

Dear Dr. Susan Kincannon:

On behalf of the McLennan County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Waco Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 (j). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

- (1) *The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:*
- (A) *has a minimum of a bachelor's degree; and*
 - (B) *is eligible for participation in the Teacher Retirement System of Texas.*

McLennan County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period of time indicated on the agreement.

I hope Waco Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "mmakovy".

Madeline Makovy
 CEA, 4-H & Youth Development

Jerod Meurer
 CEA, Natural Resources

Dr. Shane McLellan
 CEA, Ag & Natural Resources

April Strickland
 CEA, Better Living for Texans

Attachment: Adjunct Faculty Agreement

ADJUNCT FACULTY REQUEST

Adjunct Faculty Agreement

THE STATE OF TEXAS
COUNTY OF McLennan

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Waco Independent School District, hereinafter referred to as "District." A quorum having been established; the Board proceeded to consider the appointment of the herein named individual(s) as an adjunct member of the Waco Independent School District.

Upon consideration and vote of _____ in favor, _____ is hereby named as adjunct faculty member(s) of the _____ Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the _____ day of _____, 20____ and remain in effect until the _____ day of _____, 20____.

2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Madeline Makovy	CEA, 4-H & Youth Development	B.S.	Tarleton State University	2022
Dr. Shane McLellan	CEA, Agriculture & Natural Resources	Doctor of Education	Texas A&M University	2014
Jerod Meurer	CEA, Natural Resources	M.S.	Texas A&M University – Kingsville	2015
April Strickland	CEA, Better Living for Texans	B.S.	Texas A&M University – San Antonio	2013

- Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Waco Independent School District.
- Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
- Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District 8 or Dr. Shane McLellan County Extension Director.
- Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Madeline Makovy, Dr. Shane McLellan, Jerod Meurer, and April Strickland County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named **McLennan** County Extension Agent(s), **Madeline Makovy, Dr. Shane McLellan, Jerod Meurer, and April Strickland** (Extension employee) is/are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by **Waco** Independent School District or any of its employees, agents, officers and/or board members in the performance of governmental functions.

Signed this _____ day of _____, 20__.

Waco Independent School District

By: _____

**WACO INDEPENDENT SCHOOL DISTRICT
BOARD MEETING MINUTES**

Regular Meeting, July 27, 2023 - 6:00 p.m.
WISD Administration Offices Board Room

BOARD MEMBERS PRESENT

Stephanie Korteweg
Jose Vidana
Jeremy Davis
Keith Guillory
Angelo Ochoa
Jonathan Grant
Jim Patton

BOARD MEMBERS ABSENT

CALL TO ORDER

Stephanie Korteweg, Board President, called the meeting of the Waco Independent School District Board of Trustees to order at 6:00 p.m. She stated that a quorum of Board Members was present, that the meeting had been duly called, and that the notice of the meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

PUBLIC COMMENTS ON AGENDA ITEMS

Mary Jane Waits, Associate of Texas Professional Educators (ATPE) Member, commented in strong support of approving the increase on the proposed 2023-2024 Compensation Plan.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

Pledge of Allegiance

Krystal Romero, a Brook Avenue Elementary student, led the Pledge of Allegiance.

UIL Texas State Solo-Ensemble Contest Award Winners

All solos and ensembles that received a Division 1 rating on a Class 1 selection at the region solo and small ensemble contest during the school year were eligible to enter the Texas State Solo-Ensemble Contest. The contest was held on May 27 and May 29, 2023 in the Austin area. The district was excited to share 42 students earned gold and silver awards at this contest.

International Thespian Excellence Awards

This summer, the University High School Thespian Troupe 1212 and the Waco High Thespian Troupe 2542 traveled to Bloomington, Indiana to compete in the International Thespian Excellence Awards. The district was excited to share that 19 of our students received recognition.

Texas School District Police Chiefs Association Regional Director

The Texas School District Police Chiefs Association was formed in 1996 by school district police chiefs from Houston and nearby areas. The association is organized into 20 geographical regions based on the Texas Education Agency's Regional Education Service Centers. Each region has a Region Director responsible for assisting the president in regional operations, chairing necessary committees, recruiting new members, and helping with the Annual Meeting/Training Conference. Chief David Williams has been appointed to represent Region 12, which includes several central Texas counties.

ESC 12 Bilingual/ESL BESA Award Winners

In Region 12, where bilingual and English as a second language (ESL) teachers are in high demand, the Education Service Center 12 organized the first annual Bilingual ESL Support Award (BESA) Ceremony. This event recognized outstanding teachers who have been working in the Texas Teacher Shortage Areas of bilingual and ESL education since 1990. The BESA Awards included various categories, such as the TEA's Title III Symposium peer nominations, team awards, and individual awards. The District was honored to share the 2022-2023 BESA Awards Recipients:

- Leader of the Year and Title III Influencer: Grace Benson
- Bilingual Teacher of the Year and Title III Influencer: Krisol Villa Flores
- Title III Influencer: Maria Antonio

Community Partner Award

The Board recognized the Hispanic Leaders' Network (HLN), a group of dedicated leaders committed to supporting current and future leaders in the Greater Waco Community. HLN's vision is to empower leaders and make a positive difference in the community.

SUPERINTENDENT'S REPORT

Family Fest, August 5, 2023

Dr. Kincannon shared that this is the 11th annual Waco ISD Family Fest. The Fest aims to welcome all students and foster a strong sense of community while starting the new school year. The event will be held at University High School organized according to

feeder patterns. Parents can verify their students' enrollment and receive a voucher for a free clear backpack. Those who register that day will receive a free backpack with supplies. Additionally, various health screenings will be available for students at no cost. The fest will include a meal of hot dogs and chips.

Back-to-School Employee Convocation

Dr. Kincannon expressed her excitement regarding the 2023-2024 Back-to-School Convocation. On August 10, 2023, at 9:00am the district will hold Convocation to celebrate the new school year with all employees. This will be the first district-wide convocation event in person since 2019. The event will take place at the Grand Masonic Lodge and will feature students and staff, along with an inspirational message from renowned speaker Dr. Adolph Brown III. The focus of Convocation is on leading with heart and achieving positive results throughout the upcoming school year.

G.W. Carver Move-In

Dr. Kincannon gave an update on the construction of the new 184,000 square foot G.W. Carver Middle School. The work is progressing tirelessly 7 days a week to ensure the facility is ready for the first day of school on August 14. Teachers are expected to have access to their classrooms by August 7, 2023. On August 12, district administrators will assist Carver staff, and lunch will be provided on-site by O'Connell Roberston. Following this, Carver students and family will pick up class schedules beginning at noon.

INFORMATION ITEMS/REPORTS

- Monthly Financial Reports for the Period Ended June 30, 2023
- SHAC Review

CONSENT AGENDA: CONSIDER AND TAKE APPROPRIATE ACTION

- Amendments to the 2022-2023 Budget
- Bid Award for Athletic Supplies, Equipment and Repairs
- Bid Award for Child Nutrition Services Kitchen Equipment
- Bid Award for Educational Consultants, Professional Development, and other Student-Based Contracted Services
- Purchases in Excess of \$50,000 under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Service
- Second Reading of Board Policy Update 121
- Second Reading of Board Policy DH (LOCAL)
- Adult Meal Pricing Increase for the 2023-2024 School Year

- Amendment to the Interlocal Agreement between the McLennan County Juvenile Probation Department and Waco ISD for Child Nutrition Services for the 2023-2024 School Year
- Cost Share Agreement between Waco ISD and Communities-in-Schools of the Heart of Texas
- Interlocal Agreement with the Texas Department of Information Resources for Shared Technology Systems
- Memorandum of Understanding between the Waco Independent School District and Partner Independent School Districts and Tuition and Building Fee Rates for the Greater Waco Advanced manufacturing and Health Care Academies for the 2023-2024 School Year
- Renewal of interlocal Participation Agreement with the Texas Association of School Boards (TASB) Risk Management Fund for Property, Auto Liability, and Physical Damage, School Liability Insurance, and Workers' Compensation Coverage
- Hiring of an Employee Related to a Current Administrator
- Board of Trustees Meeting Minutes
 - Regular Meeting - June 29, 2023

Keith Guillory made a motion, seconded by Jose Vidana to approve the Consent Agenda as presented. The motion was carried unanimously (7-0).

REVIEW AND DISCUSS KENDRICK AND SOUTH WACO ELEMENTARY SCHOOLS DESIGN DEVELOPMENT UPDATE

Architects from O'Connell Robertson presented schematic design updates for South Waco Elementary Kendrick Elementary.

REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION REGARDING THE 2023-2024 COMPENSATION PLAN

Dr. Daniel Lopez presented the proposed 2023-2024 salary increases:

- A \$1,750 salary increase for employees paid on the Teacher Pay Scale
- A 3% increase of the appropriate pay grade midpoint for employees paid on the Administrative/Professional, Paraprofessional, and Auxiliary Pay Scales.
- Minimum hourly rates for the 201, 202, 301, and 302 Pay Grades have increased. The minimum, midpoint, and maximum of the remaining Paraprofessional and Auxiliary Pay Grades have been adjusted to reflect the higher starting hourly rates.
- Equity adjustments identified by TASB
- Stipend increases

The estimated cost of the proposed salary increases, with equity adjustments, is approximately \$3.9 million. The cost of the increases will be included in the proposed budget for the 2023-2024 fiscal year.

Keith Guillory made a motion, seconded by Jim Patton, to approve the salary increases as presented. The motion was carried unanimously (7-0).

REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION REGARDING THE SUPERINTENDENT'S SALARY

Jose Vidana made a motion, seconded by Jonathan Grant, to approve a 3% increase in the Superintendent's salary. The motion was carried unanimously (7-0).

REVIEW AND DISCUSS DUAL LANGUAGE PROGRAM UPDATE

Grace Benson shared an update on the Dual Language Program. The Texas Education Agency (TEA) recognizes school districts across the state that excel in implementing high-quality ESL, Bilingual, Dual Language Immersion, and Newcomer programs for Emergent Bilingual students. This year, Waco ISD was highlighted by TEA for its successful programs.

REVIEW AND DISCUSS HOUSE BILL 3 IMPLICATIONS

Elizabeth Cox and Chief David Williams shared updates regarding House Bill 3 that has been passed by the 88th Texas Legislature. This bill addresses school safety and the new requirement that districts have at least one armed security officer per campus.

ANNOUNCEMENTS

Elizabeth Cox, Chief of Staff, shared the following announcements:

- Student registration continues
- Reunification Training July 31 and August 1 at University High School
- New Teacher Launch August 1-2
- Waco ISD Family Fest, August 5
- Meet the Teacher Nights
 - Middle School Meet the Teacher, August 9
 - Elementary School Meet the Teacher, August 10
 - High School Meet the Teacher, August 11
- First Day of School, August 14
- August Board Meetings
 - Special Board Meeting, August 10
 - Team Building Meeting, August 17
 - Regular Board Meeting, August 24
- University High School vs Joshua ISD, August 18

ADJOURNMENT

The meeting adjourned at 8:55 p.m.

Board President

Board Secretary

**WACO INDEPENDENT SCHOOL DISTRICT
BOARD MEETING MINUTES**

Special Meeting, August 10, 2023 - 6:00 p.m.
WISD Administration Offices Board Room

BOARD MEMBERS PRESENT

Stephanie Korteweg
Jose Vidana
Keith Guillory
Angelo Ochoa
Jonathan Grant
Jim Patton

BOARD MEMBERS ABSENT

Jeremy Davis

CALL TO ORDER

Stephanie Korteweg, Board President, called the meeting of the Waco Independent School District Board of Trustees to order at 6:03 p.m. She stated that a quorum of Board Members was present, that the meeting had been duly called, and that the notice of the meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

PUBLIC COMMENTS ON AGENDA ITEMS

No public comments.

**REVIEW AND DISCUSS THE PROPOSED BUDGET AND TAX RATE FOR THE
2023-2024 FISCAL YEAR**

Sheryl Davis, Chief Financial Officer, presented information on the proposed budget for funds included in the budget as well as for funds for which the District is the fiscal agent (GWAMA/GWACHA, Day School for the Deaf Program, Challenge Academy). Information on the proposed tax rate was also presented.

**CONSIDER, DISCUSS, AND TAKE APPROPRIATE ACTION REGARDING THE
NOTICE OF THE PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX
RATE FOR THE 2023-2024 FISCAL YEAR, SETTING THE PROPOSED TAX RATE
AND THE DATE, TIME, AND PLACE FOR THE PUBLIC MEETING**

Sheryl Davis, Chief Financial Officer, shared the notices of the public meeting. The proposed budget and tax rate will be posted on August 11, 2023.

There will be a public meeting to discuss the budget and proposed tax rate before the August 24, 2023, Regular Meeting begins. The budget and tax rate will be adopted after the public meeting.

Keith Guillory made a motion, seconded by Jonathan Grant to approve the Notice of the Public Meeting to Discuss Budget and Proposed Tax Rate for the 2023-2024 Fiscal Year, Setting the Proposed Tax Rate and the Date, Time and Place for the Public Meeting. The motion was carried unanimously (6-0).

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ALLOWANCE EXPENDITURE AUTHORIZATION #9 FOR WACO HIGH SCHOOL

Gloria Barrera, Chief Facilities and Operations Officer, presented the cost reduction measures O'Connell Robertson identified for Waco High School. These items were included in the value engineering of the project.

Jose Vidana made a motion, seconded by Angelo Ochoa to approve the Allowance Expenditure Authorization #9 for Waco High School. This motion was carried unanimously (6-0).

CONSIDER, DISCUSS, AND TAKE APPROPRIATE ACTION REGARDING APPROVAL OF ALLOWANCE EXPENDITURE AUTHORIZATION #10 FOR WACO HIGH SCHOOL

Gloria Barrera, Chief Facilities and Operations Officer, presented the unexpected expense cost related to the City of Waco's required civil document changes, which arose after Rogers O'Brien priced the plan. O'Connell Robertson's engineer and district personnel have reviewed the proposed cost and find it to be acceptable.

Angelo Ochoa made a motion, seconded by Jim Patton to approve the Allowance Expenditure Authorization #10 for Waco High School. The motion was carried unanimously (6-0).

CONSIDER, DISCUSS, AND TAKE APPROPRIATE ACTION REGARDING ALLOWANCE EXPENDITURE AUTHORIZATION #5 FOR TENNYSON MIDDLE SCHOOL

Gloria Barrera, Chief Facilities and Operations Officer, presented the cost reduction measures O'Connell Robertson identified for Tennyson Middle School.

Jim Patton made a motion, seconded by Jose Vidana to approve the Allowance Expenditure Authorization #5 for Tennyson Middle School.

ANNOUNCEMENTS

Elizabeth Cox, Chief of Staff, shared the following announcements:

- Meet the Teacher Nights

- Elementary School Meet the Teacher, August 10
- High School Meet the Teacher, August 11
- First day of school, August 14
- District leaders will be at G.W. Carver to help staff move in on August 12. Lunch will be provided at 11:00 am for staff. Families will be provided lunch in the park
- The annual Team Building Board Meeting will be held at G.W. Carver Middle School at 4:00 pm on August 17

REVIEW AND DISCUSS HOUSE BILL 3 REQUIREMENT FOR ARMED SECURITY OFFICERS

REVIEW AND DISCUSS POTENTIAL CONTRACTS ON REAL PROPERTY

The Board convened into closed session at 7:06 p.m.

The Board reconvened at 8:22 p.m.

ADJOURNMENT

The meeting adjourned at 8:22 p.m.

Board President

Board Secretary

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Sheryl Davis

RE: Consider, Discuss, and Take Appropriate Action Regarding Adoption of the Budgets for the 2023-2024 Fiscal Year

=====

Background Information:

In accordance with Section 44.002 of the Education Code, the Superintendent has caused to be prepared a proposed budget covering all estimated revenue and proposed expenditures of the district for the 2023-2024 fiscal year. Under rules adopted by the State Board of Education, the annual official budget includes the general, food service and debt service funds. The proposed budget was presented to the Board of Trustees at a specially called meeting on August 10, 2023.

The proposed General Fund budget of \$161,660,047, Child Nutrition Fund budget of \$11,281,649 and Debt Service Fund budget of \$25,920,221 are presented on the attached schedule.

The Budgets were prepared under the following assumptions:

- ADA estimated at 11,816
- Local net taxable property values of \$9,191,914,689 with \$104,804,845 in value under protest and \$1,333,665,486 in homesteads with tax ceilings
- Maintenance and Operations Tax Rate of \$0.766400/\$100 of assessed value
- Interest and Sinking Tax Rate at \$0.262187/\$100 of assessed value

A general compensation increase is included in the 2023-2024 proposed budgets. Employees paid on the Teacher schedule will receive an average increase of \$1750 or 3.0% for the 2022-2023 school year with the starting salary increasing from \$51,475 to \$52,975. Employees paid on the other employee schedules received a 3.0% increase of the midpoint. The minimum wage rate for full-time regular paraprofessional and auxiliary staff was raised to \$14.00 per hour and schedules have been adjusted to reflect the higher starting rate. Additionally, selected salaries were adjusted to address market differences and improve pay equity.

The district's monthly contribution to group health insurance was not increased from \$456 per employee. However, the budget does include mandatory benefit increases in contributions to the Teacher Retirement System.

The proposed budgets were developed based on an M&O tax rate of \$0.766400 and an I&S tax rate of \$0.262187 per \$100 of valuation for a total tax rate of \$1.028587. This is a \$0.213282 reduction from the total 2022 tax rate of \$1.241869.

Included in the budget are the State Compensatory funds. The Texas Education Agency allots funds for school districts annually for state compensatory education (SCE). SCE funds may be used to provide a compensatory, intensive, or accelerated instruction

program that enables the students to be performing at grade level at the conclusion of the next regular school term. SCE is defined in law as programs and/or services designed to supplement the regular education program to directly increase the academic achievement of students identified as at risk of dropping out of school. A district may not budget funds received for any other purpose until the district adopts a budget to support additional accelerated instruction under Texas Education Code Section 42.152, Subsection (b-1). Included in the budgeted amounts presented for the General Fund is \$12,145,235 of SCE funds. The District is projected to receive \$20,081,446 from the state through the Foundation School Program. A minimum expenditure of 55% is required to maintain compliance with state law. This budget complies with that requirement.

Also attached are budgets for the McLennan County Challenge Academy and the Regional Day School for the Deaf, both of which Waco ISD acts as the fiscal agent, and the locally funded budgets for the Greater Waco Advanced Health Care and Manufacturing Academies. These budgets are primarily funded through contributions from member/participating districts.

The proposed budget for the McLennan County Challenge Academy balances estimated revenues with proposed appropriations. Estimated revenues will fall short of covering budgeted expenditures for the Regional Day School for the Deaf by \$120,731, the Greater Waco Advanced Health Care Academy by \$265,000, and the Greater Waco Advanced Health Care Academy by \$180,000. These three funds must be subsidized by the District's General Fund by an estimated \$565,731. All students enrolled in the Regional Day School for the Deaf are counted in the District's attendance and generate Foundation School Program revenue for the General Fund.

Fiscal Implications:

Adoption of the proposed budgets provides funding for District operations for fiscal year 2023-2024.

Administrative Recommendations:

The administration recommends the Board of Trustees consider and approve budgets for the 2022-2023 fiscal year in the following amounts, as presented.

Official Budget:

General Fund	\$161,660,047
Child Nutrition Fund	11,281,649
Debt Service Fund	25,920,221

Other Budgets:

Greater Waco Advanced Health Care Academy	\$ 1,346,786
Greater Waco Advanced Manufacturing Academy	1,341,933
McLennan County Challenge Academy	886,247
Regional Day School for the Deaf	719,111

Waco Independent School District

**Official Budget
2023-2024**

	General Fund	Child Nutrition Fund	Debt Service Fund	Memorandum Total
Revenues:				
Local and Intermediate Source Revenue	\$ 73,488,500	404,000	23,014,469	96,906,969
State Program Revenue	78,705,561	-	2,359,589	81,065,150
Federal Program Revenue	5,405,000	10,585,000	-	15,990,000
Total Revenues	157,599,061	10,989,000	25,374,058	193,962,119
Appropriations:				
Instruction	88,456,586	-	-	88,456,586
Instructional Resources and Media Services	530,514	-	-	530,514
Instructional Staff Development and Curriculum Development	4,585,198	-	-	4,585,198
Instructional Leadership	4,007,386	-	-	4,007,386
School Leadership	10,496,861	-	-	10,496,861
Guidance, Counseling and Evaluation Services	6,502,343	-	-	6,502,343
Social Work Services	829,625	-	-	829,625
Health Services	1,544,147	-	-	1,544,147
Student Transportation	3,729,228	-	-	3,729,228
Food Services	-	11,281,649	-	11,281,649
Extracurricular Activities	5,870,373	-	-	5,870,373
General Administration	7,446,584	-	-	7,446,584
Plant Maintenance and Operations	18,408,136	-	-	18,408,136
Security and Monitoring Services	3,602,281	-	-	3,602,281
Data Processing Services	2,979,816	-	-	2,979,816
Community Services	520,969	-	-	520,969
Debt Service	302,000	-	25,914,221	26,216,221
Facilities Acquisition and Construction	-	-	-	-
Payments to Shared Services Arrangement	300,000	-	-	300,000
Payments to Juvenile Justice Alternative Education Program	585,000	-	-	585,000
Payments to Tax Increment Fund	25,000	-	6,000	31,000
Other Intergovernmental Charges	938,000	-	-	938,000
Total Appropriations	161,660,047	11,281,649	25,920,221	198,861,917
Excess (Deficiency) of Estimated Revenues Over Appropriations	(4,060,986)	(292,649)	(546,163)	(4,899,798)
Other Financing Sources/(Uses)	(565,731)	-	-	(565,731)
Net Change in Fund Balance	(4,626,717)	(292,649)	(546,163)	(5,465,529)
Fund Balance, beginning of year	52,192,203	5,656,031	5,005,919	62,854,153
Fund Balance, end of year	47,565,486	5,363,382	4,459,756	57,388,624
Non-spendable Fund Balance	(400,000)	-	-	(400,000)
Restricted Fund Balance:				
Retirement of Long-term Debt	-	-	(4,459,756)	(4,459,756)
National School Lunch and Breakfast Program	-	(5,363,382)	-	(5,363,382)
Other Restricted Fund Balance	(2,355,428)	-	-	(2,355,428)
Committed Funds	(1,994,667)	-	-	(1,994,667)
Unassigned Fund Balance	\$ 42,815,391	-	-	42,815,391

Waco Independent School District
Other Proposed Budgets
2022-2023

	Greater Waco Advanced		McLennan Co. Challenge Academy	Regional Day School for the Deaf	<i>Memorandum Total</i>
	Health Care Academy	Manufacturing Academy			
Revenues:					
Local and Intermediate Source Revenue	\$ 1,014,676	1,083,000	682,245	560,000	3,339,921
State Program Revenue	67,110	78,933	204,002	38,380	388,425
Total Revenues	\$ 1,081,786	1,161,933	886,247	598,380	3,728,346
Appropriations:					
Instruction	\$ 899,881	859,802	516,152	607,612	2,883,447
Instructional Staff and Curriculum Development	9,300	6,300	-	91,499	107,099
Instructional Leadership	265,676	175,882	-	-	441,558
School Leadership	-	-	209,921	-	209,921
Guidance, Counseling and Evaluation Svcs	96,220	187,257	75,550	-	359,027
Health Services	-	-	100	-	100
Plant Maintenance and Operations	75,709	112,692	7,300	-	195,701
Payments to Shared Services Arrangement	-	-	77,224	20,000	97,224
Total Appropriations	\$ 1,346,786	1,341,933	886,247	719,111	4,294,077
Excess (Deficiency) of Estimated Revenues Over Appropriations	\$ (265,000)	(180,000)	-	(120,731)	(565,731)
Other Financing Sources/(Uses)	265,000	180,000	-	120,731	565,731
Net Change in Deferred Revenue	\$ -	-	-	-	-
Deferred Revenue, beginning of year	-	-	459,036	-	459,036
Deferred Revenue, end of year	\$ -	-	459,036	-	459,036

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Sheryl Davis

RE: Consider, Discuss, and Take Appropriate Action Regarding a Resolution Adopting the Tax Rate for the 2023 Tax Year

=====

Background Information:

Annually, the Board of Trustees must determine the property tax rate necessary to provide sufficient local revenues to fund the adopted budget for the succeeding fiscal year. The tax rate must be in two parts: (1) an Interest and Sinking Fund (I&S) tax rate is determined to levy sufficient taxes required to service the interest and principal requirements for the District’s outstanding bonded debt; (2) a Maintenance and Operations (M&O) tax rate is determined to meet the District’s share of the general operating fund budget. All legal requirements for setting the 2023 tax rate have been accomplished except for the formal adoption of the resolution establishing the tax rate. The Notice of Public Meeting to Discuss Budget and Proposed Tax Rate was published in the Waco Tribune on August 14, 2023. A copy of the notice is attached.

The administration is recommending an M&O tax rate of \$0.766400/\$100 assessed value and a proposed I&S rate of \$0.262187/\$100 assessed value for 2023 for a total tax rate of \$1.028587/\$100 assessed value. The 2022 M&O rate was \$0.942900 and the I&S rate was \$0.298969/\$100 assessed value. Additional State Aid for the Homestead Exemption and the fund balance may also be utilized in funding the District’s 2022-2023 debt service.

This year’s proposed tax rate does not exceeds the no-new-revenue tax rate so the motion to adopt the resolution setting the tax rate does not require the language about “tax increase” as stated in §26.05(b) of the Property Tax Code. The motion to adopt the resolution must be made in the following form:

“I move to approve the adoption of a tax rate of \$1.028587.”

The District may not set the 2023 tax rate above the \$1.028587/\$100 assessed value published in the attached public notice. The resolution supporting the adoption of proposed tax rate proposal is attached.

Fiscal Implications:

The proposed tax rate will generate funding for the General Fund and the Debt Service Fund budgets as adopted by the Board of Trustees.

Administrative Recommendations:

The administration recommends adoption, by resolution, of the proposed 2023 tax rate of \$1.028587/\$100, \$0.766400/\$100 assessed value for Maintenance and Operations and \$0.262187/\$100 assessed value for Interest and Sinking. **The motion must be made in the above form.**

NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE

The Waco ISD will hold a public meeting at 06:00 PM, August 24, 2023 in Waco ISD Administration Building Conference Center 115 South 5th St Waco TX 76701. **The purpose of this meeting is to discuss the school district's budget that will determine the tax rate that will be adopted. Public participation in the discussion is invited.**

The tax rate that is ultimately adopted at this meeting or at a separate meeting at a later date may not exceed the proposed rate shown below unless the district publishes a revised notice containing the same information and comparisons set out below and holds another public meeting to discuss the revised notice.

Maintenance Tax	\$0.766400/\$100 (proposed rate for maintenance and operations)
School Debt Service Tax	\$0.262187/\$100 (proposed rate to pay bonded indebtedness)
Approved by Local Voters	

Comparison of Proposed Budget with Last Year's Budget

The applicable percentage increase or decrease (or difference) in the amount budgeted in the preceding fiscal year and the amount budgeted for the fiscal year that begins during the current tax year is indicated for each of the following expenditure categories.

Maintenance and operations	0.84 % increase
Debt Service	4.09 % increase
Total Expenditures	1.28 % increase

Total Appraised Value and Total Taxable Value (as calculated under Section 26.04, Tax Code)

	<u>Preceding Tax Year</u>	<u>Current Tax Year</u>
Total appraised value* of all property	\$12,660,090,530	\$14,230,037,635
Total appraised value* of new property**	\$215,949,380	\$178,845,710
Total taxable value*** of all property	\$8,058,531,066	\$8,571,803,369
Total taxable value*** of new property**	\$200,244,746	\$168,966,386

*Appraised value is the amount shown on the appraisal roll and defined by Section 1.04(8), Tax Code.

** "New property" is defined by Section 26.012(17), Tax Code.

*** "Taxable value" is defined by Section 1.04(10), Tax Code.

Bonded Indebtedness

Total amount of outstanding and unpaid bonded indebtedness* \$453,665,000

*Outstanding principal.

Comparison of Proposed Rates with Last Year's Rates

	<u>Maintenance & Operations</u>	<u>Interest & Sinking Fund*</u>	<u>Total</u>	<u>Local Revenue Per Student</u>	<u>State Revenue Per Student</u>
Last Year's Rate	\$0.942900	\$0.298969	\$1.241869	\$8,622	\$4,461
Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service	\$0.719430	\$0.291080	\$1.010510	\$7,306	\$5,786
Proposed Rate	\$0.766400	\$0.262187	\$1.028587	\$7,802	\$5,902

*The Interest & Sinking Fund tax revenue is used to pay for bonded indebtedness on construction, equipment, or both.

The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

Comparison of Proposed Levy with Last Year's Levy on Average Residence

	<u>Last Year</u>	<u>This Year</u>
Average Market Value of Residences	\$214,410	\$233,567
Average Taxable Value of Residences	\$132,301	\$149,683
Last Year's Rate Versus Proposed Rate per \$100 Value	\$1.241869	\$1.028587
Taxes Due on Average Residence	\$1,643.01	\$1,539.62
Increase (Decrease) in Taxes		\$-103.39

Under state law, the dollar amount of school taxes imposed on the residence homestead of a person 65 years of age or older or of the surviving spouse of such a person, if the surviving spouse was 55 years of age or older when the person died, may not be increased above the amount paid in the first year after the person turned 65, regardless of changes in tax rate or property value.

Notice of Voter-Approval Rate: The highest tax rate the district can adopt before requiring voter approval at an election is \$1.028587. This election will be automatically held if the district adopts a rate in excess of the voter-approval rate of \$1.028587.

Fund Balances

The following estimated balances will remain at the end of the current fiscal year and are not encumbered with or by a corresponding debt obligation, less estimated funds necessary for operating the district before receipt of the first state aid payment.

Maintenance and Operations Fund Balance(s)	\$49,545,914
Interest & Sinking Fund Balance(s)	\$5,005,919

A school district may not increase the district's maintenance and operations tax rate to create a surplus in maintenance and operations tax revenue for the purpose of paying the district's debt service.

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

Section 26.05(b) of Property Tax Code
Worksheet for Determination of Steps Required for Adoption of Tax Rate
Waco ISD

Date: 08/11/2023 09:22 AM

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions. Enter Line 8 of the No New Revenue Tax Rate Worksheet.	\$7,695,191,932
2. Last year's M&O tax rate.	\$0.942900
3. M&O taxes refunded for years preceding tax year 2022.	\$496,728
4. Last year's M&O tax levy. Multiply line 1 times line 2 and divide by 100. To the result, add line 3.	\$73,054,693
5. This year's total taxable value. Enter line 20 of the No New Revenue Tax Rate Worksheet.	\$8,542,653,569
6. This year's proposed M&O tax rate Enter the proposed M&O tax rate approved by the Governing Body.	\$0.766400
7. This year's M&O tax levy. Multiply line 5 times line 6 and divide by 100.	\$65,470,897
8. M&O Tax Increase (Decrease). Subtract line 4 from line 7.	\$-7,583,796
Comparison of Total Tax Rates	
9. No New Revenue Total Tax Rate.	\$1.030639
10. This year's proposed total tax rate.	\$1.028587
11. This year's rate minus no new revenue rate. Subtract line 9 from line 10.	\$-0.002052
12. Percentage change in total tax rate. Divide Line 11 by line 9.	-0.20%
Comparison of M&O Tax Rates	
13. No New Revenue M&O Tax Rate.	\$0.719430
14. This year's proposed M&O tax rate.	\$0.766400
15. This year's rate minus no new revenue rate. Subtract line 13 from line 14.	\$0.046970
16. Percentage increase/decrease. Divide line 15 by line 13.	6.53%
Raised M&O Taxes on a \$100,000 Home	
17. This year's taxable value on a \$100,000 home.	\$100,000
18. Last year's M&O tax rate.	\$0.942900
19. This year's proposed M&O tax rate.	\$0.766400
20. This year's raised M&O taxes. Subtract line 18 from line 19 and multiply result by line 17. Divide by 100.	\$-176.50
21. Percentage increase/decrease. Divide line 20 by line 18. Divide by 10.	-18.72%

Waco Independent School District

Resolution of the Board to Set Tax Rate

Date: August 24, 2023

On this date, we, the Board of Trustees of the Waco Independent School District, hereby levy or set the tax rate on \$100 valuation for the District for the tax year 2023 at a total tax rate of \$1.028587, to be assessed and collected by the duly specified assessor and collector, as follows:

\$ 0.766400 for the purpose of maintenance and operations, and

\$ 0.262187 for the purpose of payment of principal and interest on debts

This year's tax levy to fund maintenance and operations expenditures does not exceed last year's maintenance and operations tax levy. The resolution setting this year's tax rate does not require the statements about "tax increase" as specified in §26.05(b) of the Property Tax Code.

Such taxes are to be assessed and collected by the tax assessor-collector for the County of McLennan, Texas, as the tax assessor-collector for the Waco Independent School District as designated by the District.

Adopted this 24th day of August, 2023 by the Board of Trustees of the Waco Independent School District.

Stephanie Ybarra-Korteweg, President
Board of Trustees
Waco Independent School District

ATTEST:

Jeremy Davis, Secretary

Randy H. Riggs, CPA
 McLennan County
 Tax Assessor/Collector



P O Box 406
 Waco, TX 76703
 (254) 757-5130
 Fax (254) 757-5141
 Randy.riggs@co.mclennan.tx.us

8/11/23

Dear Waco Independent School District,

Under the Truth-in-Taxation laws, it is the duty of the Tax Assessor-Collector to calculate the No-New-Revenue Tax Rate and the Voter-Approval Tax Rate for the entities for which he collects tax and to publicize these rates and other items of information in a way that will come to the attention of the entities' property owners. After this has been done, the governing bodies of the taxing units must adopt by ordinance, resolution, or order the rate for the current tax year. Our office has complied with the calculation and publication requirement. Enclosed you will find a copy of your unit's 2023 rate calculations as published in the Waco Tribune Herald.

******IF YOUR UNIT'S TAX RATE CONTAINS A DEBT COMPONENT, YOU MUST ADOPT THE DEBT RATE CALCULATED IN THE VOTER-APPROVE RATE CALCULATIONS. ******

Below you will find items that will help you in determining your 2023 tax rate. If you have any questions, feel free to contact this office.

- 1) Total Certified Taxable Value - Value certified to us by the appropriate Appraisal District(s) that includes all real and personal property with all applicable exemptions deducted.
- 2) Taxable Value of New Improvements - Value of properties that appear on the roll for the first time in 2023.
- 3) Anticipated Collection Rate (ACR) for the coming year used to adjust the Debt Component of the No-New-Revenue Tax Rate (NNR) to offset expected delinquencies. The ACR is the best estimate of the total amount of taxes, penalty, interest, and attorney fee that will be collected between July 1, 2023 and June 30, 2024. If your NNR does not contain a debt component, the ACR will have no effect on the calculation.

2023 Total Certified Taxable Value	\$ 9,087,109,844
2023 Taxable Value Still Under ARB Review	\$ 74,469,993
2023 Adjusted Taxable Value for School District	\$ 8,542,653,569
2023 Taxable Value of New Improvements	\$ 168,966,386
2023 Anticipated Collection Rate	100%
2023 Voter Approval Rate	1.028587 Per \$100 valuation
2023 Proposed Rate	1.028587 Per \$100 valuation

WHEN YOU HAVE ADOPTED THE 2023 TAX RATE FOR YOUR UNIT, PLEASE WRITE THAT RATE IN THE SPACE PROVIDED BELOW.

“We, the governing body of Waco Independent School District,
Have adopted the following tax rate for 2023:

M&O	<u>0.766400</u>
I&S	<u>0.262187</u>
TOTAL	<u>1.028587</u>

Please have the members of your governing body sign below and return to this office by **August 31, 2023, but not later than September 4, 2023.** Your cooperation in providing your rates by these dates will allow this office sufficient time to confirm rates and values to precisely print statements for mailing in a timely manner.

Thank you very much for your consideration.

Randy H. Riggs, CPA
McLennan County Tax Assessor/Collector

Governing Body Members' Signatures:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

August 24, 2023
DATE

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Gloria Barrera

RE: Review, Discuss and Take Appropriate Action on the Design Development and Project Budgets for Kendrick and South Waco Elementary Schools

=====

Background Information:

The Schematic Design of Kendrick and South Waco Elementary schools have previously been approved (May and June 2023 Regular meetings). Architects and the district’s Construction Managers -At-Risk (CMAR) have been working on refining designs to reduce costs while maintaining educational programming. This effort has included meetings with the Project Executive Committee and City of Waco.

At this meeting, representatives from O’Connell Robertson and the district will review previously presented design development plans for Kendrick and South Waco elementary schools along with revised project budgets and construction schedules. As a reminder, design development plans presented at the July 2023 meeting included color and finish selections for both projects.

When the original bond program budgets for Kendrick and South Waco were developed, cost escalation was included for all projects. However, market impacts including lack of resources, supply chain cost increases, increased scope, and a busy local market have caused prices to rise significantly higher. Total additional funds needed for the two elementary projects are approximately \$18.7 million.

To address increased project costs, the district has identified additional funding sources, which include contingencies within projects currently under construction (Carver and Waco High), insurance proceeds from the Carver fire, and bond interest earnings.

The Administration is requesting the approval of design development plans and revised project budgets for both Kendrick and South Waco elementary schools. This is a necessary step to keep the projects moving forward. The architectural firm, CMAR, and the district will continue working to reduce project costs throughout the construction document phase and will identify possible alternates to keep the projects within budget.

Fiscal Implications

The original and proposed revised project budgets for Kendrick and South Waco elementary schools are as follow:

South Waco Elementary			
Description:	Original Budget	Proposed Revised Budget	Additional Funds Needed
Construction Costs	21,013,144	24,946,358	
Soft Costs (Design & Consulting Fees, permits, Testing)	1,786,117	2,913,378	
Furnishings Fixtures and Equipment	-	869,939	
IT Systems (Projectors, Network, Security, Phone)	-	869,939	
Project Contingency	798,499	798,499	
Total Project Budget:	23,702,826	30,398,113	6,695,287

Kendrick Elementary			
Description:	Original Budget	Proposed Revised Budget	Additional Funds Needed
Construction Costs	29,904,151	42,340,314	
Soft Costs (Design & Consulting Fees, permits, testing)	2,691,373	2,473,471	
Furnishings Fixtures and Equipment	869,939	956,933	
IT Systems (Projectors, Network, Security, Phone)	869,939	869,939	
Project Contingency	1,136,358	800,000	
Total Project Budget:	35,471,760	47,440,657	11,968,897

Additional identified funds required by both of these projects are available as outlined above.

Administrative Recommendation(s):

Approve the Design Development plans and Revised Budgets for Kendrick and South Waco elementary schools as presented.



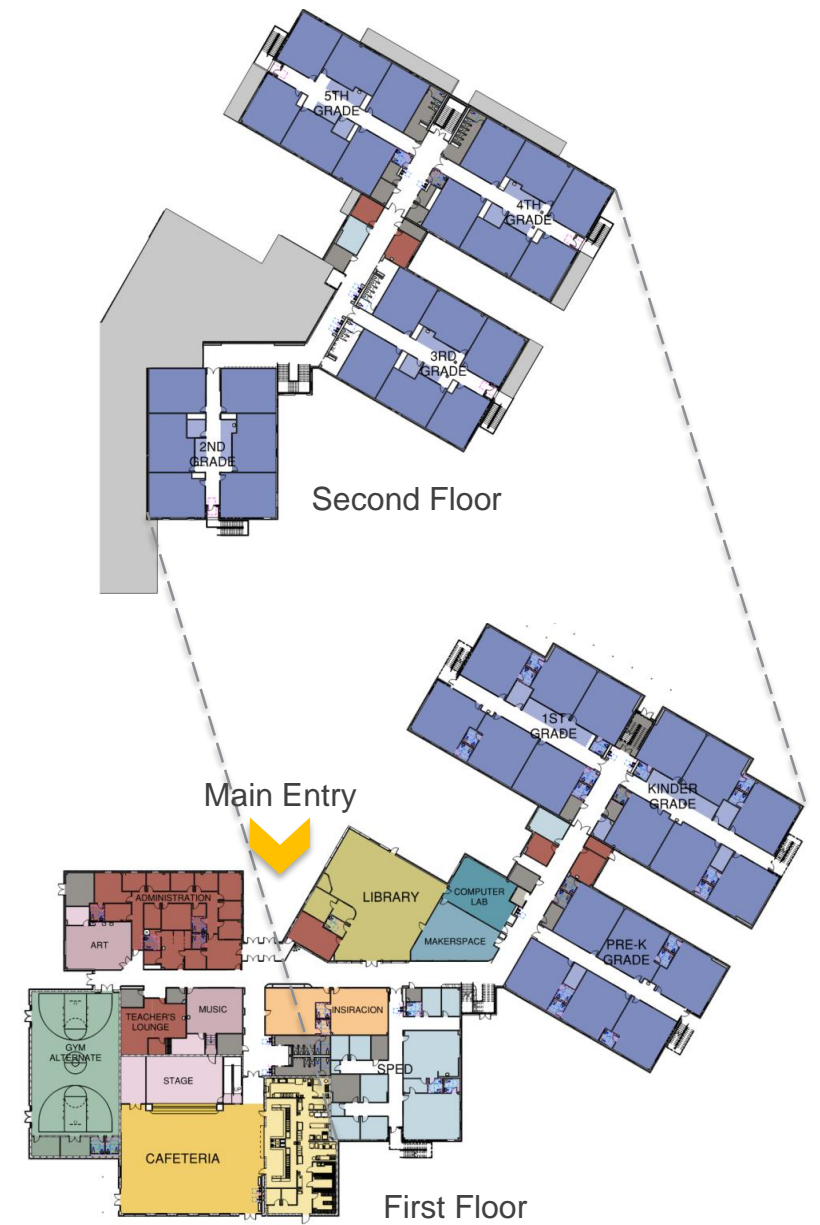
Kendrick and South Waco Elementary Schools

South Waco ES & Kendrick ES
Design Development

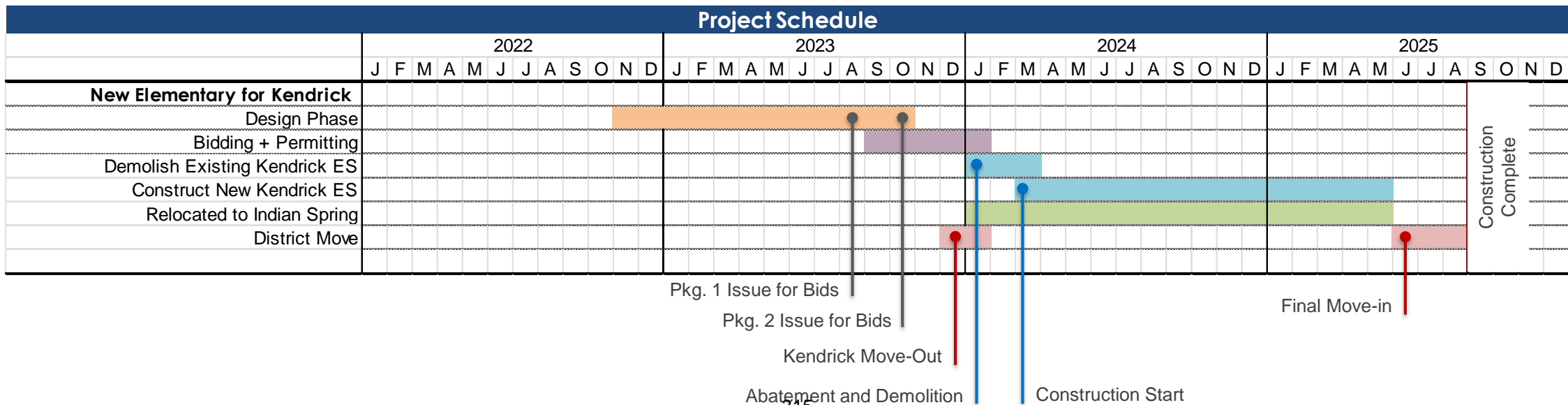
08.24.2023

- Kendrick ES Budget and Schedule
- South Waco Budget and Schedule

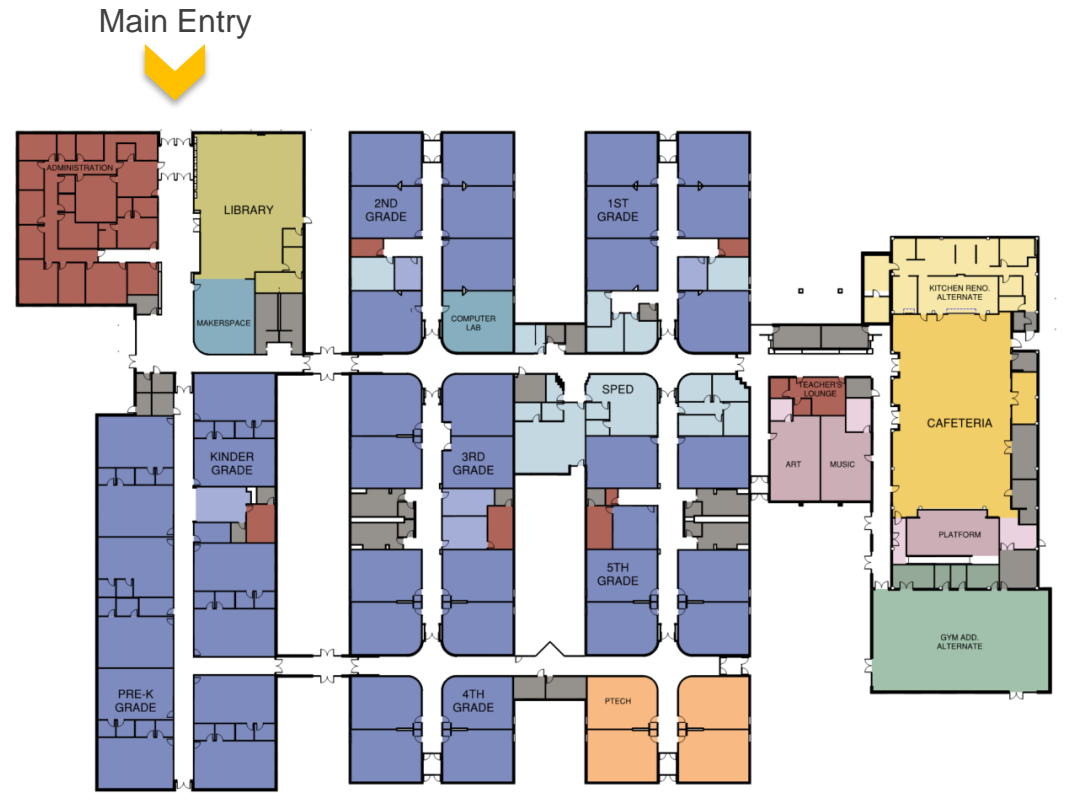




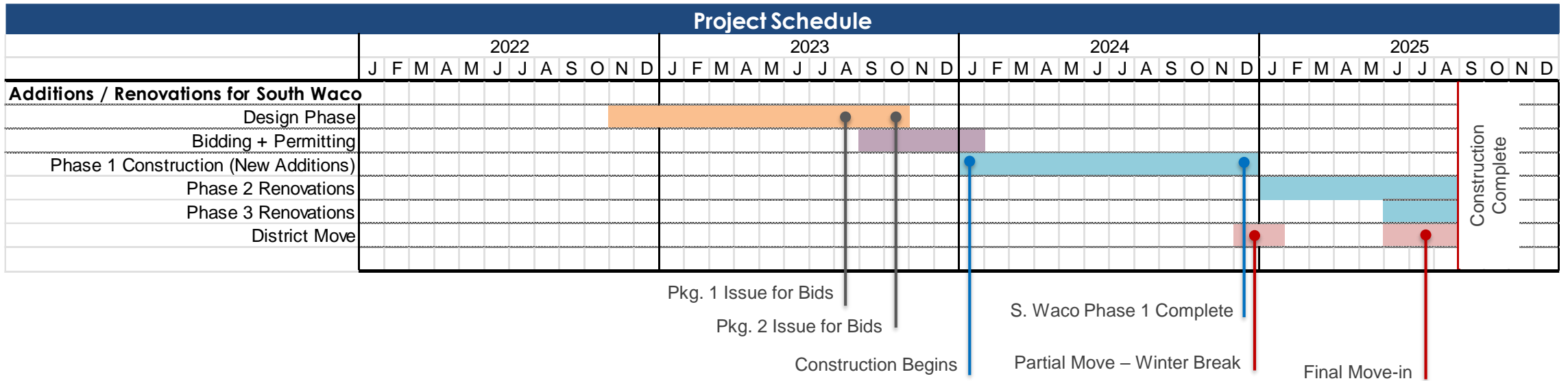
Kendrick Elementary			
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Project Contingency	1,136,358	800,000	
Total Project Budget:	35,471,760	47,440,657	11,968,897



Kendrick Schedule and Budget



South Waco Elementary			
Description:	Original Budget	Proposed Revised Budget	Additional Funds Needed
Construction Costs	21,013,144	24,946,358	
Soft Costs (Design & Consulting Fees, permits, Testing)	1,786,117	2,913,378	
Furnishings Fixtures and Equipment		869,939	
IT Systems (Projectors, Network, Security, Phone)		869,939	
Project Contingency	798,499	798,499	
Total Project Budget:	23,702,826	30,398,113	6,695,287



S. Waco Schedule and Budget

Kendrick ES

Design Complete	Oct. 2023
Bid and Permit	Sept. – Dec. 2023
Move to Indian Spring	Winter Break 2023 - 2024
Demolish Existing Building	Jan. – Feb. 2024
Construction	Feb. 2024 – May 2025
Move to New Building	Summer 2025

South Waco ES

Design Complete	Oct. 2023
Bid and Permit	Sept. – Dec. 2023
Phase 1 Construction	Jan 2024 – Jan 2025
Phase 2 Renovations	Jan. 2025 – August 2025
Phase 3 Renovations	Summer 2025
Final Move-in	August 2025

Questions + Next Steps

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: August 24, 2023

Contact Person: Gloria Barrera

RE: Consider, Discuss and Take Appropriate Action Regarding Allowance Expenditure Authorization #6 for Tennyson Middle School Alternates

=====

Background Information:

When CORE Construction’s contract for Tennyson Middle School was approved by the Board in November 2022, it did not include several alternates that are required to provide equity of programs and facilities between Carver and Tennyson. At the time of award, the Administration and O’Connell Robertson wanted to continue refining the alternates to reduce costs.

Allowance Expenditure Authorization #6 provides for the acceptance of Alternate #2 for field storage and Alternate #4 for the Upfit Canopy as well as other minor items. Postponing of the acceptance of these alternates and allowing the team to refine the scope resulted in a combined overall cost reduction of \$280,245.

Fiscal Implications

This does not increase the Guaranteed Maximum Price for the project or change the project schedule. The cost for AEA #6 will be paid for using Owner’s Contingency Funds.

Administrative Recommendation(s):

Approve Allowance Expenditure Authorization #6 (AEA) to accept Alternate #2 and Alternate #4 for Tennyson Middle School and authorize the Superintendent to execute the AEA.



ALLOWANCE EXPENDITURE AUTHORIZATION (AEA)

WACO ISD

ALLOWANCE FUND: OWNER CONTINGENCY

Construction Department

Date: 08/17/2023

Project: Tennyson Middle School

AEA#: 006

To: CORE Construction

Re: PCOs 19, 23, 25, Alt 2, Alt 4

You are authorized to perform the following item(s) of work and to adjust the Allowance Sum accordingly:

PCO 19	RFI 55.R1 - Cubicle Curtains	\$	2,118.00
PCO 23	ASI 33 - Area C Technology Changes	\$	1,889.00
PCO 25	RFI 140/ PR 26 - Conduit for Future Chiller	\$	3,594.00
	Accept Alternates 2 and 4	\$	400,000.00

THIS IS NOT A CHANGE ORDER AND DOES NOT INCREASE OR DECREASE THE CONTRACT AMOUNT OR CONTRACT TIME

Beginning Allowance Balance	\$	300,000.00
Allowance Expenditures prior to this Authorization	\$	(591,883.04)
Allowance will be (Increased)/Decreased by this Authorization	\$	407,601.00
*amounts that increase allowance should be shown as negative		
New Allowance Balance	\$	484,282.04

O'Connell Robertson
ARCHITECT (Firm name)

CORE Construction
CONTRACTOR

Waco ISD
OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

Travis Lowe, CA
PRINTED NAME AND TITLE

Isaiah Unruh, Project Manager
PRINTED NAME AND TITLE

Dr. Susan Kincannon, Superintendent
PRINTED NAME AND TITLE

8/18/23
DATE

8/17/2023
DATE

DATE

Waco Independent School District

Board of Trustees Meeting Agenda Item

Date: August 24, 2023

Contact Person: Elizabeth Cox

RE: Consider, Discuss, and Take Appropriate Action to Claim a Good Cause Exception under Texas Education Code Section 37.0814

=====

Background Information:

House Bill 3 has been passed by the 88th Texas Legislature to address school safety. The bill adds a new section to the Education Code (Section 37.0814) that requires that districts have at least one “armed security officer” per campus, with that person being a commissioned peace officer.

To fully comply with the “armed security officer” requirement in the statute, Waco ISD is actively recruiting 12 additional School Resource Officers (SROs). Where an SRO position is not able to be filled, an off-duty police officer serving as an independent contractor for the District will be used to meet the requirement for an armed security officer.

The Waco ISD Administration remains concerned about a lack of adequate funding and the high demand for qualified law enforcement personnel in McLennan County and across the state negatively impacting the District’s ability to be in full compliance with the technical requirements of the statute.

The statute permits boards that are unable to comply with “armed security officer” requirement (due to availability of funding or personnel who are commissioned peace officers) to claim a good cause exception. If a board of trustees claims a good cause exception the board must develop an alternative standard with which the district is able to comply.

Considering long-term funding challenges, personnel shortages, and responsible contingency planning it is the administration’s recommendation that the Board of Trustees claim a good cause exception and develop an alternative standard with which the District is able to comply.

Fiscal Implications:

None

Administration Recommendations:

The administration recommends that the Board of Trustees claim a good cause exception under Texas Education Code Section 37.0814 due to lack of funding and a lack of qualified personnel.

Waco Independent School District

Board of Trustees Meeting Agenda Item

Date: August 24, 2023

Contact Person: Elizabeth Cox

RE: Consider, Discuss, and Take Appropriate Action to Approve the District’s Alternative Standard under Texas Education Code Section 37.0814

=====

Background Information:

If the Board has claimed a good cause exception under the preceding agenda item, then the Board is required to develop an alternative standard with which the district is able to comply.

An alternative standard plan has been developed by the District in which relevant safety and security contingencies for all District campuses have been considered. The plan will provide for increased patrols and rapid response times, among other strategic details, from the Waco ISD Police Department and city and county law enforcement partners.

Due to the sensitive nature of the safety and security matters involved in developing an alternative standard and the specific provisions of that alternative standard, the administration will present the details of a proposed alternative standard to the Board in closed session.

Fiscal Implications:

Compliance with Section 37.0814 for Waco ISD includes hiring 12 additional School Resource Officers. Costs associated with this will exceed existing safety allotments provided by the State by more than \$500,000.

Where an SRO position is not able to be filled, an off-duty police officer serving as an independent contractor for the District will be used to meet the requirement for an armed security officer at a cost of as much as \$400 per school day per campus.

Without additional funding from the State, there are significant concerns about the long-term financial implications of compliance with Section 37.0814.

Administration Recommendations:

The administration recommends the Board approve the District’s Alternative Standard under Texas Education Code Section 37.0814

Waco Independent School District

Board of Trustees Meeting Agenda Item

Date: August 24, 2023

Contact Person: Susan Kincannon

RE: Consider, Discuss, and Take Appropriate Action to Authorize Intervening in Lawsuit Against Texas Education Agency

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Background Information:

The Texas Education Agency (TEA) has indicated that it will be using new accountability measures that will apply retroactively to the 2022-2023 school year. TEA has stated that scores for the 2022-23 school year will be released Sept. 28, following months of revisions to the accountability system. The revisions to the way accountability ratings are calculated will negatively impact many campuses at many districts across the State, including Waco ISD.

A number of districts have filed suit (or will be filing suit) (the “Accountability Lawsuit”) challenging TEA’s changes for failure to comply with Texas law, including the provisions of Texas Education Code Section 39.0542.

The administration recommends that the Board of Trustees authorize the District joining in the Accountability Lawsuit against TEA.

Fiscal Implications:

Estimated costs: approximately \$15,000.00

Administration Recommendations:

The administration recommends that the Board of Trustees authorize a petition in intervention being filed adding the District as an intervening plaintiff in the accountability lawsuit against TEA.