

Agenda of Regular Meeting

The Board of Trustees

San Elizario ISD: A Proud Community of Champions – Soaring to Excellence!

A Regular Meeting of the Board of Trustees of San Elizario ISD will be held in person on Wednesday, August 12, 2026, beginning at 5:30 PM SEISD Administration Office, 1050 Chicken Ranch Road, San Elizario, TX 79849.

Although one or more board members may participate by videoconference call, a quorum of the Board of Trustees, which includes the Presiding Officer of the Board Meeting, will be physically present at this location for purposes of this meeting and in conformance with the Texas Open Meetings Act.

Members of the public who desire to address the board regarding an item on this agenda must comply with the following registration procedures: Public comments may be submitted to acardonajr@seisd.net at any time prior to the board meeting time.

Signs, placards, or banners shall not be allowed inside the Boardroom. Additionally, any citizen wishing to distribute printed handout materials to the Board or audience must submit the materials for review by 5:00 p.m. prior to the meeting to the Superintendent's Office. The Superintendent, or their designee, shall inform the speaker if the materials have been approved for distribution prior to the meeting. All printed handout materials shall be distributed to the Board or audience before or after public comment, but not during.

Public comment shall occur at the beginning of the meeting and shall follow all other requirements and limitations under SEISD Board Policy BED (Local).

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 order shown on this meeting notice. All items on the consent agenda shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

1. **GENERAL FUNCTIONS**
Mr. Eduardo Chavez, Board President
- A. Call Meeting to Order
- B. Roll Call
- C. Establish Quorum
- D. The Pledge of Allegiance 5
San Elizario ISD Student
- E. Pledge of Allegiance to the Texas State Flag 6
San Elizario ISD Student
- F. **San Elizario ISD Mission Statement**
The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

Mr. Eduardo Chavez, Board President	
2. OPEN FORUM (three-minute limit per speaker, unless otherwise noted)	
3. DISTRICT RECOGNITIONS	
A. Introduction of New Employees	
1. Curriculum & Instruction	
Dr. Blanca Cruz, Associate Superintendent	
a. Special Education Instructional Officer — Ms. Carina Lugo	
b. Elementary Instructional Officer — Ms. Debra Montes-Magallanes	
2. Special Education Department	
Mr. Richard Salcido, Director, Special Education	
a. Licensed Specialist in School Psychology — Mr. Christian Brito	
B. Texas Department of Agriculture - Pearfection Award	
Ms. Aggie Reyes, Executive Director, Child Nutrition Services	
4. NEW BUSINESS / BOARD ACTION ITEMS	
A. Discussion and possible Board approval of a Delegate and Alternate to the 2026 Texas Association of School Boards (TASB) Delegate Assembly Board of Trustees	7
B. Discussion and possible Board action to uncommit fund balance for various projects previously approved	10
Ms. Elizabeth Perez, Chief Financial Officer	
5. CONSENT AGENDA - Consider and possible Board action on	
A. Financial Reports	
Ms. Elizabeth Perez, Chief Financial Officer	
1. Tax Report	13
2. Financial Statements	15
3. Investment Report	19
4. Budget Amendment	30
5. Purchases exceeding \$25,000.00	
a. Frontline Education — \$25,357.86	32
B. Consider and possible Board action on approval of Resolution stating review of investment policy, investment strategies and designation of investment officer	34
Ms. Elizabeth Perez, Chief Financial Officer	
C. Consider and possible Board action on approval of Resolution for selection and approval of authorized investments and financial institutions	40
Ms. Elizabeth Perez, Chief Financial Officer	
D. Consider and possible Board action on approval of Resolution approving independent sources for investment training	42
Ms. Elizabeth Perez, Chief Financial Officer	
E. Consider and possible Board action on approval of Resolution authorizing the purchase of certificates of deposit	44
Ms. Elizabeth Perez, Chief Financial Officer	
F. Consider and possible Board action to approve the SEISD Student Code of Conduct 2026-2027	46
Dr. Blanca Cruz, Associate Superintendent	
1. English Student Code of Conduct	47
2. Spanish Student Code of Conduct	103

G.	Consider and possible Board action on Interlocal Agreement for the Establishment & Operation of El Paso County JJAEP - Chapter 37 of the Texas Education Code Dr. Blanca Cruz, Associate Superintendent	162
H.	Consider and possible Board action to approve the Workers' Compensation Renewal Addendum with Claims Administrative Services (Year 2 of 5) and associated purchase over \$25,000 Ms. Stephanie Ruiz, Human Resources Coordinator	283
I.	Consider and possible Board action to approve renewal of TASB Risk Management Insurance provider and associated purchase over \$25,000 (Year 3 of 3) Ms. Stephanie Ruiz, Coordinator, Human Resources	300
J.	Consider and possible Board action on the Aliviane - Memorandum of Understanding and Agreement Dr. Blanca Cruz, Associate Superintendent	321
K.	Consider and possible Board action to approve the Roster of T-TESS Second Appraisers for the 2026–2027 School Year Dr. Jeannie Meza-Chavez, Superintendent	326
L.	Consider approval of minutes for the following: Board of Trustees	
	1. July 29, 2026 Special Board Meeting - Quarterly Meeting #1	347
M.	Consider disposal of surplus property declared obsolete and unnecessary by Superintendent or her Designee, to include disposal of broken furniture and technology equipment according to Administrative discretion and by any reasonable means.	
	1. Support Services Department Jesus Martinez, Executive Director Support Services	353
	2. Technology Department Mr. Vicente Rodriguez, Executive Director Technology	357
6.	PRESENTATION / REPORTS / INFORMATION	
A.	Presentations	
B.	Reports	
	1. Summary of 2026 TELPAS Scores Mr. Edgar Ponce, Research & Evaluation Administrator	419
C.	Information	
	1. Board Training	
	a. McKinney-Vento Homeless Assistance Act Training Video Ms. Sylvia Graves, Social Worker	423
	b. 2026 MASBA Conference — September 10 to 11, 2026 San Antonio, TX	424
	c. TASA TASB Convention txEDCON26 - October 8 to 11, 2026 Houston, TX	426
	2. Fall Festivals and Spring Fiestas for 2026-2027 Dr. Jeannie Meza-Chavez, Superintendent	427
	3. Mission: Progressing Together Parent Meeting Dates Dr. Jeannie Meza-Chavez, Superintendent and Ms. Flor Sanchez, District Parent Liaison	429
	4. Regular Board and Quarterly Meeting Dates Dr. Jeannie Meza-Chavez, Superintendent	430
	5. Meal Service Update Ms. Agueda Reyes, Executive Director Child Nutrition Services	431

6. Enrollment Update
Dr. Jeannie Meza-Chavez, Superintendent
7. **EXECUTIVE SESSION**
The Board will enter into a closed meeting to discuss personnel matters, to consult with attorney, to discuss real estate matters, to consider recommendations for hiring of personnel or termination of personnel and other personnel matters under Sec. 551.071, 551.072 and 551.074, 551.076 Texas Gov. Code:
 - A. Conduct Level Three (3) Hearing of Complaint filed by Grisel Gomez
 - B. Discussion on TEC 37.108(h) District Safety and Security Audit Results
Mr. Jesus Martinez, Executive Director, Support Services
8. **THE BOARD WILL RETURN TO OPEN SESSION TO TAKE POSSIBLE ACTION ON THE MATTERS DISCUSSED IN EXECUTIVE SESSION**
 - A. Discussion and possible Board action regarding Level Three (3) Hearing of Complaint filed by Grisel Gomez
9. **NEXT MEETING DATE:**
Tuesday, September 8, 2026 - Regular Board Meeting:
10. **ADJOURNMENT**

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed or executive meeting or session of the Board of Trustees is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the School Board at the date, hours, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

Texas Government Code Section:

- | | |
|---------|---|
| 551-071 | Private consultation with the board's attorney. |
| 551-072 | Discussing purchases, exchange, leases, or value of real property. |
| 551-073 | Discussing negotiated contracts for prospective gifts or donations. |
| 551-074 | Discussing personnel or to hear complaints against personnel |
| 551-076 | Deliberation regarding security devices |
| 551-082 | Considering discipline of a public school child, or complaint or charge against personnel |
| 551-083 | Considering the standards, guidelines, terms or conditions the board will follow, or will instruct its representative to follow, in consultation with representatives of employee groups. |
| 551-084 | Excluding witnesses from a hearing. |

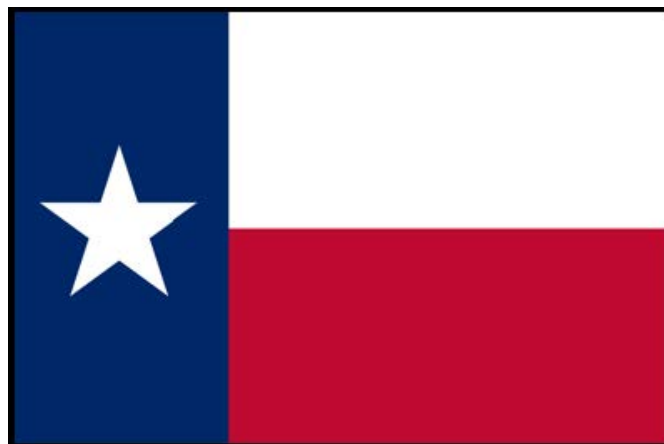
Should any final action, decision, or final vote be required in the opinion of the school Board with regard to any matter considered in such closed or executive meeting or session, then the final action, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- (b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.



**I PLEDGE ALLEGIANCE TO THE FLAG
OF THE UNITED STATES OF AMERICA,
AND TO THE REPUBLIC FOR WHICH
IT STANDS, ONE NATION UNDER GOD,
INDIVISIBLE, WITH LIBERTY AND
JUSTICE FOR ALL.**

"Honor the Texas
flag; I pledge
allegiance to
thee, Texas, one
state under God,
one and
indivisible."





Delegate Assembly

TASB is an association of many voices. Delegate Assembly is where those voices come together to develop a common vision — the best public schools we can provide for Texas students.

For decades, trustees have amplified their voices by working together on key priorities for Texas public education at the TASB Delegate Assembly — TASB's official membership meeting where every member has a vote in the direction of the organization.

During the Assembly, Delegates discuss and vote on a variety of action items – from electing TASB directors and officers to approving the education issues included in the TASB Advocacy Agenda.

As Active Members, each local school board and regional education service center board has the exclusive right to appoint a Delegate who will speak for their board and community.

2026 Assembly: It's Time for a Change!

The 2026 Delegate Assembly will be held **Friday, Oct. 9**, during [txEDCON](#) in Houston. This year's Assembly is going to be a little different. Here are the four key things to know:

1. **The day and time are changing, but it is still being held during txEDCON.**
Delegate Assembly will be Friday, Oct. 9, with the caucus meetings at 10 a.m. and the Assembly (with complimentary lunch) at 11:30 a.m. Also, all events will be at the convention center.

2. **Both Delegates and Alternates will be permitted on the Assembly floor.**

Each Active Member board present will continue to have only one vote, but the Delegate and Alternate can sit together.

3. **CEC credit is back!**

The agenda has been reworked to ensure there is time for training. Attendees will learn about creating and elevating local legislative priorities. The session will be worth 45 minutes of CEC.

4. **There will be a new agenda item focused on supporting members.**

Delegates will provide input on the Association's content and training priorities for the coming year.

[Learn more about the exciting changes planned.](#)

How To Name Your Delegate

Local boards are encouraged to take action now to select their Delegate and Alternate for the Assembly.

1. **Place an item on your upcoming board agenda.**

Ideally, local boards will take action before July to be ready as soon as registration opens. Of course, all active members are encouraged to participate, so registration also will be available onsite at the Assembly.

2. **Select your Delegate and Alternate.**

Your Delegate and Alternate will be your board's voice at the Assembly. New this year, they will both be permitted on the Assembly floor.

3. **Register your representatives.**

There is no cost to attend Delegate Assembly, and complimentary lunch is provided for registered Delegates and Alternates. Registration opens July 21 as part of the [txEDCON registration](#).

Register Your Delegate and Alternate

Check out these resources for more information on naming your Delegate:

- [Name Your Delegate](#)
- [Discover the Delegate Experience](#)

Delegate Assembly Resources

Get the key resources members need to participate in Delegate Assembly.

[Download Now](#)

What Is the TASB Advocacy Agenda?

TASB's Advocacy Agenda is created by Texas school board members through a grassroots process.

[Read More](#)

Governance

The TASB Board of Directors ensures the association is aligned with member needs and priorities.

[Learn More](#)



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Consider and possible Board action to approve a resolution authorizing the release of previously committed fund balance amounts associated with various District projects approved through prior Board action
Date: August 12, 2026

HISTORY: The following projects were approved by Board resolution as part of the June 21, 2023, resolution committing fund balance. Additionally, \$600,000 was released from committed fund balance at the Special Board Meeting held on June 25, 2024.

RATIONALE The purpose of this agenda item is to provide the Board with an update on funds previously committed from fund balance for various District projects. Since the original commitments were approved, some projects were not implemented, while others were completed at a lower cost than originally anticipated.

Given the District's current financial constraints, administration recommends releasing \$1,201,885 from committed fund balance. Releasing these funds would increase the District's available fund balance by approximately 10.74 days, supporting the District's efforts to strengthen its financial position and work toward meeting its targeted fund balance reserve.

Projects	Estimated Cost	Unused Funds
Installation of new lights for the HS tennis courts	350,000	350,000
Updating the existing light system at the HS football stadium	275,000	23,975
Districtwide conversion to LED lighting	1,150,000	402,910
Sound amplification improvements for classrooms districtwide	425,000	425,000
*Renovations and improvements to the Alejandra Flores Park	600,000	-
	\$ 2,800,000	1,201,885
<i>* Released from committed funds 6/25/2024</i>		

- Installation of new lights for the HS tennis courts – project not implemented \$350,000
- Updating the existing light system at the HS football stadium-project completed
 - Original estimated cost: \$275,000
 - Actual cost: \$251,025
 - Savings: \$23,975

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915872.3900
Fax 915.872.3903

- Districtwide conversion to LED lighting
 - No conversion at: GEMS, Excell Admin Annex, Central Office and Support Services
 - Original estimated cost: \$1,150,000
 - Actual cost: \$747,090
 - Savings: \$402,910
- Sound amplification improvements for classrooms districtwide – project not implemented \$425,000
 - The project encountered challenges related to both overall cost and facility infrastructure. In addition to higher-than-anticipated pricing, the installations required electrical capacity that was not available in the classrooms. As a result, the project would have required additional funding for electrical upgrades and the services of a specialized electrical contractor.

BUDGET IMPACT: Releasing the previously committed funds would increase the District's available fund balance by approximately 10.74 days, strengthening the District's financial reserves and supporting its fund balance goals.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to consider approving the release of committed fund balance for projects that are no longer moving forward or no longer require the originally committed funding.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☒ Information

Please check if applicable: ☐ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

SAN ELIZARIO ISD
RESOLUTION TO UNCOMMIT FUND BALANCE

Whereas, the Board of Trustees of the San Elizario Independent School District convened at a Board meeting on August 12, 2026; and

Whereas, the Board considered whether to uncommit fund balance from the General Fund;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, hereby authorizes the release of \$1,201,885 from the District's committed General Fund balance. The released funds shall increase the District's available fund balance, thereby supporting the District's efforts to strengthen its financial position and advance toward its targeted fund balance reserve.

Projects	Estimated Cost	Unused Funds
Installation of new lights for the HS tennis courts	350,000	350,000
Updating the existing light system at the HS football stadium	275,000	23,975
Districtwide conversion to LED lighting	1,150,000	402,910
Sound amplification improvements for classrooms districtwide	425,000	425,000
*Renovations and improvements to the Alejandra Flores Park	600,000	-
	\$ 2,800,000	1,201,885
<i>* Released from committed funds 6/25/2024</i>		

BE IT FURTHER RESOLVED that the Board of Trustees reserves the right to modify the list of projects, to add, eliminate or delete projects, and to reallocate the funds set aside from General Fund for these projects, depending on the financial needs of the School District and the best interest of the students.

APPROVED on this _____.

EDUARDO CHAVEZ, President
Board of Trustees

MYRNA HERNANDEZ, Vice-President
Board of Trustees



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Financial Reports – Tax Report
Date: August 12, 2026

HISTORY: The primary source of state funding for Texas school districts is the Foundation School Program (FSP). This program ensures that all school districts, regardless of property wealth, receive “substantially equal access to similar revenue per student at similar tax effort.” The District’s current tax rate was approved at the September 16, 2025, Board meeting for a total rate of \$0.8853. The Maintenance & Operations (M&O) rate which pays for items such as staff salaries, supplies, materials, transportation and utilities was \$0.7156 while the Interest & Sinking (I&S) rate which pays for bonded debt was \$0.1697.

RATIONALE The purpose of this agenda item is to report collections made for the current 2025 tax year which is based on the levy billed on October 1, 2025.

BUDGET: Collections as of May 31, 2026, are summarized below.

	M&O	I&S	Total	Collections
Current Year Levy	\$2,229,131	\$528,624	\$2,757,755	
Current Year Collections	\$2,002,412	\$474,860	\$2,477,272	\$2,477,272
Current Year Levy Outstanding	\$226,718	\$53,764	\$280,483	
Prior Year Collections				\$114,126
Penalty & Interest Collections				\$63,684
Total Collections				\$2,655,083

ADMINISTRATIVE RECOMMENDATION: This report is for information only.

For Approval? ☐ Yes ☒ No

If no, please check one: ☐ Presentation ☐ Report ☒ Information

Please check if applicable: ☐ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

EL PASO CONSOLIDATED TAX OFFICE
PROPERTY TAX COLLECTION ANALYSIS
9/1/2025 through 5/31/2026

JURISDICTION: 19 SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

PERIOD	CURRENT TAX YEAR (\$)		PRIOR YEARS (\$)		ALL YEARS (\$)			COLLECTION FEE (\$)	
	COLLECTED	CUMULATIVE	COLLECTED	CUMULATIVE	COLLECTED	CUMULATIVE	%	COLLECTED	CUMULATIVE
Sep 2025	-	-	51,076.15	51,076.15	51,076.15	51,076.15	1.85%	9,028.77	9,028.77
Oct 2025	28,774.29	28,774.29	8,712.45	59,788.60	37,486.74	88,562.89	3.21%	1,764.61	10,793.38
Nov 2025	135,401.54	164,175.83	13,113.12	72,901.72	148,514.66	237,077.55	8.60%	1,901.28	12,694.66
Dec 2025	855,586.24	1,019,762.07	17,065.33	89,967.05	872,651.57	1,109,729.12	40.24%	3,006.28	15,700.94
Jan 2026	975,567.45	1,995,329.52	17,666.72	107,633.77	993,234.17	2,102,963.29	76.26%	2,836.55	18,537.49
Feb 2026	317,514.31	2,312,843.83	9,730.40	117,364.17	327,244.71	2,430,208.00	88.12%	3,749.59	22,287.08
Mar 2026	107,441.96	2,420,285.79	17,395.49	134,759.66	124,837.45	2,555,045.45	92.65%	3,641.30	25,928.38
Apr 2026	58,335.73	2,478,621.52	9,994.45	144,754.11	68,330.18	2,623,375.63	95.13%	3,198.25	29,126.63
May 2026	22,776.18	2,501,397.70	8,930.78	153,684.89	31,706.96	2,655,082.59	96.28%	3,501.31	32,627.94
Jun 2026									
Jul 2026									
Aug 2026									

LEVY		CURRENT	PRIOR	ALL YEARS	REVENUE	CURRENT	PRIOR	ALL YEARS
Levy-Cert	7/25/2025	2,756,631.77	N/A	N/A	Total Levy Collected	2,477,272.35	114,125.77	2,591,398.12
Levy-Billed	10/1/2025	2,817,941.38	635,963.53	3,453,904.91	Total Penalty & Interest	24,125.35	39,559.12	63,684.47
Adjusted Levy YTD		2,757,754.99	591,410.09	3,349,165.08	Total Levy + P&I	2,501,397.70	153,684.89	2,655,082.59
Increase/Decrease		(60,186.39)	(44,553.44)	(104,739.83)	Taxes as percent of levy	89.83%	4.14%	93.97%
Levy Outstanding		280,482.64	477,284.32	757,766.96	P&I as percent of levy	0.87%	1.43%	2.30%
					Total as percent of levy	90.70%	5.57%	96.27%
					Collection Fee	3,120.89	29,507.05	32,627.94
					Total Collected YTD	2,504,518.59	183,191.94	2,687,710.53



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Financial Reports – Financial Statements
Date: August 12, 2026

HISTORY: The district's fiscal year runs from July 1st through June 30th. The district's fiscal accounts are audited annually, and the results were presented at a special meeting in February.

RATIONALE: The purpose of this agenda item is to present unaudited interim financial statements as of May 31, 2026, which are attached to this memo. Included are:

- Exhibit G-1: presents budget and actual amounts for the general fund
- Exhibit J-3: presents budget and actual amounts for the debt service fund
- Exhibit H-4: presents revenues and expenses for internal service funds

BUDGET: There is no budget impact associated with this agenda item.

ADMINISTRATIVE RECOMMENDATION: This report is for information only.

For Approval? ☐ Yes ☒ No

If no, please check one: ☐ Presentation ☒ Report ☒ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!

SAN ELIZARIO ISD
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND - UNAUDITED
FOR THE ONE MONTH ENDING MAY 31, 2026

FOR THE ONE MONTH ENDING MAY 31, 2020					Variance With
Data		Budgeted Amounts		Actual Amounts	Final Budget
Control				(GAAP BASIS)	Positive or
Codes		Original	Final		(Negative)
REVENUES:					
5700	Total Local and Intermediate Sources	\$ 3,093,147	\$ 3,093,147	2,786,044	\$ (307,103)
5800	State Program Revenues	31,231,757	31,440,069	28,081,884	(3,358,185)
5900	Federal Program Revenues	4,305,000	4,305,000	2,873,851	(1,431,149)
5020	Total Revenues	38,629,904	38,838,216	33,741,779	(5,096,437)
EXPENDITURES:					
Current:					
0011	Instruction	19,734,074	19,947,780	18,559,601.67	1,388,178
0012	Instructional Resources and Media Services	67,426	67,426	48,672.16	18,754
0013	Curriculum and Instructional Staff Development	859,460	859,460	688,276.24	171,184
0021	Instructional Leadership	744,080	774,432	667,867.86	106,565
0023	School Leadership	2,102,639	2,113,090	1,804,433.40	308,657
0031	Guidance, Counseling and Evaluation Services	1,503,569	1,502,069	1,148,735.52	353,333
0032	Social Work Services	50,039	100,039	88,750.28	11,289
0033	Health Services	427,494	427,494	443,754.95	(16,261)
0034	Student (Pupil) Transportation	1,421,379	1,421,379	1,260,488.93	160,890
0035	Food Services	3,310,425	3,310,425	3,048,367.86	262,057
0036	Extracurricular Activities	909,279	1,024,279	1,039,193.37	(14,914)
0041	General Administration	1,707,954	1,857,954	1,578,068.79	279,885
0051	Facilities Maintenance and Operations	5,317,942	5,314,942	3,538,787.52	1,776,154
0052	Security and Monitoring Services	608,150	1,111,663	1,179,967.16	(68,304)
0053	Data Processing Services	1,170,851	1,170,851	1,006,023.97	164,827
0061	Community Services	15,030	15,030	9,988.07	5,042
Debt Service:					
0071	Debt Service	319,725	283,815	243,257.27	40,558
Capital Outlay:					
0081	Facilities Acquisition and Construction	-	-	-	-
Intergovernmental:					
0099	Other Intergovernmental Charges	51,700	51,700	29,650	22,050
6030	Total Expenditures	40,321,216	41,353,829	36,383,885	4,969,943
1100	Excess (Deficiency) of Revenues Over(Under) Expenditures	(1,691,312)	(2,515,613)	(2,642,106)	(126,494)
OTHER FINANCING SOURCES (USES):					
7912	Sale of Real and Personal Property	25,000	25,000	13,407	(11,593)
7915	Transfers In	-	-	-	-
8911	Transfers Out (Use)	-	-	-	-
7080	Total Other Financing Sources (Uses)	25,000	25,000	13,407	(11,593)
1200	Net Changes in Fund Balances	(1,666,312)	(2,490,613)	(2,628,699)	(138,087)
0100	Fund Balance - July 1 (Beginning)	-	14,185,974	14,185,974	-
3000	Fund Balance - June 30 (Ending)	\$ (1,666,312)	\$ 11,695,361	\$ 11,557,275	\$ (138,087)

SAN ELIZARIO ISD
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - DEBT SERVICE FUND - UNAUDITED
FOR THE ONE MONTH ENDING MAY 31, 2026

Data Control Codes		Budgeted Amounts		Actual Amounts (GAAP BASIS)	Variance With Final Budget Positive or (Negative)
		Original	Final		
	REVENUES:				
5700	Total Local and Intermediate Sources	\$ 527,252	\$ 527,252	\$ 534,851	\$ 7,599
5800	State Program Revenues	1,245,681	1,245,681	1,150,870	(94,811)
5020	Total Revenues	1,772,933	1,772,933	1,685,721	(87,212)
	EXPENDITURES:				
	Debt Service:				
0071	Debt Service	1,727,225	1,727,225	1,623,828	103,397
6030	Total Expenditures	1,727,225	1,727,225	1,623,828	103,397
1100	Excess (Deficiency) of Revenues Over(Under) Expenditures	45,708	45,708	61,893	16,185
	OTHER FINANCING SOURCES (USES):				
7915	Transfers In	-	-	\$ -	-
7916	Premium or Discount on Issuance of Bonds	-	-	-	-
8949	Transfers Out (Use)	-	-	-	-
7080	Total Other Financing Sources (Uses)	-	-	-	-
1200	Net Changes in Fund Balances	45,708	45,708	61,893	16,185
0100	Fund Balance - July 1 (Beginning)	-	341,499	341,499	-
3000	Fund Balance - June 30 (Ending)	\$ 45,708	\$ 387,207	\$ 403,392	\$ 16,185

SAN ELIZARIO ISD
 COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
 INTERNAL SERVICE FUNDS - UNAUDITED
 FOR THE ONE MONTH ENDING MAY 31, 2026

	753 Self Insurance Health Fund	770 Self Insurance W/ Comp Fund	Total Internal Service Funds
OPERATING REVENUES:			
Local and Intermediate Sources	\$ 645,340	\$ 64,848	\$ 710,188
Total Operating Revenues	<u>645,340</u>	<u>64,848</u>	<u>710,188</u>
OPERATING EXPENSES:			
Professional and Contracted Services	1,238,309	138,143	1,376,452
Other Operating Costs	<u>208,658</u>	<u>-</u>	<u>208,658</u>
Total Operating Expenses	<u>1,446,967</u>	<u>138,143</u>	<u>1,585,110</u>
Operating Income (Loss)	<u>(801,627)</u>	<u>(73,295)</u>	<u>(874,922)</u>
NONOPERATING REVENUES (EXPENSES):			
Earnings from Temporary Deposits & Investments	<u>147</u>	<u>50,127</u>	<u>50,275</u>
Total Nonoperating Revenues (Expenses)	<u>147</u>	<u>50,127</u>	<u>50,275</u>
Income (Loss) Before Transfers	<u>(801,480)</u>	<u>(23,168)</u>	<u>(824,647)</u>
Transfer In	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>(801,480)</u>	<u>(23,168)</u>	<u>(824,647)</u>
Total Net Position - July 1 (Beginning)	<u>(558,907)</u>	<u>909,946</u>	<u>351,039</u>
Total Net Position - June 30 (Ending)	<u>\$ (1,360,387)</u>	<u>\$ 886,778</u>	<u>\$ (473,608)</u>



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Financial Reports – Investment Report
Date: August 12, 2026

HISTORY: Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding report period in accordance with section 2256.023 of the Texas Government Code.

RATIONALE: The purpose of this agenda item is to present the investment report for the month of May 31, 2026.

BUDGET: Interest earned by fund is summarized in the investment report which is attached.

ADMINISTRATIVE RECOMMENDATION: This report is for information only.

For Approval? ☐ Yes ☒ No

If no, please check one: ☐ Presentation ☒ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!

San Elizario I.S.D.
Statement of Interest Earned
For The One Month Ending May 31, 2026

General Fund	\$	387,025.66
Interest & Sinking (Debt Service) Fund	\$	18,533.68
Capital Projects Fund	\$	15,095.82
Health Insurance Fund	\$	147.48
Workers Compensation Fund	\$	50,127.18
Total	\$	470,929.82

We, the undersigned Investment Officers, do hereby certify that the above investment information, is in compliance with Board Policy (CDA Local) and requirements stated in Sec. 2256.023 of the PFIA.

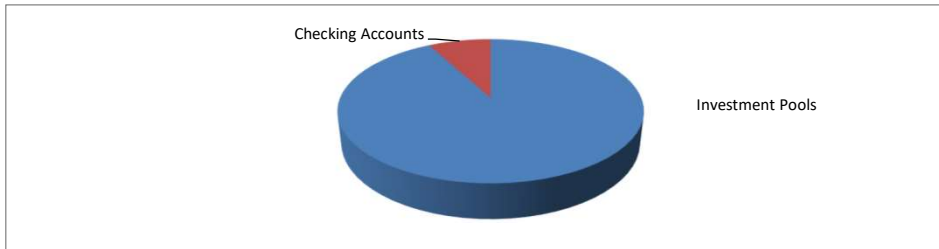
Elizabeth Perez
Chief Financial Officer

July 21, 2026

Date

Portfolio Diversification

By Investment Type	Current Market Value	Portfolio %	Investment Maturity
Investment Pools	\$ 12,427,886	92.10%	Overnight
Checking Accounts	\$ 1,065,373	7.90%	Overnight
	<u>\$ 13,493,259</u>		



General Fund

Wells Fargo- General Operating Checking Account

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Earnings Allowance</i>	<i>Net Earnings Allowance</i>
01-Jul-25	31-Jul-25	Overnight	\$ 838,994.15	1.20%	\$ 886.16
01-Aug-25	31-Aug-25	Overnight	\$ 607,050.05	1.20%	\$ 842.36
01-Sep-25	30-Sep-25	Overnight	\$ 239,186.25	1.00%	\$ 689.70
01-Oct-25	31-Oct-25	Overnight	\$ 813,294.44	1.00%	\$ 743.11
01-Nov-25	30-Nov-25	Overnight	\$ 1,143,751.69	0.80%	\$ 790.98
01-Dec-25	31-Dec-25	Overnight	\$ 1,244,437.27	0.60%	\$ 682.71
01-Jan-26	31-Jan-26	Overnight	\$ 1,260,446.55	0.60%	\$ 732.85
01-Feb-26	28-Feb-26	Overnight	\$ 1,032,820.60	0.60%	\$ 637.74
01-Mar-26	31-Mar-26	Overnight	\$ 1,040,716.10	0.60%	\$ 659.31
01-Apr-26	30-Apr-26	Overnight	\$ 2,013,383.07	0.60%	\$ 664.75
01-May-26	31-May-26	Overnight	\$ 749,311.70	0.60%	\$ 527.56
01-Jun-26	30-Jun-26	Overnight			

Net Earnings Allowance: **\$ 7,857.23**

Earnings allowance is earned based on the available bank balance and is used to offset monthly bank analyzed charges.

Wells Fargo- Food Service Checking Account

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Earnings Allowance</i>	<i>Net Earnings Allowance</i>
01-Jul-25	31-Jul-25	Overnight	\$ 132,847.70	0.00%	\$ -
01-Aug-25	31-Aug-25	Overnight	\$ 143,984.60	0.00%	\$ -
01-Sep-25	30-Sep-25	Overnight	\$ 156,125.25	0.00%	\$ -
01-Oct-25	31-Oct-25	Overnight	\$ 170,901.90	0.00%	\$ -
01-Nov-25	30-Nov-25	Overnight	\$ 190,086.11	0.00%	\$ -
01-Dec-25	31-Dec-25	Overnight	\$ 199,193.51	0.00%	\$ -
01-Jan-26	31-Jan-26	Overnight	\$ 208,789.29	0.00%	\$ -
01-Feb-26	28-Feb-26	Overnight	\$ 219,912.12	0.00%	\$ -
01-Mar-26	31-Mar-26	Overnight	\$ 226,413.52	0.00%	\$ -
01-Apr-26	30-Apr-26	Overnight	\$ 237,106.08	0.00%	\$ -
01-May-26	31-May-26	Overnight	\$ 247,872.03	0.00%	\$ -
01-Jun-26	30-Jun-26	Overnight		0.00%	\$ -

Net Earnings Allowance: **\$ -**

This bank balance is combined with the general operating account for the purpose of the earning allowance.

Lone Star Investment Pool- Corporate Overnight Plus Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 1,922,931.48	4.44%	\$ 5,819.01
01-Aug-25	31-Aug-25	Overnight	\$ 716,792.31	4.43%	\$ 4,460.75
01-Sep-25	30-Sep-25	Overnight	\$ 4,426,993.63	4.39%	\$ 3,748.94
01-Oct-25	31-Oct-25	Overnight	\$ 3,306,062.05	4.28%	\$ 13,746.31
01-Nov-25	30-Nov-25	Overnight	\$ 2,741,365.93	4.14%	\$ 9,131.80
01-Dec-25	31-Dec-25	Overnight	\$ 5,345,560.39	4.03%	\$ 12,179.74
01-Jan-26	31-Jan-26	Overnight	\$ 5,593,957.40	3.91%	\$ 17,984.60
01-Feb-26	28-Feb-26	Overnight	\$ 4,616,935.06	3.83%	\$ 14,774.83
01-Mar-26	31-Mar-26	Overnight	\$ 4,846,741.47	3.80%	\$ 14,586.01
01-Apr-26	30-Apr-26	Overnight	\$ 1,049,797.12	3.82%	\$ 12,729.33
01-May-26	31-May-26	Overnight	\$ 931,078.21	3.81%	\$ 3,651.87
01-Jun-26	30-Jun-26	Overnight			

Interest Earned: **\$ 112,813.19**

Lone Star Investment Pool- Corporate Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 217,776.80	4.42%	\$ 813.98
01-Aug-25	31-Aug-25	Overnight	\$ 218,598.17	4.42%	\$ 817.23
01-Sep-25	30-Sep-25	Overnight	\$ 219,382.50	4.37%	\$ 784.33
01-Oct-25	31-Oct-25	Overnight	\$ 220,177.10	4.26%	\$ 794.60
01-Nov-25	30-Nov-25	Overnight	\$ 220,916.97	4.09%	\$ 739.87
01-Dec-25	31-Dec-25	Overnight	\$ 221,659.83	3.96%	\$ 742.86
01-Jan-26	31-Jan-26	Overnight	\$ 222,385.37	3.85%	\$ 725.54
01-Feb-26	28-Feb-26	Overnight	\$ 223,033.68	3.80%	\$ 648.31
01-Mar-26	31-Mar-26	Overnight	\$ 223,749.22	3.78%	\$ 715.54
01-Apr-26	30-Apr-26	Overnight	\$ 224,443.41	3.77%	\$ 694.19
01-May-26	31-May-26	Overnight	\$ 225,159.82	3.76%	\$ 716.41
01-Jun-26	30-Jun-26	Overnight			

Interest Earned: **\$ 8,192.86**

Lone Star Investment Pool- Government Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 4,761,132.40	4.31%	\$ 17,348.31
01-Aug-25	31-Aug-25	Overnight	\$ 3,100,267.40	4.31%	\$ 16,865.29
01-Sep-25	30-Sep-25	Overnight	\$ 2,597,252.22	4.25%	\$ 9,705.71
01-Oct-25	31-Oct-25	Overnight	\$ 2,640,827.00	4.14%	\$ 9,218.52
01-Nov-25	30-Nov-25	Overnight	\$ 2,763,254.65	3.97%	\$ 8,798.82
01-Dec-25	31-Dec-25	Overnight	\$ 3,290,804.87	3.81%	\$ 9,541.79
01-Jan-26	31-Jan-26	Overnight	\$ 4,016,687.16	3.70%	\$ 11,602.38
01-Feb-26	28-Feb-26	Overnight	\$ 4,560,788.20	3.67%	\$ 12,509.17
01-Mar-26	31-Mar-26	Overnight	\$ 4,688,611.22	3.66%	\$ 14,387.52
01-Apr-26	30-Apr-26	Overnight	\$ 4,766,341.40	3.64%	\$ 14,174.84
01-May-26	31-May-26	Overnight	\$ 4,809,252.95	3.61%	\$ 14,664.64
01-Jun-26	30-Jun-26	Overnight			
Interest Earned:					\$ 138,816.99

Texas CLASS Investment Pool- General Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 3,698,009.69	4.41%	\$ 13,812.13
01-Aug-25	31-Aug-25	Overnight	\$ 3,711,822.53	4.39%	\$ 13,812.84
01-Sep-25	30-Sep-25	Overnight	\$ 3,725,114.46	4.35%	\$ 13,291.93
01-Oct-25	31-Oct-25	Overnight	\$ 3,738,663.74	4.28%	\$ 13,549.28
01-Nov-25	30-Nov-25	Overnight	\$ 3,751,303.72	4.11%	\$ 12,639.98
01-Dec-25	31-Dec-25	Overnight	\$ 3,763,968.94	3.97%	\$ 12,665.22
01-Jan-26	31-Jan-26	Overnight	\$ 3,776,309.85	3.85%	\$ 12,340.91
01-Feb-26	28-Feb-26	Overnight	\$ 3,787,336.69	3.80%	\$ 11,026.84
01-Mar-26	31-Mar-26	Overnight	\$ 3,799,501.72	3.78%	\$ 12,165.03
01-Apr-26	30-Apr-26	Overnight	\$ 3,811,306.68	3.77%	\$ 11,804.96
01-May-26	31-May-26	Overnight	\$ 3,823,455.96	3.75%	
01-Jun-26	30-Jun-26	Overnight			
Interest Earned:					\$ 127,109.12

Wells Fargo- San Elizario High School Account

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Earnings Allowance</i>	<i>Net Earnings Allowance</i>
01-Jul-25	31-Jul-25	Overnight	\$ 14,782.53	0.68%	\$ 8.55
01-Aug-25	31-Aug-25	Overnight	\$ 15,560.42	0.68%	\$ 8.73
01-Sep-25	30-Sep-25	Overnight	\$ 17,899.36	0.64%	\$ 8.78
01-Oct-25	31-Oct-25	Overnight	\$ 18,729.30	0.58%	\$ 8.95
01-Nov-25	30-Nov-25	Overnight	\$ 19,385.43	0.48%	\$ 7.55
01-Dec-25	31-Dec-25	Overnight	\$ 20,237.33	0.48%	\$ 8.10
01-Jan-26	31-Jan-26	Overnight	\$ 20,833.91	0.48%	\$ 8.37
01-Feb-26	28-Feb-26	Overnight	\$ 21,131.01	0.48%	\$ 7.72
01-Mar-26	31-Mar-26	Overnight	\$ 22,071.85	0.48%	\$ 8.90
01-Apr-26	30-Apr-26	Overnight	\$ 22,481.22	0.48%	\$ 8.70
01-May-26	31-May-26	Overnight	\$ 22,429.38	0.48%	\$ 9.15
01-Jun-26	30-Jun-26	Overnight			
Interest Earned:					\$ 93.50

Total General Fund Interest Earned **\$ 387,025.66**

Interest & Sinking Fund (Debt Service)

Lone Star Investment Pool- Corporate Overnight Plus Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 141,771.92	4.44%	\$ 532.47
01-Aug-25	31-Aug-25	Overnight	\$ 142,305.81	4.43%	\$ 533.89
01-Sep-25	30-Sep-25	Overnight	\$ 142,818.86	4.39%	\$ 513.05
01-Oct-25	31-Oct-25	Overnight	\$ 143,338.42	4.28%	\$ 519.56
01-Nov-25	30-Nov-25	Overnight	\$ 143,825.62	4.14%	\$ 487.20
01-Dec-25	31-Dec-25	Overnight	\$ 144,317.40	4.03%	\$ 491.78
01-Jan-26	31-Jan-26	Overnight	\$ 144,796.85	3.91%	\$ 479.45
01-Feb-26	28-Feb-26	Overnight	\$ 145,221.82	3.83%	\$ 424.97
01-Mar-26	31-Mar-26	Overnight	\$ 145,690.70	3.80%	\$ 468.88
01-Apr-26	30-Apr-26	Overnight	\$ 146,147.82	3.82%	\$ 457.12
01-May-26	31-May-26	Overnight	\$ 146,620.93	3.81%	\$ 473.11
01-Jun-26	30-Jun-26	Overnight			
Interest Earned:					\$ 5,381.48

Lone Star Investment Pool- Government Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 163,823.95	4.31%	\$ 592.59
01-Aug-25	31-Aug-25	Overnight	\$ 169,462.90	4.31%	\$ 608.66
01-Sep-25	30-Sep-25	Overnight	\$ 177,880.42	4.25%	\$ 608.36
01-Oct-25	31-Oct-25	Overnight	\$ 186,226.39	4.14%	\$ 644.13
01-Nov-25	30-Nov-25	Overnight	\$ 213,529.07	3.97%	\$ 651.18
01-Dec-25	31-Dec-25	Overnight	\$ 337,067.14	3.81%	\$ 834.38
01-Jan-26	31-Jan-26	Overnight	\$ 507,484.28	3.70%	\$ 1,359.14
01-Feb-26	28-Feb-26	Overnight	\$ 635,066.75	3.67%	\$ 1,712.43
01-Mar-26	31-Mar-26	Overnight	\$ 663,598.44	3.67%	\$ 2,024.97
01-Apr-26	30-Apr-26	Overnight	\$ 680,489.40	3.64%	\$ 2,018.06
01-May-26	31-May-26	Overnight	\$ 689,111.51	3.61%	\$ 2,098.30
01-Jun-26	30-Jun-26	Overnight			
Interest Earned:					\$ 13,152.20

Total Debt Service Fund Interest Earned **\$ 18,533.68**

Capital Projects Fund

2015 Bond Construction Fund - Government Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 414,582.28	4.31%	\$ 1,513.14
01-Aug-25	31-Aug-25	Overnight	\$ 416,099.83	4.31%	\$ 1,517.55
01-Sep-25	30-Sep-25	Overnight	\$ 417,553.80	4.25%	\$ 1,453.97
01-Oct-25	31-Oct-25	Overnight	\$ 419,022.50	4.14%	\$ 1,468.70
01-Nov-25	30-Nov-25	Overnight	\$ 420,388.83	3.97%	\$ 1,366.33
01-Dec-25	31-Dec-25	Overnight	\$ 421,747.87	3.81%	\$ 1,359.04
01-Jan-26	31-Jan-26	Overnight	\$ 423,071.88	3.70%	\$ 1,324.01
01-Feb-26	28-Feb-26	Overnight	\$ 424,264.18	3.67%	\$ 1,192.30
01-Mar-26	31-Mar-26	Overnight	\$ 425,581.33	3.66%	\$ 1,317.15
01-Apr-26	30-Apr-26	Overnight	\$ 426,856.28	3.64%	\$ 1,274.95
01-May-26	31-May-26	Overnight	\$ 428,164.96	3.61%	\$ 1,308.68
01-Jun-26	30-Jun-26	Overnight			
Interest Earned:					\$ 15,095.82

Total Capital Projects Fund Interest Earned **\$ 15,095.82**

Health Insurance Fund

Wells Fargo- Health Insurance

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 75,186.24	0.68%	\$ 20.16
01-Aug-25	31-Aug-25	Overnight	\$ 46,781.69	0.68%	\$ 22.23
01-Sep-25	30-Sep-25	Overnight	\$ 30,805.10	0.64%	\$ 20.44
01-Oct-25	31-Oct-25	Overnight	\$ 14,884.65	0.57%	\$ 7.42
01-Nov-25	30-Nov-25	Overnight	\$ 18,432.76	0.48%	\$ 22.64
01-Dec-25	31-Dec-25	Overnight	\$ 27,712.09	0.48%	\$ 6.19
01-Jan-26	31-Jan-26	Overnight	\$ 4,249.79	0.48%	\$ 9.03
01-Feb-26	28-Feb-26	Overnight	\$ 8,511.31	0.48%	\$ 11.63
01-Mar-26	31-Mar-26	Overnight	\$ 24,551.85	0.48%	\$ 10.00
01-Apr-26	30-Apr-26	Overnight	\$ 20,878.75	0.48%	\$ 8.97
01-May-26	31-May-26	Overnight	\$ 21,275.65	0.48%	\$ 8.77
01-Jun-26	30-Jun-26	Overnight			

Interest Earned: **\$ 147.48**

Total Health Insurance Fund Interest Earned **\$ 147.48**

Workers Compensation Fund

Wells Fargo- Worker's Compensation

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 19,529.14	0.68%	\$ 11.76
01-Aug-25	31-Aug-25	Overnight	\$ 18,657.22	0.68%	\$ 11.08
01-Sep-25	30-Sep-25	Overnight	\$ 17,909.80	0.64%	\$ 9.58
01-Oct-25	31-Oct-25	Overnight	\$ 11,620.08	0.58%	\$ 7.32
01-Nov-25	30-Nov-25	Overnight	\$ 10,052.10	0.48%	\$ 4.27
01-Dec-25	31-Dec-25	Overnight	\$ 6,196.47	0.48%	\$ 3.45
01-Jan-26	31-Jan-26	Overnight	\$ 20,566.82	0.48%	\$ 4.34
01-Feb-26	28-Feb-26	Overnight	\$ 28,699.21	0.48%	\$ 7.72
01-Mar-26	31-Mar-26	Overnight	\$ 30,332.05	0.48%	\$ 11.45
01-Apr-26	30-Apr-26	Overnight	\$ 29,079.15	0.48%	\$ 11.70
01-May-26	31-May-26	Overnight	\$ 24,483.86	0.48%	\$ 11.00
01-Jun-26	30-Jun-26	Overnight			

Interest Earned: **\$ 93.67**

Lone Star Investment Pool- Corporate Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-25	31-Jul-25	Overnight	\$ 1,329,979.23	4.42%	\$ 4,971.01
01-Aug-25	31-Aug-25	Overnight	\$ 1,334,970.11	4.42%	\$ 4,990.88
01-Sep-25	30-Sep-25	Overnight	\$ 1,339,759.96	4.37%	\$ 4,789.85
01-Oct-25	31-Oct-25	Overnight	\$ 1,344,612.54	4.26%	\$ 4,852.58
01-Nov-25	30-Nov-25	Overnight	\$ 1,349,130.89	4.09%	\$ 4,518.35
01-Dec-25	31-Dec-25	Overnight	\$ 1,353,667.52	3.96%	\$ 4,536.63
01-Jan-26	31-Jan-26	Overnight	\$ 1,358,098.34	3.85%	\$ 4,430.82
01-Feb-26	28-Feb-26	Overnight	\$ 1,362,057.53	3.80%	\$ 3,959.19
01-Mar-26	31-Mar-26	Overnight	\$ 1,366,427.29	3.78%	\$ 4,369.76
01-Apr-26	30-Apr-26	Overnight	\$ 1,370,666.67	3.77%	\$ 4,239.38
01-May-26	31-May-26	Overnight	\$ 1,375,041.73	3.76%	\$ 4,375.06
01-Jun-26	30-Jun-26	Overnight			

Interest Earned: **\$ 50,033.51**

Total Worker's Compensation Fund Interest Earned : **\$ 50,127.18**

First Public
12007 Research Blvd.
Austin, Texas 78759
800-558-8875 • firstpublic.com

Custodian Bank: State Street Bank

Investment Managers:
American Beacon Advisors and
Mellon Investments Corp (Dreyfus)

A TASBO Strategic Partner



The Official Investment Pool of



Lone Star Monthly Performance Update

The Lone Star Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement, contact First Public at 800.558.8875. The return information is net of all current operating expenses. The return represents past performance and is no indication of future results.

First Public is a registered broker dealer with the Securities and Exchange Commission, the Financial Industry Regulatory Authority, and the Municipal Securities Rulemaking Board. First Public is not acting as a municipal advisor and is not providing advice or recommending any action to any municipal entity (including governmental entities under Section 15B of the U.S. Securities Exchange Act) or any of such entity's obligated persons. First Public does not assume or owe any fiduciary duty under Section 15B of the U.S. Securities Exchange Act with respect to the information contained herein. Please consult your professional and legal advisors and fiduciaries before acting on any of this information.

Fund Performance Update **May 31, 2026**

Comments by Mellon, Investment Manager

The conflict in Iran continued to be the focus of financial markets in May, as shifting ceasefire expectations and renewed military activity drove significant volatility in global oil prices. After rising sharply earlier in the month, US Treasury yields nudged higher in May with the two- to five-year area of the curve leading the way increasing by 13 to 16 basis points (bps) higher. US equity markets posted strong gains in May, as the Dow Jones Industrial Average®, S&P 500® and Nasdaq-100® indexes gained 2.8%, 5.2% and 8.4%, respectively. The April payroll data, released in early May, showed +115,000 job adds, while the unemployment rate held steady at 4.3%. The Federal Open Market Committee (FOMC) did not meet in May, and the federal funds target range remained at 3.5% to 3.75% following the April 29 meeting. By the end of May, market pricing reflected little expectation of a rate cut by the end of 2026.

Active Participants This Month

Schools and Colleges	606
Other Governmental Entities	93
<i>Total</i>	<i>699</i>



Thank you for celebrating 30+ years with us!

Throughout the coming year, the following list will be updated as we recognize all ongoing accounts that have been with Lone Star for 30 years or more.

Luling ISD	Aldine ISD	Seagraves ISD
La Vernia ISD	Mount Vernon ISD	Mumford ISD
Hudson ISD	Waller ISD	Angleton ISD
Schertz-Cibolo-Universal City ISD		Tulia ISD
Troy ISD	Clint ISD	White Oak ISD
Coppell ISD	Fredericksburg ISD	Ralls ISD
United ISDSouth	San Antonio ISD	Orangefield ISD
Reagan County ISD	Richardson ISD	Wharton IS

Government Overnight Fund

Return Information

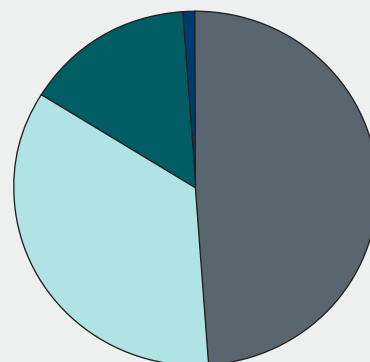
May 31, 2026

Average Monthly Return (a)	3.61%
SEC 7-day Fund Yield (b)	3.62%
Weighted Average Maturity One (c)	42 days
Weighted Average Maturity Two (c)	110 days
Portfolio Maturing beyond One Year	5%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	2,335,537,154.61	2,335,537,154.61
US Treasuries	982,787,201.81	982,219,824.93
Agencies	3,199,772,276.69	3,199,606,971.89
Money Market Funds	74,953,755.97	74,953,755.97
Total Assets	6,593,050,389.08	6,592,317,707.40

Investment Distribution



Agencies	49%
Cash Repo	35%
Treasuries	15%
Money Market	1%

(a) The return information represents the average annualized rate of return on investments for the time period referenced. Return rates reflect a partial waiver of the Lone Star Investment Pool operating expense. Past performance is no guarantee of future results.

Corporate Overnight Fund

Return Information

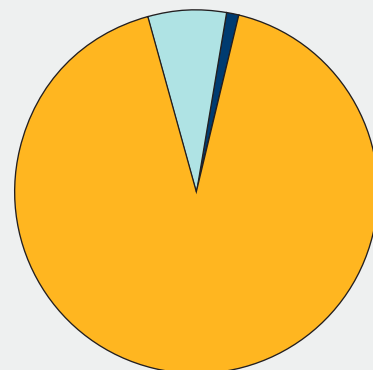
May 31, 2026

Average Monthly Return (a)	3.76%
SEC 7-day Fund Yield (b)	3.77%
Weighted Average Maturity One (c)	51 days
Weighted Average Maturity Two (c)	79 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	326,312,652.53	326,312,652.53
US Treasuries	-	-
Agencies	-	-
Commercial Paper	4,144,032,637.10	4,142,850,295.56
Money Market Funds	63,898,195.16	63,898,195.16
Total Assets	4,534,243,484.79	4,533,061,143.25

Investment Distribution



Commercial Paper	92%
Cash/Repo	7%
Money Market	1%

(b)

SEC 7-Day Yield Calculation

$$\text{Yield} = 2 \left[\left[\frac{a-b}{cd} + 1 \right]^6 - 1 \right]$$

*a - Dividend and interest income
b - Expenses accrued for the period
c - Average daily number of shares outstanding during the period that was entitled to dividends
d - Maximum offering price per share on the last day of the period*

Corporate Overnight Plus Fund

Return Information

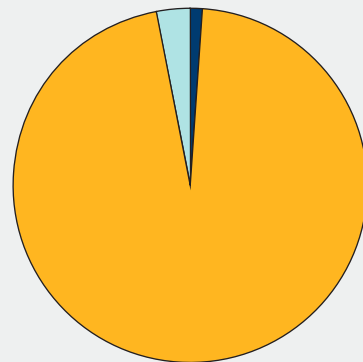
May 31, 2026

Average Monthly Return (a)	3.81%
SEC 7-day Fund Yield (b)	3.82%
Weighted Average Maturity One (c)	68 days
Weighted Average Maturity Two (c)	103 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAf/S1+

Inventory Position

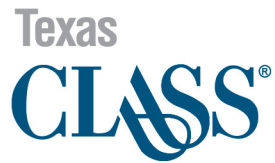
	Book Value	Market Value
Cash/Repo	335,978,250.81	335,978,250.81
US Treasuries	-	-
Agencies	-	-
Commercial Paper	10,770,644,426.89	10,767,632,373.76
Money Market Funds	110,630,905.78	110,630,905.78
Total Assets	11,217,253,583.48	11,214,241,530.35

Investment Distribution



Commercial Paper	96%
Cash/Repo	3%
Money Market	1%

(c) The Weighted Average Maturity One calculation uses the industry standard definition of state maturity for floating rate instruments, the number of days until the next reset date. The Weighted Average Maturity Two calculation uses the final maturity of any floating rate instruments, as opined in Texas Attorney General Opinion No. JC0359.



Texas CLASS

Texas CLASS

Date	Dividend Rate	Daily Yield
05/01/2026	0.000311109	3.7852%
05/02/2026	0.000000000	3.7852%
05/03/2026	0.000000000	3.7852%
05/04/2026	0.000103459	3.7763%
05/05/2026	0.000103331	3.7716%
05/06/2026	0.000103293	3.7702%
05/07/2026	0.000103092	3.7629%
05/08/2026	0.000309027	3.7598%
05/09/2026	0.000000000	3.7598%
05/10/2026	0.000000000	3.7598%
05/11/2026	0.000102986	3.7589%
05/12/2026	0.000102906	3.7561%
05/13/2026	0.000102917	3.7565%
05/14/2026	0.000102706	3.7489%
05/15/2026	0.000306576	3.7300%
05/16/2026	0.000000000	3.7300%
05/17/2026	0.000000000	3.7300%
05/18/2026	0.000101950	3.7212%
05/19/2026	0.000101733	3.7128%
05/20/2026	0.000101608	3.7087%
05/21/2026	0.000101393	3.7023%
05/22/2026	0.000406324	3.7077%
05/23/2026	0.000000000	3.7077%
05/24/2026	0.000000000	3.7077%
05/25/2026	0.000000000	3.7077%
05/26/2026	0.000102113	3.7271%
05/27/2026	0.000102889	3.7554%
05/28/2026	0.000103328	3.7715%
05/29/2026	0.000310236	3.7746%
05/30/2026	0.000000000	3.7745%
05/31/2026	0.000000000	3.7745%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Financial Reports – Budget Amendment
Date: August 12, 2026

HISTORY: The District's 2026-2027 budget was officially approved at the June 16, 2026, special Board meeting.

RATIONALE: In accordance with CE(LOCAL), the Board shall approve amendments to the budget when a change is made, increasing any one of the functional spending categories or increasing revenue object accounts and other resources. The purpose of this agenda item is to align the budget with the correct function code in the following areas:

- **San Elizario High School**
 - **Function 11 (Instruction):** To increase function 11 by \$1,299 to purchase technology equipment for Student Activities Manager and account for costs in the correct function code.
 - **Function 13 (Curriculum Development and Instructional Staff Development):** To decrease function 13 by \$1,299 to purchase technology equipment for Student Activities Manager, and account for costs in the correct function code.
 - **Function 11 (Instruction):** To decrease function 11 by \$2,000 to pay for UIL competitions and account for costs in the correct function code.
 - **Function 36 (Cocurricular/Extracurricular Activities):** To increase function 36 by \$2,000 to pay for UIL competitions and account for costs in the correct function code.
- **Ann M. Garcia-Enriquez Middle School**
 - **Function 11 (Instruction):** To decrease function 11 by \$3,320 to purchase security equipment and account for costs in the correct function code.
 - **Function 52 (Security):** To increase function 52 by \$3,320 to purchase security equipment and account for costs in the correct function code.

BUDGET IMPACT: The proposed budget amendment is detailed in the attached documentation. This amendment has no net impact on the overall budget, as it solely reallocates funds from one function to another.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the budget amendment as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT GENERAL FUND		<u>8/12/2026</u>		<u>8/12/2026</u>	<u>8/12/2026</u>	<u>2026-2027</u>
		Adopted	(a) SEHS - Laptop for Student Activities Manager	(b) SEHS - UIL Competitions	(c) GEMS - Security Camera & Door Bells	Proposed
REVENUES		REVENUES				REVENUES
5700	Local and Intermediate Sources	\$ 2,841,251				\$ 2,841,251
5800	State Sources	31,368,328				31,368,328
5900	Federal Programs	3,265,400				3,265,400
<i>Total Revenues</i>		<u>37,474,979</u>				<u>37,474,979</u>
EXPENDITURES		EXPENDITURES				EXPENDITURES
11	Instruction	20,018,979	1,299	(2,000)	(3,320)	20,014,958
12	Instructional Resources and Media Services	68,527				68,527
13	Curriculum and Instructional Staff Development	808,214	(1,299)			806,915
21	Instructional Leadership	742,096				742,096
23	School Leadership	1,895,275				1,895,275
31	Guidance, Counseling and Evaluation Services	1,420,988				1,420,988
32	Social Work Services	111,171				111,171
33	Health Services	458,330				458,330
34	Student (Pupil) Transportation	1,340,311				1,340,311
35	Food Services	3,567,806				3,567,806
36	Cocurricular/Extracurricular Activities	973,845		2,000		975,845
41	General Administration	1,858,998				1,858,998
51	Facilities Maintenance and Operations	4,616,751				4,616,751
52	Security and Monitoring Services	1,524,911			3,320	1,528,231
53	Data Processing Services	1,006,369				1,006,369
61	Community Services	15,881				15,881
71	Debt Service	358,882				358,882
81	Facilities Acquisition and Construction	0				0
99	Other Intergovernmental Charges	52,000				52,000
<i>Total Expenditures</i>		<u>\$ 40,839,335</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,839,335</u>
REVENUES OVER(UNDER) EXPENDITURES		<u>\$ (3,364,356)</u>				<u>\$ (3,364,356)</u>



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Leticia de Santos, Administrator Instructional Programs
Subject: Approval Purchase/Renewal Over \$25,000 - Frontline Education Management System-ELL/LPAC
Date: August 12, 2026

HISTORY:

The district has used Frontline Education Management System to monitor Emergent Bilingual (EB) students and manage the Language Proficiency Assessment Committee (LPAC) process. Frontline Education enables LPAC administrators to document, monitor, and maintain all required state documentation for EB students, helping ensure compliance with state and federal requirements while providing a centralized system for tracking student information, LPAC decisions, and required documentation.

RATIONALE:

The continued use of Frontline Education Management System is necessary to ensure the district remains compliant with state requirements for the identification, placement, monitoring, reclassification, and documentation of Emergent Bilingual students. The system streamlines LPAC processes by providing a centralized platform for maintaining required records, generating reports, tracking student progress, and documenting committee decisions. Renewing this service promotes consistency across campuses, improves the accuracy and efficiency of LPAC procedures, reduces the risk of compliance issues, and supports the district in meeting all state and federal requirements for Emergent Bilingual programs.

BUDGET IMPACT:

The budget impact for this purchase will be \$25,357.86. The materials will be purchased with budgeted Bilingual funds. A quote is attached.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase and renewal of the Frontline Education LPAC Management System as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.



INVOICE

Acct #: 9016369
#INVESP23959

San Elizario Ind School Dist
PO BOX 920
SAN ELIZARIO TX 79849-0920

Start Date: 7/8/2026

Due Date: 8/7/2026

PAYMENT INFORMATION

Please send checks to:

Frontline Technologies Group LLC
PO Box 780577
Philadelphia, PA 19178-0577

To make payment via ACH/EFT:

Bank Name: Wells Fargo, N.A.
Account Name: Frontline Technologies Group LLC
ABA/Routing #: 121000248
Account #: 4121566533
Swift Code: WFBIUS6S

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

Please send remittance advice to Billing@FrontlineEd.com.

You can find a copy of our W9 at <http://help.frontlinek12.com/WebNav/Docs/FrontlineEducationW9.pdf>.

Qty	Description	Start	End	End User	Rate	Amount
1	ELL/LPAC - eStar, unlimited usage for internal employees	7/8/2026	7/7/2027	9016369 San Elizario Ind School Dist	\$25,357.86	\$25,357.86

Your timely payment is important to maintain continuous subscription status and allow for delivery of services. Our billing system tracks by contract, not PO#. We are unable to address PO# inquiries. Please check with your internal departments for PO# information. Any PO copies and/or vouchers for signature can be emailed to billing@frontlineed.com.

SUBTOTAL \$25,357.86

**TOTAL DUE
by 8/7/2026** \$25,357.86



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Resolution stating review of investment policy, investment strategies and designation of investment officer
Date: August 12, 2026

HISTORY: The State Legislature passed the Texas Public Funds Investment Act in 1987.

RATIONALE: The Public Funds Investment Act as found per Chapter 2256, Title 10 of the Government Code is the statute governing the investing of public funds.

BUDGET IMPACT: There is no budget impact for this agenda item.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the resolution as presented.

For Approval? ☐ Yes ☐ No

If no, please check one: ☐ Presentation ☒ Report ☒ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

**Resolution Stating Review of Investment Policy and Review of
Investment Strategies and Designation of Investment Officer
for the San Elizario Independent School District**

Whereas, Section 2256.005, Texas Government Code, as amended, requires the governing body of an investing entity review its investment policy and investment strategies not less than annually;

Whereas, the Board of Trustees of the San Elizario Independent School District, “District”, has adopted an Investment Policy for the District, in the form attached hereto as “Exhibit A” pursuant to Chapter 2256, Texas Government Code, as amended from time to time;

And *Whereas*, the Board of Trustees wishes to designate one or more employees of the District as investment officer to be responsible for the investment of its funds consistent with the Investment Policy;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT THAT:

Section 1. The Investment Policy, in the form attached hereto as “Exhibit A” and investment strategies contained in such policy has been reviewed and is hereby adopted with no changes.

Section 2. The Chief Financial Officer, Elizabeth Perez, of the District is hereby named as the investment officer of the District to be responsible for the investment of its funds consistent with the investment Policy.

Section 3. 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.

APPROVED THIS 12th day of August, 2026.

BY: _____
Eduardo Chavez
Board President

ATTEST: _____
Sandra Licon
Board Secretary

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No indi-

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

vidual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

	objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
Sellers of Investments	Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)] Representatives of brokers/dealers and representatives with distributors of investment pools shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA). Distributors of investment pools shall also be a registrant in good standing with the Municipal Securities Rulemaking Board (MSRB).
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification. The District shall monitor interest rate risk using weighted average maturity and specific identification.
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Resolution for selection and approval of authorized investments and financial institutions
Date: August 12, 2026

HISTORY: The State Legislature passed the Texas Public Funds Investment Act in 1987.

RATIONALE: The Public Funds Investment Act as found per Chapter 2256, Title 10 of the Government Code is the statute governing the investing of public funds.

BUDGET IMPACT: There is no budget impact for this agenda item.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the resolution as presented.

For Approval? ☐ Yes ☐ No

If no, please check one: ☐ Presentation ☒ Report ☒ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

Resolution for Selection and Approval of Authorized Investments and Financial Institutions

Section 2256.016(a) of the Texas Government Code, as amended, allows an entity to invest its funds and funds under its control in an eligible investment pool(s) if the governing body authorizes investments in the particular pools(s) and if the investment pool(s) complies with the requirements outlined in the subchapter.

A list of qualified pools authorized to engage in investment transactions with the District must be reviewed, revised and adopted by the School Board or designated investment committee at least annually. The recommended pools are the Lone Star Investment Pool, the TexSTAR investment pool, the Texas CLASS investment pool, the Texas Range investment pool, and the LOGIC investment pool which are investment pools in full compliance with the public funds investment act.

Section 2256.010(a) of the Texas Government Codes, as amended, allows an entity to invest its funds and funds under its control in a certificate of deposit(s) issued by a depository institution that has its main office or a branch office in this state if the governing body authorizes investments at that particular depository institution(s) and if the depository institution(s) complies with the requirements outlined in the subchapter.

The recommended depository institutions for investing in certificates of deposits are GECU, Raiz Federal Credit Union, Evolve Credit Union, Security Service Federal Credit Union, First Light Federal Credit Union, and Bank of Texas; however, provided that the certificates of deposit shall not exceed \$250,000 in principal amount (the limit of FDIC or other government insurance coverage of deposits).

The District's Chief Financial Officer shall serve as the District's Investment Officer:

- Elizabeth Perez, Chief Financial Officer

APPROVED THIS 12th day of August 2026

BY: _____
Eduardo Chavez
Board President

ATTEST: _____
Sandra Licon
Board Secretary



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Resolution approving independent sources for investment training
Date: August 12, 2026

HISTORY: The State Legislature passed the Texas Public Funds Investment Act in 1987.

RATIONALE: The Public Funds Investment Act as found per Chapter 2256, Title 10 of the Government Code is the statute governing the investing of public funds.

BUDGET IMPACT: There is no budget impact for this agenda item.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the resolution as presented.

For Approval? ☐ Yes ☐ No

If no, please check one: ☐ Presentation ☒ Report ☒ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

Resolution Approving Independent Sources for Investment Training

WHEREAS, San Elizario Independent School District (“District”) has been legally created and operates pursuant to the general laws of the State of Texas applicable to independent school districts; and

WHEREAS, the Investment Policy CDA (LOCAL) states the Superintendent or other person as designated by Board resolution shall serve as the investment officer of the District; and

WHEREAS, the Texas Association of School Boards, the Texas Association of School Business Officials, the Texas Local Government Investment Pool, the Lone Star Investment Pool, the Texas Class Investment Pool, Texas State University, and various TASBO Affiliates are independent sources that provide investment training sessions relating to investment responsibilities; and

WHEREAS, the Board of Trustees of the San Elizario Independent School District wishes to approve these independent sources of instruction to provide investment training sessions required by Government Code Section 2256.008(a);

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT:

That the Texas Association of School Boards, the Texas Association of School Business Officials, the Texas Local Government Investment Pool, the Lone Star Investment Pool, the Texas Class Investment Pool, Texas State University, and various TASBO Affiliates are approved as independent sources of instruction relating to investment responsibilities for the investment officers of the District, as required by Section 2256.008(a), Texas Government Code, as amended.

The District’s Chief Financial Officer shall serve as the District’s Investment Officer:

- Elizabeth Perez, Chief Financial Officer

APPROVED THIS 12th day of August 2026

BY: _____
Eduardo Chavez
Board President

ATTEST: _____
Sandra Licon
Board Secretary



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Resolution authorizing the purchase of certificates of deposit
Date: August 12, 2026

HISTORY: The State Legislature passed the Texas Public Funds Investment Act in 1987.

RATIONALE: The Public Funds Investment Act as found per Chapter 2256, Title 10 of the Government Code is the statute governing the investing of public funds.

BUDGET IMPACT: There is no budget impact for this agenda item.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the resolution as presented.

For Approval? ☐ Yes ☐ No

If no, please check one: ☐ Presentation ☒ Report ☒ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

Resolution Authorizing the Purchase of Certificates of Deposit

Section 2256.010(a) of the Texas Government Codes, as amended, allows an entity to invest its funds and funds under its control in a certificate of deposit(s) issued by a depository institution that has its main office or a branch office in this state if the governing body authorizes investments at that particular depository institution(s) and if the depository institution(s) complies with the requirements outlined in the subchapter.

The recommended depository institutions for investing in certificates of deposits are GECU, Raiz Federal Credit Union, Evolve Credit Union, Security Service Federal Credit Union, First Light Federal Credit Union, and Bank of Texas; however, provided that the certificates of deposit shall not exceed \$250,000 in principal amount (the limit of FDIC or other government insurance coverage of deposits).

The Board of Trustees of the San Elizario Independent School District in accordance with CDA(LOCAL), authorizes the purchase of Certificates of Deposits for a term greater than one year and not to exceed three years.

APPROVED THIS 12th day of August 2026

BY: _____
Eduardo Chavez
Board President

ATTEST: _____
Sandra Licon
Board Secretary



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Blanca I. Cruz, Associate Superintendent
Subject: 2026-2027 Student Code of Conduct
Date: August 12, 2026

HISTORY:

The Student Code of Conduct is a document that outlines the expectations, responsibilities, and behavioral standards for students within the San Elizario Independent School District. It serves as a guide to promote a safe, respectful, and productive learning environment by clearly defining acceptable and unacceptable behaviors, as well as the consequences for violations. Additionally, it provides students, parents, and staff with a shared understanding of the school's policies, fostering consistency and fairness in disciplinary actions while supporting student growth and accountability.

RATIONALE:

Because this was a non-legislative year, the 2026–2027 Student Code of Conduct remains unchanged from the previous school year.

BUDGET: There is no budget impact associated with this item.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the 2026-2027 Student Code of Conduct as presented.

Please check one: ☒ For approval ☐ Report / Information only ☐ Recognition
☒ Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative, and academically superior district.

San Elizario Independent School District



Student Code of Conduct

2026-2027

Approved _____

Student Code of Conduct

Table of Contents

Student Code of Conduct	1
Accessibility.....	1
Purpose.....	1
School District Authority and Jurisdiction	2
Campus Behavior Coordinator	2
Threat Assessment and Safe and Supportive School Team.....	3
Searches	3
Reporting Crimes.....	3
Security Personnel	4
School Resource Officers.....	4
District “Parent” Defined	5
Participating in Graduation Activities	5
Unauthorized Persons	5
Standards for Student Conduct.....	7
General Conduct Violations	8
Disregard for Authority.....	8
Mistreatment of Others	8
Property Offenses.....	9
Possession of Prohibited Items	9
Possession of Personal Communication Devices	10
Illegal, Prescription, and Over-the-Counter Drugs.....	11
Misuse of Technology Resources and the Internet	11
Safety Transgressions.....	12
Miscellaneous Offenses.....	12
Dating Violence	13
Discipline Management Techniques	14
First-Time Offense of Possession or Use of Nicotine Delivery Product or E- Cigarette	14
Students with Disabilities.....	14
Techniques	14
Prohibited Aversive Techniques	16
Notification.....	16
Parental Involvement.....	17

Student Code of Conduct

Appeals.....	17
Removal from the School Bus.....	18
Removal from the Regular Educational Setting	19
Routine Referral	19
Formal Teacher Removal	19
Returning a Student to the Classroom	20
Appeals of Formal Teacher Removals	20
In-School Suspension	21
Process.....	21
Out-of-School Suspension	22
Misconduct	22
Process.....	22
Alternative Assignment.....	23
Coursework During Suspension	23
Disciplinary Alternative Education Program (DAEP) Placement.....	24
Discretionary Placement: Misconduct That May Result in DAEP Placement	24
Mandatory Placement: Misconduct That Requires DAEP Placement.....	25
Sexual Assault and Campus Assignments.....	27
Process.....	27
Length of Placement.....	28
Appeals.....	29
Restrictions During Placement	30
Placement Review.....	30
Additional Misconduct.....	30
Notice of Criminal Proceedings	30
Withdrawal During Process	31
Newly Enrolled Students	31
Emergency Placement Procedure.....	32
Transition Services	32
Placement and/or Expulsion for Certain Offenses	33
Registered Sex Offenders	33
Expulsion.....	34
Discretionary Expulsion: Misconduct That May Result in Expulsion	34
Mandatory Expulsion: Misconduct That Requires Expulsion	35

Student Code of Conduct

Under Age 10	37
Virtual Expulsion Program	37
Consideration of Virtual Education as Alternative to Expulsion.....	37
Process.....	37
Length of Expulsion	39
Withdrawal During Process	39
Additional Misconduct.....	39
Restrictions During Expulsion.....	39
Newly Enrolled Students	40
Emergency Expulsion Procedures	40
DAEP Placement of Expelled Students.....	40
Transition Services	40
Certain Felonies	40
Hearing and Required Findings.....	41
Length of Placement.....	41
Placement Review.....	42
Glossary	43

Student Code of Conduct

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the district at risalcido@seisd.net, **phone number 915-872-3926**.

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 San Elizario Independent School District board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code of Conduct remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator’s office and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under [Chapter 37](#) of the Education Code.

Not later than the first day of the 2025-2026 school year, the Texas Education Agency (TEA) shall prepare and provide to each school district a report identifying each law relating to school discipline that was amended or added by the 89th Legislature, Regular Session, 2025. A school district shall provide to each student and the parent of or person standing in parental relation to the student the prepared report.

Because the Code of Conduct is adopted by the district’s board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law ([Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973](#)) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by [Education Code 37.0832](#);
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by [Education Code 37.006, 37.007, or 37.0081](#); and
12. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a single person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal, or any other campus administrator selected by the principal. Additional staff members may assist the CBC in the performance of the CBC's duties, provided that the CBC personally verifies that all aspects of [Chapter 37, Subchapter A](#) are appropriately implemented. The CBC is primarily responsible for maintaining student discipline. The CBC shall monitor disciplinary referrals and report the following behavior to the campus's threat assessment and safe and supportive school team:

- Conduct that contains the elements of the offense of terroristic threat under [Penal Code 22.07](#);
- Conduct that contains the elements of the offense of unlawfully carrying weapons under [Penal Code 46.02](#);

School District Authority and Jurisdiction

- Conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm under [Education Code 37.125](#); and
- Any concerning student behaviors or behavioral trends that may pose a serious risk of violence to the student or others.

The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at:

Josefa L. Sambrano Elementary: Mrs. Lidia Sandate - Link coming soon

Alfonso Borrego Sr. Elementary: Mrs. Lorena Robles - Link coming soon

<https://aes.seisd.net/staff/campus-behavioral-coordinator>

Ann M. Garcia Enriquez Middle School: Ms. Fabiola Carranco - Link coming soon

San Elizario High School: Mrs. Valerie Chavez – Link coming soon

Threat Assessment and Safe and Supportive School Team

The CBC or other appropriate administrator will work closely with the campus threat assessment and safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal or CBC and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Gang-Free Zone

School District Authority and Jurisdiction

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Security Personnel

The board utilizes school resource officers (SROs), school marshals, and security personnel to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

The law enforcement duties of school resource officers and district security personnel are: A district peace officer, a school resource officer, and security personnel shall perform law enforcement duties for the school district that must include protecting the safety and welfare of any person in the jurisdiction of the peace officer, resource officer, or security personnel; and the property of the school.

School Resource Officers

As per CKEC (Local):

To implement the district's comprehensive safety programs, the district has entered into a memorandum of understanding (MOU) with each local law enforcement agency that provides the district with school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

Jurisdiction: The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the district that is owned, leased, or rented by the district, or is otherwise under the district's control.

Authority and Duties: A school resource officer shall perform duties as described in the MOU and as included in the district improvement plan and the Student Code of Conduct. Pursuant to the MOU, a school resource officer shall:

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 violations of law as needed. In doing so, school resource officers may serve search warrants in connection with 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.

School District Authority and Jurisdiction

4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry a firearm in accordance with the MOU and the directives with the commissioning entity.
8. Carry out all other duties in accordance with the MOU.

A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

Each school resource officer shall receive at least the minimum amount of education and training required by law.

District “Parent” Defined

Throughout the Code of Conduct and related discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

Participating in Graduation Activities

The district has the right to limit a student’s participation in graduation activities for violating the district’s Code of Conduct.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Unauthorized Persons

In accordance with [Education Code 37.105](#), a school administrator, SRO, or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

School District Authority and Jurisdiction

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

[See Restrictions During Placement for information regarding a student assigned to DAEP at the time of graduation.]

Standards for Student Conduct

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Code of Conduct.

General Conduct Violations

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on In-School Suspension, Out-of-School Suspension, Disciplinary Alternative Education Program (DAEP) Placement, Placement and/or Expulsion for Certain Offenses, and Expulsion, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Removal from the Regular Educational Setting.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. [See Placement and/or Expulsion for Certain Offenses for assault.]
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in any behavior that violates the Student Code of Conduct and is motivated by antisemitism. [See Glossary]
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See Glossary for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. [See Glossary]
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. [See Glossary]
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.

General Conduct Violations

- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. [See Placement and/or Expulsion for Certain Offenses for felony criminal mischief.]
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. [See Placement and/or Expulsion for Certain Offenses for felony robbery, aggravated robbery, and theft.]
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- A short barrel firearm;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- Knuckles;

General Conduct Violations

- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products (including nicotine pouches), cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*See Placement and/or Expulsion for Certain Offenses for weapons and firearms. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Personal Communication Devices

Students shall not:

- Use a personal communication device, including a cell phone, or other electronic device on school property during the school day and shall store the device in accordance with the method of storage established by the district. [See Glossary]
- The district may authorize the use of a personal communication device for the following reasons:
 - To implement an individualized education program (IEP) or for a plan created under [Section 504, Rehabilitation Act of 1973 \(29 U.S.C Section 794\)](#) or a similar program or plan;
 - With documented need based on a directive from a qualified physician; or
 - To comply with a health or safety requirement imposed by law or as part of the district's safety protocols.

Inappropriate use of a personal communication device during the school day will result in disciplinary action in accordance with this Code of Conduct.

Consequences:

1st Offense: Device Confiscated until the End of the Day/Student Pick up Required

2nd Offense: Device Held for Parent/Guardian Pick up Required

3rd Offense: Final Conduct Review Notice – Parent Pick up Required

4th + Offense: Conference + Device Ban + In-School Suspension (ISS) – Parent Pick Up Required

General Conduct Violations

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. [See Disciplinary Alternative Education Program (DAEP) Placement and Expulsion for mandatory and permissive consequences under state law.]
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. [See Glossary for “paraphernalia.”]
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. [See Glossary for “abuse.”]
- Abuse over-the-counter drugs. [See Glossary for “abuse.”]
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. [See Glossary for “under the influence.”]
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees, or upload or create computer viruses, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources, including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if

General Conduct Violations

the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Utilize artificial intelligence in a way that would constitute academic dishonesty or as a means of engaging in any other prohibited conduct.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, unauthorized use of artificial intelligence, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

General Conduct Violations

Dating Violence

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

For purposes of FFH (Local) Policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or

creates an intimidating, threatening, hostile, or offensive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic

performance; or

3. Otherwise adversely affects the student's educational opportunities.

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

Student Reporting Procedures

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

See FFH Local

Discipline Management Techniques

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette

An appropriate administrator may place a student in a disciplinary alternative education program for the first-time offense of possession or use of a nicotine delivery product or e-cigarette, as defined by [Section 161.081, Health and Safety Code](#).

If a student who possesses or uses an e-cigarette is not placed in a disciplinary alternative education program for the first-time offense under [Education Code 37.008](#), the student shall be placed in in-school suspension for a period of at least 10 school days.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the [Education Code](#), a student who receives special education services may not be disciplined in a manner that results in a change to the student's educational placement for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists [see Glossary] until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.

Discipline Management Techniques

- 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.
- School-assessed and school-administered probation.
- In-school suspension, as specified in In-School Suspension.
- Out-of-school suspension, as specified in Out-of-School Suspension.
- Placement in a DAEP, as specified in Disciplinary Alternative Education Program (DAEP) Placement.
- Expulsion and/or placement in an alternative educational setting, as specified in Placement and/or Expulsion for Certain Offenses.
- Expulsion, as specified in Expulsion.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Discipline Management Techniques

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL)]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The CBC shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of [Education Code 37.0012\(d\)](#).

Discipline Management Techniques

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Parental Involvement

The principal, campus behavior coordinator, or other appropriate administrator shall notify the parent of or person standing in parental relation to a student who has been placed in a disciplinary alternative education program (DAEP) or expelled of the parent's or person's right to request a behavioral agreement that specifies the responsibilities of the parent or person and student.

The behavioral agreement must specify the responsibilities of the student and the parent/guardian. If followed, the agreement may result in a reduced disciplinary placement period, as outlined in the agreement. Reduction in the disciplinary placement period does not entitle the student to a different disciplinary placement. The decision to reduce, revoke, or amend the disciplinary placement period is at the sole discretion of the school administration. Compliance with the agreement is required for the reduction to remain valid.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the central administration office or online at [San Elizario ISD Policy Manual](#)

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

Removal from the School Bus

A bus driver may refer a student to the principal's office or the CBC's office to maintain effective discipline on the bus. The principal or CBC must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the CBC may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

Formal Teacher Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior repeatedly interferes with the teacher's ability to teach the class or with other students' ability to learn.
2. A student demonstrates behavior that is unruly, disruptive, or abusive toward the teacher, another adult, or another student in the classroom.
3. A student engages in conduct that constitutes bullying, as defined by [Education Code 37.0832.0](#).

A teacher, CBC, or other appropriate administrator must notify a parent or person standing in parental relation to the student of the formal removal. A teacher may remove a student from class based on a single incident of behavior.

Within three school days of the formal removal, the CBC or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the CBC or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the [Education Code](#) requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Removal from the Regular Educational Setting

Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's written consent.

A student who has been formally removed by a teacher for any other conduct may not be returned to the teacher's class without the teacher's written consent unless the placement review committee determines that the teacher's class is the best or only alternative, and not later than the third class day after the day the student was removed from class, a conference in which the teacher was provided an opportunity to participate has been held. The student may not be returned to the teacher's class unless the teacher provides written consent for the student's return or a return to class plan has been prepared for that student.

Appeals of Formal Teacher Removals

A student may appeal the teacher's removal of the student from class to the school's placement review committee or the campus's threat assessment and safe and supportive school team, in accordance with a district policy providing for such an appeal to be made to this team.

In-School Suspension

In-School Suspension

An in-school suspension is not subject to any time limit.

A school's principal or other appropriate administrator shall review the in-school suspension of a student at least once every 10 school days after the date of the suspension begins to evaluate the educational progress of the student and to determine if continued in-school suspension is appropriate.

During in-school suspension, a student shall receive appropriate behavioral support services and comparable educational services as the student would receive in the classroom. If the student receives special education services, the student must continue to receive special education and related services specified in the student's individualized education program (IEP) and continue to have an opportunity to progress in the general curriculum.

[See First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette for limitations to the general rule.]

Process

Before being suspended, a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension.

In deciding whether to order in-school suspension, the CBC shall take into consideration:

1. Self-defense [see Glossary];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Out-of-School Suspension

Out-of-School Suspension

Misconduct

Students may be suspended for behavior listed in the Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students below grade 3 unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in [Penal Code sections 46.02 or 46.05](#);
- Conduct that threatens the immediate health and safety of other students in the classroom;
- Documented conduct that results in repeated or significant disruption to the classroom; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be assigned to out-of-school suspension for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the CBC shall take into consideration:

1. Self-defense [see Glossary];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;

Out-of-School Suspension

4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Alternative Assignment

A parent or person standing in parental relation to the student may submit a written request to the principal or other appropriate administrator to reassign a student placed in out-of-school suspension. The parent or person standing in parental relation to the student must provide information and documentation that they are unable to provide suitable supervision for the student during school hours during the period of the suspension. It is the sole discretion of the principal or other appropriate administrator to reassign the student placed in out-of-school suspension.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be **kindergarten-grade 6** and secondary classification shall be grades **7-12**.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense [see Glossary];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code of Conduct.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to die by suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. [see Glossary]
- Involvement in criminal street gang activity. [see Glossary]

Disciplinary Alternative Education Program (DAEP) Placement

- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.
- Engages in conduct that contains the elements of the offense of disruptive activities under [Education Code 37.123](#).
- Engages in conduct that contains the elements of the offense of disruption of classes under [Education Code 37.124](#).
- Possesses or uses an e-cigarette, as defined by [Section 161.081, Health and Safety Code](#), except that if a student who possesses or uses an e-cigarette is not placed in a disciplinary alternative education program for the first-time offense under [Education Code 37.008](#), the student shall be placed in in-school suspension for a period of at least 10 school days. See First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette for additional information.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief [see Glossary] that the student engaged in conduct punishable as a felony that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process. Aggravated robbery or felonies listed as offenses in Title 5 [see Glossary] of the Penal Code are punishable as mandatory expulsions.

The CBC **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. [see Glossary]
 - Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault [see Glossary] under [Penal Code 22.01\(a\)\(1\)](#).
 - Except as provided by [Education Code 37.007\(a\)\(3\)](#), sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. [School-related felony drug offenses are addressed in

Disciplinary Alternative Education Program (DAEP) Placement

Expulsion.] [See Glossary for "under the influence," "controlled substance," and "dangerous drug."]

- Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. A student with a valid prescription for low-THC cannabis as authorized by [Chapter 487 of the Health and Safety Code](#) does not violate this provision.
- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Sells, gives, or delivers to another person an e-cigarette, as defined by [Section 161.081, Health and Safety Code](#).
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. [see Glossary]
- Engages in conduct that contains the elements of an offense of harassment against an employee under [Penal Code sections 42.07\(a\)\(1\), \(2\), \(3\), or \(7\)](#).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation under [Penal Code 36.06](#) against any school employee or volunteer on or off school property.
- Engages in conduct that contains the elements of harassment under [Penal Code 42.07](#) against any school employee or volunteer on or off of school property.

The student receives deferred prosecution [see Glossary], or a court or jury finds that the student has engaged in delinquent conduct [see Glossary], or the superintendent or designee has a reasonable belief [see Glossary] under [Section 53.03, Family Code](#), for conduct defined as any of the following offenses under the Penal Code:

1. A felony offense under [Title 5](#);
2. The offense of deadly conduct under [Section 22.05](#);
3. The felony offense of aggravated robbery under [Section 29.03](#);
4. The offense of disorderly conduct involving a firearm under [Section 42.01\(a\)\(7\) or \(8\)](#); or
5. The offense of unlawfully carrying weapons under [Section 46.02](#), except for an offense punishable as a Class C misdemeanor under that section.

Disciplinary Alternative Education Program (DAEP) Placement

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the CBC.

Conference

When a student is removed from class for a DAEP offense, the CBC or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the CBC or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense [see Glossary];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

Disciplinary Alternative Education Program (DAEP) Placement

Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by [Section 52.04 of the Family Code](#).

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code of Conduct, the placement order shall give notice of the inconsistency.

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal, and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Disciplinary Alternative Education Program (DAEP) Placement

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the CBC or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or
2. The student has engaged in serious or persistent misbehavior [see Glossary] that violates the district's Code of Conduct.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the central administration office or online at [San Elizario ISD Board Policy](#)

Appeals shall begin at Level One with the school principal.

Disciplinary Alternative Education Program (DAEP) Placement

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's IEP or Section 504 plan.

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 his or her status, including academic status, by the CBC or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication [see Glossary], or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

Disciplinary Alternative Education Program (DAEP) Placement

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the CBC may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the CBC or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees, or if the extended placement is in the best interest of the student.

Disciplinary Alternative Education Program (DAEP) Placement

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. [See policy FOCA(LEGAL) for more information.]

Placement and/or Expulsion for Certain Offenses

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the [Education Code](#) provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers;
2. Will be detrimental to the educational process; or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense [see Glossary];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. [see Disciplinary Alternative Education Program (DAEP) Placement]

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to die by suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Criminal mischief, if punishable as a felony.
- Breach of computer security. [see Glossary]
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug, unless the conduct is punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by [Chapter 487 of the Health and Safety Code](#) does not violate this provision. [See Glossary for "under the influence."]

Expulsion

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in deadly conduct. [see Glossary]

Within 300 Feet of School

A student may be expelled for possession of a firearm, as defined by federal law, while within 300 feet of school property, as measured from any point on the school's real property boundary line.

Property of Another District

A student may be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by [Penal Code 1.07](#); or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under [Penal Code 21.07](#);
 - b. Indecent exposure under [Penal Code 21.08](#);
 - c. Criminal mischief under [Penal Code 28.03](#);
 - d. Hazing under [Education Code 37.152](#); or
 - e. Harassment under [Penal Code 42.07\(a\)\(1\)](#) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on or off school property.

Expulsion

Under Federal Law

Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. [see Glossary]

Note: Mandatory expulsion under the [federal Gun Free Schools Act](#) does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by [Penal Code 46.02](#):
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. [see Glossary] Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
- A location-restricted knife, as defined by state law. [see Glossary]
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. [see Glossary]
- Engages in conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm under Education Code 37.125.
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. [see Glossary]
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Kidnapping or aggravated kidnapping.
 - Burglary, robbery or aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or disabled individual.

Expulsion

- Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance or a dangerous drug.
- Engaging in conduct that contains elements of assault against a school employee or volunteer.

Under Age 10

When a student under the age of 10 engages in behavior that is expellable behavior, the student shall not be expelled but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Virtual Expulsion Program

In some circumstances, a student may be placed in a virtual expulsion program.

- The school must ensure students in the program have the necessary technology and internet and must provide it if needed.
- The virtual program must, as much as possible, meet the same requirements as an in-person disciplinary alternative education program (DAEP).
- The student's placement must be reviewed every 45 school days.
- If an in-person spot becomes available, the school should plan the student's return to in-person learning.
- If continued virtual placement is appropriate, the school must document the decision.

Consideration of Virtual Education as Alternative to Expulsion

Before a school district may expel a student, the district must consider the appropriateness and feasibility of, as an alternative to expulsion, enrolling the student in a full-time hybrid program, full-time virtual program, full-time hybrid campus, or full-time virtual campus. This requirement does not apply to a student expelled under [Education Code 37.0081 or 37.007\(a\), \(d\), or\(e\)](#).

Process

If a student is believed to have committed an expellable offense, the CBC or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

Expulsion

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district;
2. An opportunity to testify and to present evidence and witnesses in the student's defense; and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the *Associate Superintendent* authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration:

1. Self-defense [see Glossary];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Expulsion

Not later than the second business day after the hearing, the Associate Superintendent shall deliver to the juvenile court a copy of the expulsion order and the information required by [Section 52.04 of the Family Code](#).

If the length of the expulsion is inconsistent with the guidelines included in the Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees; or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the CBC or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

Expulsion

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order; and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees; or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Emergency expulsion may be ordered based on a single incident of behavior by the student. Within 10 days after the date of the emergency expulsion, the student shall be given 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, educational services in the DAEP must be provided if the student is less than 10 years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Certain Felonies

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with

Expulsion

[Education Code 37.0081](#), a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 [see Glossary] of the Penal Code. The student must have:

- Received deferred prosecution for conduct defined as aggravated robbery or a [Title 5 felony](#) offense;
- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a [Title 5 felony](#) offense;
- Been charged with engaging in conduct defined as aggravated robbery or a [Title 5 felony](#) offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a [Title 5 felony](#) offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred;
2. The location at which the conduct occurred;
3. Whether the conduct occurred while the student was enrolled in the district; or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers;
2. Will be detrimental to the educational process; or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school;
2. The charges are dismissed or reduced to a misdemeanor offense; or
3. The student completes the term of the placement or is assigned to another program.

Expulsion

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by [Penal Code 29.03\(a\)](#) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a. 65 years of age or older; or
 - b. A disabled person.

Antisemitism is defined by [Government Code section 448.001](#) as a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

Armor-piercing ammunition is defined by [Penal Code 46.01](#) as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by [Penal Code 28.02](#) as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
 - a. Any vegetation, fence, or structure on open-space land; or
 - b. Any building, habitation, or vehicle:
 - (1) Knowing that it is within the limits of an incorporated city or town;
 - (2) Knowing that it is insured against damage or destruction;
 - (3) Knowing that it is subject to a mortgage or other security interest;
 - (4) Knowing that it is located on property belonging to another;
 - (5) Knowing that it has located within it property belonging to another;
or
 - (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damaging or destroying a building belonging to another; or

Glossary

- b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by [Penal Code 22.01](#) as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in [Penal Code 33.02](#), if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system.

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

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

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by [Penal Code 46.01](#) as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by [Penal Code 46.01](#) as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person

Glossary

with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in [Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act](#). The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by [Agriculture Code 121.001](#), or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by [Penal Code 71.01](#) as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by [Education Code 37.0832](#) as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by [Health and Safety Code 483.001](#) as a device or a drug that is unsafe for self-medication and that is not included in [Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act](#). The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by [Section 71.0021 of the Family Code](#).

Deadly conduct under [Penal Code 22.05](#) occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine

Glossary

or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by [Penal Code 46.01](#) as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under [Penal Code 42.06](#) occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by [federal law \(18 U.S.C. 921\(a\)\)](#) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by [Penal Code 46.01](#) as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects

Glossary

another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in [Education Code 37.001\(b\)\(2\)](#); or

3. Conduct that is punishable as a crime under [Penal Code 42.07](#), including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
 - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
 - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
 - g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
 - i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

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

1. Any type of physical brutality;

Glossary

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

Hit list is defined in [Education Code 37.001\(b\)\(3\)](#) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by [Penal Code 46.01](#) as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by [Penal Code 21.08](#) as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by [Civil Practices and Remedies Code 98B.001](#) and [Penal Code 21.16](#) as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by [Penal Code 46.01](#) as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by [Penal Code 46.01](#) is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Personal Communication Device means a telephone, cell phone such as a smartphone or flip phone, tablet, smartwatch, radio device, paging device, or any other electronic device capable of telecommunication or digital communication.

Glossary

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
3. Personal communication devices or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under [Penal Code 46.05\(a\)](#) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
 - a. An explosive weapon; or
 - b. A machine gun.
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

Public Lewdness is defined by [Penal Code 21.07](#) as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in [Education Code 37.121\(d\)](#) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information and must consider the information furnished in the notice of a student's arrest under [Code of Criminal Procedure Article 15.27](#).

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Glossary

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by [Penal Code Section 1.07](#); or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under [Penal Code 21.07](#);
 - b. Indecent exposure under [Penal Code 21.08](#);
 - c. Criminal mischief under [Penal Code 28.03](#);
 - d. Hazing under [Education Code 37.152](#); or
 - e. Harassment under [Penal Code 42.07\(a\)\(1\)](#) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by [Penal Code 46.01](#) as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by [Penal Code 22.07](#) as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;

Glossary

3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by [Penal Code 46.01](#) as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in [Title 5 of the Penal Code](#) that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under [Sections 19.02–.05](#);
- Kidnapping under [Section 20.03](#);
- Trafficking of persons under [Section 20A.02](#);
- Smuggling or continuous smuggling of persons under [Sections 20.05–.06](#);
- Assault under [Section 22.01](#);
- Aggravated assault under [Section 22.02](#);
- Sexual assault under [Section 22.011](#);
- Aggravated sexual assault under [Section 22.021](#);
- Unlawful restraint under [Section 20.02](#);
- Continuous sexual abuse of a young child or disabled individual under [Section 21.02](#);
- Bestiality under [Section 21.09](#);
- Improper relationship between educator and student under [Section 21.12](#);
- Voyeurism under [Section 21.17](#);
- Indecency with a child under [Section 21.11](#);
- Invasive visual recording under [Section 21.15](#);
- Disclosure or promotion of intimate visual material under [Section 21.16](#);
- Sexual coercion under [Section 21.18](#);
- Injury to a child, an elderly person, or a disabled person of any age under [Section 22.04](#);

Glossary

- Abandoning or endangering a child under [Section 22.041](#);
- Deadly conduct under [Section 22.05](#);
- Terroristic threat under [Section 22.07](#);
- Aiding a person to die by suicide under [Section 22.08](#); and
- Tampering with a consumer product under [Section 22.09](#).

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the 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.

San Elizario Independent School District



Código de Conducta Estudiantil

2026-2027

Approved _____

Contents

Código de Conducta Estudiantil	1
Accesibilidad	1
Propósito	1
Autoridad y jurisdicción del distrito escolar	3
Coordinador de conducta del campus.....	3
Equipo escolar de evaluación de amenazas y de seguridad y apoyo.....	4
Registros	4
Denuncia de delitos	4
Personal de seguridad.....	5
Oficiales de Recursos Escolares.....	5
Definición de “padre”	6
Participación en actividades de graduación	6
Personas no autorizadas.....	7
Estándares de conducta estudiantil	8
Infracciones generales de conducta	9
Desobediencia a la autoridad	9
Maltrato a otras personas.....	9
Infracciones a la propiedad	10
Posesión de artículos prohibidos	10
Posesión de dispositivos de comunicación personal	11
Drogas ilegales, medicamentos recetados y de venta libre	12
Mal uso de recursos de tecnología e internet	12
Transgresiones de seguridad	13
Infracciones varias.....	13
Técnicas de administración disciplinaria.....	16
Primera infracción por posesión o uso de productos que contienen nicotina o cigarrillos electrónicos	16
Estudiantes con discapacidades	16
Técnicas	16
Técnicas aversivas prohibidas	18
Notificación	19
Participación de los padres	19
Apelaciones	19

Remoción del autobús escolar.....	20
Remoción del entorno educativo regular	21
Derivación de rutina.....	21
Remoción formal por parte del maestro	21
Regresar a un estudiante al salón de clase	22
Apelaciones de las remociones formales por parte de un maestro	22
Suspensión dentro de la escuela	23
Proceso	23
Suspensión fuera de la escuela	24
Mala conducta	24
Proceso	24
Asignación alternativa	25
Trabajo de clase durante la suspensión.....	25
Asignación al Programa Disciplinario de Educación Alternativa (DAEP)	26
Asignación discrecional: Mala conducta que puede dar como resultado la asignación a un DAEP.....	26
Mala conducta identificada en la ley estatal	26
Asignación obligatoria: Mala conducta que requiere asignación a un DAEP	27
Agresión sexual y asignaciones de campus	29
Proceso	29
Duración de una asignación	31
Apelaciones	32
Restricciones durante la asignación.....	32
Revisión de asignación.....	32
Mala conducta adicional.....	33
Aviso de actuaciones penales	33
Baja durante el proceso.....	34
Estudiantes recién matriculados.....	34
Procedimiento de asignación de emergencia	34
Servicios de transición.....	34
Asignación y/o expulsión por ciertas infracciones	35
Delincuentes sexuales registrados.....	35
Expulsión.....	36
Expulsión discrecional: Mala conducta que puede dar como resultado la expulsión	36

Expulsión obligatoria: Mala conducta que requiere expulsión	37
Menos de diez años	39
Programa virtual de expulsión	39
Consideración de la educación virtual como alternativa a la expulsión	39
Proceso	39
Duración de la expulsión	41
Baja durante el proceso.....	41
Mala conducta adicional.....	42
Restricciones durante la expulsión.....	42
Estudiantes recién matriculados.....	42
Procedimientos de expulsión de emergencia.....	43
Asignación a un DAEP de estudiantes expulsados	43
Servicios de transición.....	43
Ciertos delitos graves	43
Audiencia y conclusiones requeridas	44
Duración de la asignación	44
Revisión de la asignación.....	44
Glosario.....	45

Código de Conducta Estudiantil

Código de Conducta Estudiantil

Accesibilidad

Si tiene dificultad para acceder a la información en este documento debido a una discapacidad, comuníquese con risalcido@seisd.net, **número de teléfono 915-872-3926**.

Propósito

El Código de Conducta Estudiantil ("Código de Conducta"), como lo requiere el Capítulo 37 del Código de Educación de Texas, provee métodos y opciones para manejar la conducta de los estudiantes, prevenir e intervenir en los problemas de disciplina de los estudiantes e imponer disciplina.

La ley exige que el distrito defina la mala conducta que pueda, o deba, dar como resultado consecuencias disciplinarias específicas, incluida la remoción de un salón de clase regular o de la escuela, suspensión fuera de la escuela, asignación a un programa disciplinario de educación alternativa (DAEP), asignación en un programa de educación alternativa de la justicia juvenil (JJAEP), o expulsión de la escuela.

Este Código de Conducta ha sido adoptado por la junta escolar de **San Elizario** y desarrollado con el asesoramiento del comité de planificación y toma de decisiones a nivel del distrito. Provee información a padres y estudiantes referente a las normas de conducta, consecuencias de la mala conducta y procedimientos para administrar disciplina. Este Código de Conducta continúa en efecto durante la escuela de verano y en todos los eventos y actividades relacionados con la escuela fuera del año escolar hasta que la junta adopte una versión actualizada para el siguiente año escolar.

En conformidad con la ley estatal, el Código de Conducta se publicará en cada campus escolar o estará disponible para revisión en la oficina del director de la escuela. Adicionalmente, el Código de Conducta estará disponible en la oficina del coordinador de conducta del campus y se publicará en el sitio web del distrito. Bajo el Capítulo 37 del Código de Educación, se notificará a los padres sobre cualquier infracción de conducta que pueda dar como resultado la suspensión de un estudiante, asignación a un DAEP o JJAEP, expulsión o arresto por un oficial de la ley.

A más tardar el primer día del año escolar 2025-2026, la Agencia de Educación de Texas (TEA) elaborará y proporcionará a cada distrito escolar un informe en el que se identifiquen todas las leyes relacionadas con la disciplina escolar que hayan sido modificadas o añadidas por la 89th Legislatura, Sesión Ordinaria, 2025. Cada distrito escolar proporcionará el informe preparado a cada estudiante y a los padres o tutores legales del estudiante.

Dado que la junta escolar del distrito adoptó el Código de Conducta, éste tiene la fuerza del reglamento. En caso de que haya conflicto entre el Código de Conducta y el Manual para Estudiantes, el Código de Conducta prevalecerá.

Advierta que: La disciplina de los estudiantes discapacitados que reúnen los requisitos para recibir servicios bajo la ley federal ([Ley de Educación de Estudiantes](#)

Código de Conducta Estudiantil

[Discapacitados y la Sección 504 de la Ley de Rehabilitación de 1973](#)) está sujeta a las disposiciones de esas leyes.

Autoridad y jurisdicción del distrito escolar

Autoridad y jurisdicción del distrito escolar

Las reglas de la escuela y la autoridad del distrito para administrar disciplina se aplican siempre que haya interés del distrito, dentro o fuera de la propiedad escolar, junto o independientemente de las clases y actividades patrocinadas por la escuela.

El distrito tiene autoridad disciplinaria sobre un estudiante:

1. Durante el día escolar regular;
2. Mientras el estudiante viaja en transporte del distrito;
3. Durante los periodos de almuerzo cuando un estudiante tenga permitido salir del campus;
4. En cualquier actividad relacionada con la escuela, sin importar la hora o el lugar;
5. Por cualquier mala conducta relacionada con la escuela, sin importar la hora o el lugar;
6. Cuando ocurra una represalia o amenaza en contra de un empleado de la escuela, miembro de la junta o voluntario, sin importar la hora o el lugar;
7. Cuando un estudiante participe en intimidación cibernética (cyberbullying), como se define en el Código de Educación 37.0832;
8. Cuando se cometa mala conducta delictiva dentro o fuera de la propiedad escolar o en un evento relacionado con la escuela;
9. Por ciertas infracciones cometidas dentro de 300 pies desde la propiedad escolar según lo medido desde cualquier punto del límite del inmueble escolar;
10. Por ciertas infracciones cometidas en la propiedad escolar o mientras asiste a una actividad patrocinada por la escuela o relacionada con la escuela de otro distrito en Texas;
11. Cuando el estudiante cometa un delito mayor, de acuerdo al Código de Educación 37.006 o 37.0081; y
12. Cuando el estudiante deba registrarse como delincuente sexual.

Coordinador de conducta del campus

En conformidad con la ley, se debe designar a una única persona en cada escuela que tenga la función de coordinador de conducta del campus (CBC). La persona designada puede ser el director del campus u otro administrador seleccionado por el director. Es posible que otros miembros del personal colaboren con el CBC en el desempeño de sus funciones, siempre que el CBC corrobore personalmente que todos los aspectos del Capítulo 37, Subcapítulo A, se implementan adecuadamente. El CBC es el principal responsable de mantener la disciplina de los estudiantes. El CBC supervisará las remisiones por disciplina y notificará las siguientes conductas al equipo escolar de evaluación de amenazas y seguridad y apoyo del campus:

- conducta que contenga los elementos de delito de amenaza terrorista según el Código Penal 22.07;

Autoridad y jurisdicción del distrito escolar

- conducta que contenga elementos de delito de porte ilegal de armas según el Código Penal 46.02;
- conducta que contenga los elementos del delito de exhibir, usar o amenazar con exhibir o usar un arma de fuego según la sección 37.125 del Código de Educación; y
- cualquier comportamiento o tendencia conductual preocupante de los estudiantes que pueda suponer un riesgo grave de violencia para el estudiante u otras personas.

El distrito publicará en su sitio web y en el Manual para Estudiantes, para cada campus, la dirección de correo electrónico y el número de teléfono de la persona que actúa como CBC. La información de contacto se encuentra en:

Josefa L. Sambrano Elementary: Mrs. Lidia Sandate - Enlace próximamente

Alfonso Borrego Sr. Elementary: Mrs. Lorena Robles - Enlace próximamente

Ann M. Garcia Enriquez Middle School: Ms. Fabiola Carranco - Enlace próximamente

San Elizario High School: Mrs. Valerie Chavez -
<https://sehs.seisd.net/resources/student-resources>

Equipo escolar de evaluación de amenazas y de seguridad y apoyo

El CBC u otro administrador adecuado trabajará estrechamente con el equipo escolar de evaluación de amenazas y de seguridad y apoyo del campus para implementar el reglamento y los procedimientos de evaluación de amenazas del distrito, según lo requerido por la ley, y tomará la medida disciplinaria adecuada en conformidad con el Código de Conducta.

Registros

Los oficiales del distrito pueden realizar registros de estudiantes, sus pertenencias y sus vehículos en conformidad con la ley estatal y federal y el reglamento del distrito. Los registros de estudiantes serán realizados en una manera razonable y no discriminatoria. Para obtener más información sobre investigaciones y registros, ver los reglamentos del distrito en FNF(LEGAL) y FNF(LOCAL).

El distrito tiene el derecho de registrar un vehículo conducido a la escuela por un estudiante y estacionado en la propiedad escolar siempre que exista una sospecha razonable para creer que contiene artículos o materiales prohibidos por el distrito.

Los escritorios, los casilleros, la tecnología provista por el distrito y artículos similares son propiedad del distrito y se proveen para uso del estudiante a efectos de la comodidad. La propiedad del distrito está sujeta a registro o inspección en cualquier momento sin previo aviso.

Denuncia de delitos

El director o CBC y otros administradores escolares, según corresponda, denunciarán delitos de acuerdo a lo que exige la ley y llamarán a la policía cuando un administrador sospeche que se ha cometido un crimen en el campus.

Autoridad y jurisdicción del distrito escolar

Zona Libre de Pandillas

Ciertos delitos, incluyendo aquellos que involucran actividades delictivas organizadas, como los delitos relacionados con pandillas, se agravarán a la siguiente categoría superior si se cometen en una zona libre de pandillas. Para efectos del distrito, una zona libre de pandillas incluye un autobús escolar y cualquier lugar dentro, sobre o a menos de 305 metros de cualquier propiedad del distrito o arrendada, o patio de recreo del campus.

Personal de seguridad

La junta utiliza oficiales de recursos escolares (SRO por sus siglas en inglés), mariscales escolares y / o personal de seguridad para garantizar la seguridad y protección de los estudiantes, el personal y la propiedad. En conformidad con la ley, la junta se ha puesto de acuerdo con el CBC y otros empleados del distrito para garantizar la asignación de funciones de orden público adecuadas a estas personas. Las disposiciones que abordan los diversos tipos de personal de seguridad se pueden encontrar en la serie de reglamentos CKE.

Los deberes de aplicación de la ley de los oficiales de policía del distrito son:

Un oficial de paz del distrito, un oficial de recursos escolares y el personal de seguridad realizarán tareas de aplicación de la ley para el distrito escolar que deben incluir la protección de la seguridad y el bienestar de cualquier persona en la jurisdicción del oficial de paz, el oficial de recursos o el personal de seguridad; y la propiedad de la escuela.

Oficiales de Recursos Escolares

Según el CKEC (Local):

Para implementar los programas integrales de seguridad del distrito, el distrito ha firmado un memorando de entendimiento (MOU) con cada agencia local del orden público que le proporciona oficiales de recursos escolares. Los oficiales de recursos escolares prestarán servicios de conformidad con los términos del acuerdo, los programas integrales de seguridad y la política del Consejo.

Jurisdicción: La jurisdicción de los oficiales de recursos escolares incluirá todo el territorio dentro de los límites del Distrito, así como todos los bienes muebles e inmuebles fuera de los límites del distrito que sean de su propiedad, arrendados o alquilados por el distrito, o que estén bajo su control.

Autoridad y Funciones: Un oficial de recursos escolares desempeñará las funciones descritas en el MOU y según lo establecido en el plan de mejora del distrito y el Código de Conducta Estudiantil. De conformidad con el MOU, un oficial de recursos escolares deberá:

Autoridad y jurisdicción del distrito escolar

1. Proteger la seguridad y el bienestar de cualquier persona en la jurisdicción del distrito y proteger la propiedad del mismo.
2. Hacer cumplir todas las leyes, incluyendo las ordenanzas municipales, las ordenanzas del condado y las leyes estatales, e investigar las infracciones según sea necesario. Para ello, los oficiales de recursos escolares podrán ejecutar órdenes de cateo en relación con las investigaciones del Distrito, de conformidad con el Código de Procedimiento Penal de Texas.
3. Arrestar a sospechosos de conformidad con las normas constitucionales y estatutarias estatales y federales que rigen los arrestos, incluyendo los arrestos sin orden judicial, por delitos que ocurran en presencia del oficial o conforme a otras normas establecidas en el Código de Procedimiento Penal de Texas.
4. Coordinar y cooperar con los oficiales comisionados de todas las demás agencias del orden público en la aplicación de esta política según sea necesario.
5. Hacer cumplir las políticas, normas y reglamentos del Distrito en las propiedades del Distrito, en las zonas escolares, en las paradas de autobús o en las actividades del Distrito.
6. Investigar las infracciones a las políticas, normas y reglamentos del Distrito, según lo solicite el Superintendente, y participar en las audiencias relativas a las presuntas infracciones.
7. Portar armas de fuego de conformidad con el Memorando de Entendimiento y las directivas de la entidad encargada.
8. Desempeñar todas las demás funciones de conformidad con el Memorando de Entendimiento.
9. A ningún agente de recursos escolares se le asignarán tareas disciplinarias o administrativas rutinarias en el aula.
10. Todo agente de recursos escolares deberá recibir al menos la formación y capacitación mínimas exigidas por la ley.

Definición de “padre”

En todo el Código de Conducta y reglamentos de disciplina relacionados, el término “padre” incluye padre, madre, tutor legal u otra persona que tiene control legal del menor.

Participación en actividades de graduación

El distrito tiene derecho de limitar la participación de un estudiante en actividades de graduación por violar el Código de Conducta del distrito.

La participación podría incluir una función de orador, de acuerdo a lo establecido por el reglamento y los procedimientos del distrito.

Autoridad y jurisdicción del distrito escolar

Los estudiantes que cumplen con los requisitos de elegibilidad para dar los comentarios de apertura y cierre en la graduación serán notificados por el director del campus. No obstante, cualquier otro requisito de elegibilidad, para ser considerado elegible, un estudiante no debe haber sido partícipe en ninguna mala conducta que dé como resultado una suspensión fuera de la escuela, la remoción a un DAEP o expulsión durante el semestre inmediatamente anterior a la graduación.

El valedictorian y el salutatorian también pueden tener roles de orador en la graduación. Ningún estudiante será elegible para tener un rol de orador si participó en una mala conducta que resultó en una suspensión fuera de la escuela, la remoción a un DAEP o expulsión durante el semestre inmediatamente anterior a la graduación.

Personas no autorizadas

En conformidad con el Código de Educación 37.105, un administrador escolar, SRO, u oficial de policía del distrito tendrán autoridad de negar la entrada o sacar a una persona de la propiedad del distrito si la persona se niega a salir pacíficamente cuando se le pide y:

1. La persona plantea un riesgo sustancial de daño a alguna persona, o
2. La persona se comporta de una manera inapropiada para el entorno escolar y continúa con dicha conducta después de que se le ha advertido verbalmente que la conducta es inapropiada y puede ocasionar que se le deniegue la entrada o que se le pida que se retire.

En conformidad con los reglamentos FNG(LOCAL) o GF(LOCAL), se pueden presentar apelaciones referentes a la negativa de entrada o peticiones de abandonar la propiedad escolar, según corresponda. Sin embargo, los plazos para los procedimientos de queja del distrito serán ajustados según sea necesario para permitirle a la persona dirigirse a la junta en persona dentro de los 90 días calendario, a menos que la queja se resuelva antes de una audiencia con la junta.

[Ver DAEP – Restricciones durante la asignación, para obtener información referente a un estudiante asignado a un DAEP al momento de la graduación.]

Estándares de conducta estudiantil

Estándares de conducta estudiantil

Se espera que cada estudiante:

- Demuestre cortesía, incluso cuando otros no la demuestran.
- Se comporte de una manera responsable.
- Ejercer autodisciplina.
- Asista a todas las clases, con regularidad y puntualmente.
- Lleve los materiales adecuados y las tareas a clase.
- Cumpla las normas de aseo y vestimenta del distrito y de la escuela.
- Obedezca todas las reglas de la escuela y del salón de clase.
- Respete los derechos y privilegios de los estudiantes, maestros y otro personal y voluntarios del distrito.
- Respete las pertenencias de los demás, incluida la propiedad e instalaciones del distrito.
- Coopere y asista al personal de la escuela para mantener la seguridad, el orden y la disciplina.
- Cumpla con los requisitos del Código de Conducta Estudiantil.

Infracciones generales de conducta

Infracciones generales de conducta

Las categorías de conducta a continuación están prohibidas en la escuela, en vehículos que sean propiedad del distrito u operados por el distrito, y en todas las actividades relacionadas con la escuela, pero la lista no incluye las infracciones más graves. En las secciones subsiguientes de Suspensión dentro de la escuela, Suspensión fuera de la escuela, Asignación al Programa Disciplinario de Educación Alternativa (DAEP), Asignación y/o expulsión por ciertas infracciones, y Expulsión, se incluyen esas infracciones que requieren o permiten consecuencias específicas. Sin embargo, cualquier infracción puede ser lo suficientemente grave para dar como resultado la Remoción del entorno educativo regular según se detalla.

Desobediencia a la autoridad

Los estudiantes no deben:

- Incumplir las instrucciones dadas por el personal de la escuela.
- Abandonar el terreno escolar ni los eventos patrocinados por la escuela sin autorización.
- Desobedecer las reglas de conducta en los vehículos del distrito.
- Negarse a aceptar la disciplina o consecuencia asignada por un maestro o director.

Maltrato a otras personas

Los estudiantes no deben:

- Usar lenguaje profano o vulgar ni hacer gestos obscenos.
- Pelearse o reñir. [ver Asignación y/o expulsión por ciertas infracciones].
- Amenazar a un estudiante, empleado o voluntario del distrito, incluso fuera de la propiedad escolar, si la conducta da como resultado una interrupción considerable al entorno educativo.
- Participar en cualquier conducta que infrinja el Código de Conducta Estudiantil y esté motivada por el antisemitismo [Ver Glosario].
- Participar en intimidación escolar (bullying), intimidación cibernética (cyberbullying), acoso o hacer listas negras. [Ver los cuatro términos en el Glosario].
- Publicar o amenazar con publicar material visual íntimo de un menor o de un estudiante de 18 años de edad o mayor sin el consentimiento del estudiante.
- Participar en acoso sexual o acoso basado en género, o abuso sexual, ya sea mediante palabras, gestos, o cualquier otra conducta, dirigida a otra persona, incluido un estudiante, empleado, miembro de la junta o voluntario del distrito.
- Participar en conducta que constituya violencia en la pareja. [Ver Glosario].
- Exponer inadecuada o indecentemente las partes íntimas del cuerpo.

Infracciones generales de conducta

- Participar en novatadas maliciosas (hazing). [Ver Glosario].
- Coaccionar a un individuo para que actúe mediante el uso o la amenaza de fuerza.
- Cometer extorsión o chantaje.
- Participar en una conducta inadecuada de naturaleza verbal, física o sexual dirigida a otra persona, incluido un estudiante, empleado o voluntario del distrito.
- Grabar la voz o imagen de otros sin el consentimiento previo de los individuos que se graban o que interrumpa el entorno educativo o invada la privacidad de otros.

Infracciones a la propiedad

Los estudiantes no deben:

- Dañar ni destruir pertenencias de otros. [Para delitos criminales mayores, ver Asignación y/o expulsión por ciertas infracciones].
- Desfigurar o dañar la propiedad escolar, incluidos libros de texto, tecnología y recursos electrónicos, casilleros, muebles y otro equipo, con grafiti u otros medios.
- Robar objetos de estudiantes, del personal o de la escuela.
- Cometer o asistir en un hurto o robo, incluso si no constituye un delito mayor en conformidad con el Código Penal. [Para delito de robo mayor, robo agravado y hurto, ver Asignación y/o expulsión por ciertas infracciones].
- Ingresar, sin autorización, a las instalaciones del distrito que no estén abiertas para las operaciones.

Poseción de artículos prohibidos

Los estudiantes no deben poseer ni usar:

- Armas de fuego de ningún tipo, bombas de humo o fétidas, ni ningún otro artefacto pirotécnico;
- Rastrillo, navaja para cortar cajas, cadena ni ningún otro objeto usado de alguna manera que amenace o cause lesiones físicas a otra persona;
- Un arma de “imitación” con la intención de ser usada como un arma o que se podría percibir como un arma;
- Una pistola de aire o de postas;
- Un arma de fuego de cañón corto;
- Munición;
- Un instrumento manual diseñado para cortar o penetrar a otra persona al ser lanzado;
- Un silenciador o supresor de arma de fuego;

Infracciones generales de conducta

- *Una navaja restringida en la ubicación;
- *Un garrote;
- *Un arma de fuego;
- Un arma paralizante;
- Manoplas;
- Una navaja de bolsillo u otro tipo de navaja pequeña;
- Espray de pimienta o macis (mace);
- Material pornográfico;
- Productos de tabaco (incluidas las bolsitas de nicotina), cigarrillos, cigarrillos electrónicos, y cualquier componente, pieza o accesorio para un dispositivo de cigarrillo electrónico;
- Fósforos o un encendedor;
- Apuntador láser, a menos que sea para uso aprobado; o
- Cualquier artículo que generalmente no se considera armas, incluidos artículos escolares, cuando el director o su representante determina que existe un peligro.

*Para armas y armas de fuego, ver Asignación y/o expulsión por ciertas infracciones. En muchas circunstancias, la posesión de estos artículos es sancionable mediante expulsión obligatoria bajo la ley federal o estatal.

Poseción de dispositivos de comunicación personal

Los estudiantes no deben:

- Usar dispositivos de comunicación personal, como un teléfono celular u otro dispositivo electrónico en la propiedad escolar durante el día escolar, y deberán guardar el dispositivo de conformidad con el método de guardado establecido por el Distrito [ver Glosario].
- El Distrito puede autorizar el uso de un dispositivo de comunicación personal por los siguientes motivos:
 - Para implementar un programa de educación individualizado (IEP); o para un plan creado en virtud de la Sección 504 de la Ley de Rehabilitación de 1973 (29 U.S.C Sección 794) o un programa o plan similar;
 - Con una necesidad documentada basada en la instrucción de un médico cualificado; o
 - Para cumplir con un requisito de salud o seguridad impuesto por la ley o como parte de los protocolos de seguridad del Distrito.

El uso inapropiado de un dispositivo de comunicación personal durante el día escolar resultará en medidas disciplinarias de acuerdo con este Código de Conducta.

Consecuencias:

Infracciones generales de conducta

1.^a infracción: dispositivo confiscado hasta el final del día

Segunda infracción: Dispositivo retenido para que el padre/tutor lo recoja

Tercera infracción: Aviso de revisión de conducta final: se requiere que los padres lo recojan

4ta + Ofensa: Conferencia + Prohibición de dispositivo + Suspensión dentro de la escuela (ISS) – Se requiere que los padres recojan el dispositivo

Drogas ilegales, medicamentos recetados y de venta libre

Los estudiantes no deben:

- Poseer, usar, regalar ni vender alcohol o drogas ilegales. [Ver también en Asignación al Programa Disciplinario de Educación Alternativa (DAEP) y en Expulsión las consecuencias obligatorias y permisibles bajo la ley estatal].
- Poseer ni vender semillas ni piezas de marihuana en cantidad menor a la utilizable.
- Poseer, usar, dar o vender parafernalia relacionada con cualquier sustancia prohibida. [Ver “parafernalia” en el Glosario.]
- Poseer, usar, abusar o vender sustancias parecidas a las drogas o intentar pasar artículos como drogas o contrabando.
- Abusar de un medicamento recetado propio, dar un medicamento recetado a otro estudiante, o poseer o estar bajo los efectos del medicamento recetado de otra persona en la propiedad escolar o en un evento relacionado con la escuela. [Ver “abuso” en el Glosario.]
- Abusar de medicamentos de venta libre. [Ver “abuso” en el Glosario.]
- Estar bajo los efectos de medicamentos recetados o de venta libre que causen trastorno corporal o mental. [Ver “bajo los efectos” en el Glosario.]
- Tener o tomar medicamentos recetados o de venta libre en la escuela fuera de lo permitido por el reglamento del distrito.

Mal uso de recursos de tecnología e internet

Los estudiantes no deben:

- Violar los reglamentos, reglas o acuerdos firmados por el estudiante o el padre del estudiante referentes al uso de los recursos de tecnología.
- Intentar acceder o evadir contraseñas u otra información relacionada con seguridad del distrito, estudiantes o empleados, o subir o crear virus computacionales, incluso fuera de la propiedad escolar si la conducta causa una interrupción importante al entorno educativo.
- Intentar alterar, destruir o deshabilitar recursos tecnológicos del distrito, incluidos, entre otros, computadoras y equipo relacionado, datos del distrito, datos de otras personas u otras redes conectadas al sistema del distrito, incluso

Infracciones generales de conducta

fuera de la propiedad escolar si la conducta causa una interrupción importante al entorno educativo.

- Usar el internet u otras comunicaciones electrónicas para amenazar o acosar a los estudiantes, empleados, miembros de la junta o voluntarios del distrito, incluso fuera de la propiedad escolar si la conducta causa una interrupción importante al entorno educativo o infringe los derechos de otro estudiante en la escuela.
- Enviar, publicar o poseer mensajes electrónicos abusivos, obscenos, orientados sexualmente, amenazadores, acosadores, que dañen la reputación de una persona, o ilegales, como intimidación cibernética y “sexting”, dentro o fuera de la propiedad escolar, si la conducta causa una interrupción importante al entorno educativo o infringe los derechos de otro estudiante en la escuela.
- Usar el internet u otras comunicaciones electrónicas para participar o fomentar una conducta ilegal o amenazar la seguridad de la escuela, incluso fuera de la propiedad escolar si la conducta causa una interrupción importante al entorno educativo o infringe los derechos de otro estudiante en la escuela.
- Utilizar inteligencia artificial de una manera que constituya deshonestidad académica o como un medio para involucrarse en cualquier otra conducta prohibida.

Transgresiones de seguridad

Los estudiantes no deben:

- Poseer material publicado o electrónico que está diseñado para promover o estimular una conducta ilegal o que podría amenazar la seguridad de la escuela.
- Participar en intercambios verbales (orales o escritos) que amenacen la seguridad de otro estudiante, un empleado de la escuela o la propiedad escolar.
- Hacer acusaciones falsas o engaños respecto de la seguridad de la escuela.
- Participar en cualquier conducta que los directivos de la escuela consideren de manera razonable que interrumpirá sustancialmente el programa escolar o incitará a la violencia.
- Arrojar objetos que puedan causar lesiones físicas o daños a la propiedad.
- Activar un extintor de fuego sin una razón válida.

Infracciones varias

Los estudiantes no deben:

- Violar las normas de vestimenta y aseo que se indican en el Manual para Estudiantes.
- Incurrir en deshonestidad académica, lo que incluye hacer trampa o copiar el trabajo de otro estudiante, el uso no autorizado de inteligencia artificial, el plagio y la comunicación no autorizada entre estudiantes durante un examen.

Infracciones generales de conducta

- Hacer trampa o copiar el trabajo de otra persona.
- Participar en juegos de azar.
- Falsificar registros, pases u otros documentos relacionados con la escuela.
- Participar en acciones o demostraciones que interrumpan sustancialmente o interfieran materialmente con las actividades escolares.
- Infringir reiteradamente las normas de conducta de otras escuelas o salones de clase.

El distrito puede imponer reglas del campus o salón de clase además de las que se encuentran en el Código de Conducta. Estas reglas pueden publicarse en los salones de clase o entregarse al estudiante, y pueden o no constituir violaciones del Código de Conducta.

Violencia en el Noviazgo

La violencia en el noviazgo ocurre cuando una persona, en una relación actual o pasada, utiliza el abuso físico, sexual, verbal o emocional para dañar, amenazar, intimidar o controlar a la otra persona. También ocurre cuando una persona comete estos actos contra otra persona que está casada o en una relación de noviazgo con quien comete el delito.

A efectos de la Política Local de FFH, la violencia en el noviazgo se considera acoso prohibido si la conducta es tan grave, persistente o generalizada que:

1. Afecta la capacidad de un estudiante para participar o beneficiarse de un programa o actividad educativa, o crea un entorno educativo intimidante, amenazante, hostil u ofensivo.
2. Tiene el propósito o el efecto de interferir sustancial o irrazonablemente con el rendimiento académico del estudiante; o
3. Afecta negativamente de cualquier otra forma las oportunidades educativas del estudiante.

Ejemplos de violencia en el noviazgo contra un estudiante pueden incluir agresiones físicas o sexuales; insultos; menosprecios; o amenazas dirigidas al estudiante, a sus familiares o a miembros de su hogar. Otros ejemplos pueden incluir la destrucción de bienes del estudiante, amenazas de suicidio u homicidio si termina la relación, intento de aislarlo de sus amigos y familiares, acoso, amenazas al cónyuge o pareja actual del estudiante, o incitación a otros a participar en estas conductas.

Procedimientos de Denuncia de Estudiantes

Todo estudiante que crea haber experimentado una conducta prohibida, así como cualquier persona que crea que un estudiante ha experimentado una conducta prohibida, debe denunciar inmediatamente los presuntos actos a un maestro, consejero

Infracciones generales de conducta

escolar, director, otro empleado del Distrito o al funcionario del Distrito correspondiente indicado en esta política.

Consulte FFH Local

Técnicas de administración disciplinaria

Técnicas de administración disciplinaria

Se diseñará la disciplina de manera que mejore la conducta y aliente a los estudiantes a ser miembros responsables de la comunidad escolar. La medida disciplinaria será a consideración profesional de maestros y administradores y mediante una variedad de técnicas de administración disciplinaria, incluidas las prácticas restaurativas. La disciplina debe basarse en la gravedad de la infracción, edad y nivel de grado del estudiante, frecuencia de la mala conducta, actitud del estudiante, efecto de la mala conducta en el ámbito escolar y requisitos estatutarios.

Primera infracción por posesión o uso de productos que contienen nicotina o cigarrillos electrónicos

Un administrador correspondiente puede enviar a un estudiante a un programa educativo disciplinario alternativo por la primera infracción por posesión o uso de productos que contienen nicotina o cigarrillos electrónicos, según lo define la Sección 161.081 del Código de Salud y Seguridad.

Si un estudiante que posee o consume cigarrillos electrónicos no es enviado a un programa educativo disciplinario alternativo por la primera infracción según la Sección 37.008 del Código de Educación, el estudiante será suspendido dentro de la escuela por un periodo de al menos 10 días escolares.

Estudiantes con discapacidades

La disciplina de los estudiantes con discapacidades está sujeta a la ley federal y estatal aplicable además del Código de Conducta. En caso de algún conflicto, el distrito cumplirá con la ley federal. Para obtener más información respecto de la disciplina de estudiantes con discapacidades, ver el reglamento FOF(LEGAL).

En conformidad con el Código de Educación, un estudiante que reciba servicios de educación especial no puede ser disciplinado de manera que se produzca un cambio en la asignación educativa del estudiante por conductas que sean parte de la definición de intimidación escolar, intimidación cibernética, acoso o hacer listas negras [ver Glosario] hasta que un comité de admisión, revisión y retiro (ARD) se reúna y revise la conducta.

Para decidir si se ordenará la suspensión, asignación a un DAEP o expulsión, sin importar si la medida es obligatoria o discrecional, el distrito tomará en cuenta una discapacidad que imposibilite considerablemente la capacidad del estudiante para distinguir la ilicitud de la conducta del estudiante.

Técnicas

Se pueden usar las siguientes técnicas de administración de disciplina por sí solas, en combinación o como parte de intervenciones progresivas a causa de conductas prohibidas por el Código de Conducta o por las reglas del campus o del salón de clase:

- Corrección verbal, oral o escrita.
- Tiempo para tranquilizarse o un breve periodo de reflexión, en conformidad con la ley.

Técnicas de administración disciplinaria

- Cambio de asiento en el salón de clase o vehículos operados por o pertenecientes al distrito.
- Confiscación temporal de artículos que interrumpan el proceso de instrucción.
- Recompensas o deméritos.
- Contratos de conducta.
- Consejería por parte de maestros, consejeros escolares o personal administrativo.
- Reuniones de padres y maestros.
- Asesoría en conducta.
- Clases de control del enojo.
- Meditación (víctima-ofensor).
- Círculos en el salón de clase.
- Conferencias de grupos familiares.
- Reducciones de calificación por hacer trampa, plagio y de otra manera permitida por la ley.
- Detención, incluso fuera del horario escolar.
- Enviar al estudiante a la dirección, a otra área asignada, o a en suspensión escolar (ISS).
- Asignación de labores escolares, como limpiar o recoger basura.
- Retiro de privilegios, como participación en actividades extracurriculares, elegibilidad para postularse y ocupar cargos honorarios, o membresía en clubes y organizaciones patrocinados por la escuela.
- Sanciones identificadas en las normas de conducta de las actividades extracurriculares de organizaciones estudiantiles.
- Restricción o revocación de privilegios de transporte del distrito.
- Periodo de prueba evaluado y administrado por la escuela.
- Suspensión dentro de la escuela, según lo especificado en Suspensión dentro de la escuela.
- Suspensión fuera de la escuela, de acuerdo a lo especificado en Suspensión fuera de la escuela.
- Asignación a un DAEP, de acuerdo a lo especificado en Asignación al Programa Disciplinario de Educación Alternativa (DAEP).
- Expulsión y/o asignación a un entorno educativo alternativo, de acuerdo a lo especificado en Asignación y/o expulsión por ciertas infracciones.
- Expulsión, de acuerdo a lo especificado en Expulsión.

Técnicas de administración disciplinaria

- Traslado a una agencia externa o autoridad legal para proceso penal además de medidas disciplinarias impuestas por el distrito.
- Otras estrategias y consecuencias de acuerdo a lo determinado por los directivos de la escuela.

Técnicas aversivas prohibidas

Está prohibido el uso de técnicas aversivas con estudiantes y se definen como técnicas o intervenciones con el propósito de reducir la repetición de una conducta a través de infligir intencionalmente considerable molestia o dolor físico o emocional. Las técnicas aversivas incluyen:

- Usar técnicas diseñadas para causar dolor físico o que probablemente lo causen. [Ver el reglamento FO(LOCAL).]
- Usar técnicas diseñadas para causar dolor físico o que probablemente lo causen a través del electrochoque o cualquier procedimiento que incluye puntos de presión o inmovilización de articulaciones.
- Liberación dirigida de un spray, rocío o sustancia nocivo, tóxico o desagradable cerca del rostro de un estudiante.
- Privar de sueño adecuado, aire, alimentos, agua, albergue, cama, comodidad física, supervisión o acceso a un baño.
- Ridiculizar o denigrar a un estudiante de manera que perjudique o ponga en peligro el aprendizaje o la salud mental del estudiante o constituya abuso verbal.
- Emplear un dispositivo, material u objeto que inmovilice todas las cuatro extremidades de un estudiante, incluso sujeción en el suelo en posición prona o supina.
- Alterar la respiración de un estudiante, incluyendo la aplicación de presión sobre el torso o cuello del estudiante o colocar algo dentro, sobre o encima de la boca o nariz del estudiante o tapan la cara del estudiante.
- Restringir la circulación del estudiante.
- Sujetar al estudiante a un objeto inmóvil mientras el estudiante está de pie o sentado.
- Inhibir, reducir o entorpecer la capacidad del estudiante para comunicarse.
- Usar sujeciones químicas.
- Usar el tiempo de reflexión de una manera que evite que el estudiante pueda participar y avanzar como corresponde en el currículo requerido o en cualesquier metas programa de educación individualizada (IEP) que correspondan, incluso aislando al estudiante usando barreras físicas.
- Privar al estudiante de uno o más de los sentidos del estudiante, a menos que la técnica no cause incomodidad al estudiante o cumpla con el plan de intervención conductual (BIP) o IEP del estudiante.

Técnicas de administración disciplinaria

Notificación

El CBC notificará inmediatamente al padre del estudiante por teléfono o en persona cualquier violación que pueda dar como resultado suspensión en la escuela o fuera de la escuela, asignación a un DAEP, asignación a un JJAEP, o expulsión. El CBC también notificará al padre del estudiante si el estudiante ha sido detenido por un oficial de la policía bajo las disposiciones disciplinarias del Código de Educación.

Se hará un esfuerzo de buena fe para proporcionar una notificación escrita de la medida disciplinaria al estudiante, el día en que se tomó la medida, para entregarla al padre del estudiante. Si se contacta al padre por teléfono o en persona antes de las 5:00 p.m. del primer día hábil después de que se haya seguido la medida disciplinaria, el CBC enviará una notificación escrita por correo postal de EE.UU. Si el CBC no puede informar al padre, el director o su representante le darán el aviso.

Antes de que el director o administrador adecuado asigne a un estudiante menor de 18 años a detención fuera del horario escolar regular, se informará al padre del estudiante el motivo de la detención y se permitirán arreglos para el transporte necesario.

Participación de los padres

El director, el coordinador de conducta del campus o el administrador correspondiente notificará al padre/madre o tutor legal del estudiante que haya sido colocado en un programa educativo disciplinario alternativo (DAEP) o expulsado sobre el derecho del padre, madre o tutor/a de solicitar un acuerdo de comportamiento que especifique las responsabilidades del padre, madre o tutor/a y del estudiante.

El acuerdo de conducta debe especificar las responsabilidades del estudiante y del padre, madre o tutor. Si se cumple, el acuerdo puede dar lugar a una reducción del periodo de asignación disciplinaria, tal y como se describe en el acuerdo. La reducción del periodo de asignación disciplinaria no da derecho al estudiante a una asignación disciplinaria diferente. La decisión de reducir, revocar o modificar el periodo de asignación disciplinaria queda a la entera discreción de la administración de la escuela. El cumplimiento del acuerdo es necesario para que la reducción siga siendo válida.

Apelaciones

Las preguntas de los padres acerca de las medidas disciplinarias deberían dirigirse al maestro, a la administración del campus o al CBC, según corresponda. Las apelaciones o reclamos con respecto al uso de técnicas específicas de administración de disciplina se deben dirigir en conformidad con el reglamento FNG(LOCAL). Se puede obtener una copia del reglamento en la oficina del director, la oficina del CBC, o en la oficina de administración central o a través de Policy Online® en la siguiente dirección: [Manual de Polizas de San Elizario ISD](#)

El distrito no demorará una consecuencia disciplinaria mientras un estudiante o padre tramita una queja. En el caso de que se acuse a un estudiante de haber tenido una conducta que coincida con la definición de acoso sexual según se define en el Título IX, el distrito cumplirá con la ley federal correspondiente, que incluye el proceso de quejas formales del Título IX. Vea los reglamentos FFH(LEGAL) y (LOCAL).

Remoción del autobús escolar

Remoción del autobús escolar

Un conductor de autobús puede derivar a un estudiante a la oficina del director o a la oficina del CBC para mantener una disciplina efectiva en el autobús. El director o CBC debe emplear técnicas adicionales de administración de disciplina, según corresponda, las cuales pueden incluir la restricción o revocación de los privilegios de viajar en autobús de un estudiante.

Para transportar a los estudiantes de manera segura, el operador del vehículo debe concentrarse en conducir y no distraerse con la mala conducta de algún estudiante. Por lo tanto, cuando las técnicas apropiadas de administración de disciplina no mejoran la conducta del estudiante o cuando una mala conducta específica justifica la remoción inmediata, el director o el CBC puede restringir o revocar los privilegios de transporte del estudiante, en conformidad con la ley.

Remoción del entorno educativo regular

Remoción del entorno educativo regular

Además de otras técnicas de administración de disciplina, la mala conducta puede dar como resultado la remoción del entorno educativo regular mediante un traslado de rutina o una remoción formal.

Derivación de rutina

Una derivación de rutina ocurre cuando un maestro envía a un estudiante a la oficina del CBC como técnica de administración de disciplina. El CBC empleará técnicas alternativas de administración de disciplina, incluyendo intervenciones progresivas. Un maestro o administrador puede remover a un estudiante de la clase por una conducta que infrinja este Código de Conducta para mantener una buena disciplina en el salón de clase.

Remoción formal por parte del maestro

Un maestro puede iniciar una remoción formal de la clase si:

1. La conducta de un estudiante interfiere repetidamente con la capacidad del maestro de enseñar la clase o con la capacidad de aprender de otros estudiantes; o
2. Un estudiante presenta una conducta rebelde, perturbadora o abusiva hacia el maestro, otro adulto u otro estudiante en el salón de clases.
3. Código de Educación 37.0832

Un maestro, CBC u otro administrador correspondiente debe notificar a los padres o tutores legales del estudiante la remoción formal. Un maestro puede remover a un estudiante de la clase por un solo incidente de mala conducta.

En un plazo de tres días escolares de la remoción formal, el CBC o el administrador correspondiente programará una reunión con el padre del estudiante, el estudiante, el maestro que retiró al estudiante de la clase y cualquier otro administrador que corresponda.

En la reunión, el CBC o el administrador correspondiente informará al estudiante la supuesta mala conducta y las consecuencias propuestas. El estudiante tendrá una oportunidad para responder a las acusaciones.

Cuando un maestro remueva a un estudiante del salón de clase regular y esté pendiente una reunión, el CBC u otro administrador puede asignar al estudiante a:

- Otro salón de clase adecuado.
- ISS.
- Suspensión fuera de la escuela.
- DAEP.

Un maestro o administrador debe remover a un estudiante de la clase si el estudiante tiene una conducta que bajo el Código de Educación requiera o permita que el

Remoción del entorno educativo regular

estudiante sea asignado a un DAEP o expulsado. Al ser removido por esos motivos, se seguirán los procedimientos de las secciones subsiguientes sobre DAEP o expulsión.

Regresar a un estudiante al salón de clase

Un estudiante que haya sido retirado formalmente de la clase por un maestro por una conducta en contra del maestro que contenga elementos de agresión, agresión agravada, agresión sexual o agresión sexual agravada no puede regresar a la clase del maestro sin el consentimiento escrito del maestro.

Un estudiante que haya sido retirado formalmente por un maestro por cualquier otra conducta no puede regresar a la clase del maestro sin el consentimiento escrito del maestro a menos que el comité de revisión de asignaciones determine que la clase del maestro es la mejor o la única alternativa y que, a más tardar el tercer día de clases después del día en que el estudiante fue expulsado de la clase, se haya celebrado una reunión en la que se haya dado al profesor la oportunidad de participar. El estudiante no podrá volver a la clase del maestro a menos que este dé su consentimiento por escrito para su regreso o se haya preparado un plan de reincorporación a clase para dicho estudiante.

Apelaciones de las remociones formales por parte de un maestro

Un estudiante puede apelar la remoción de la clase por parte del maestro ante el comité de revisión de asignación de la escuela o el equipo escolar de evaluación de amenazas y seguridad y apoyo del campus, de conformidad con el reglamento del distrito que establece que dicha apelación se presente ante este equipo.

Suspensión dentro de la escuela

Suspensión dentro de la escuela

Una suspensión dentro de la escuela no está sujeta a ningún límite de tiempo.

Un director u otro administrador correspondiente de la escuela revisará la suspensión dentro de la escuela del estudiante al menos una vez cada 10 días escolares tras la fecha de inicio de la suspensión para evaluar el progreso educativo del estudiante y determinar si corresponde continuar con la suspensión dentro de la escuela.

Durante una suspensión dentro de la escuela, un estudiante recibirá los servicios de apoyo conductuales adecuados y los servicios educativos comparables que el estudiante recibiría en el aula. Si el estudiante recibe servicios de educación especial, el estudiante debe continuar recibiendo la educación especial y los servicios relacionados especificados en el programa de educación individualizada del estudiante (IEP) y seguir teniendo la posibilidad de progresar en el plan de estudios general.

[Vea Primera infracción por posesión o uso de productos que contienen nicotina o cigarrillos electrónicos para conocer las limitaciones a la norma general].

Proceso

Antes de ser suspendido, el estudiante deberá mantener una reunión informal con el CBC o el administrador correspondiente, quien le informará de la supuesta conducta indebida y le dará la oportunidad de responder a la acusación antes de que el administrador tome una decisión.

El CBC determinará la cantidad de días de suspensión del estudiante.

Al decidir si ordena la suspensión dentro de la escuela, el CBC tendrá en cuenta:

1. La legítima defensa [ver Glosario];
2. La intención o falta de intención en el momento en que el estudiante incurrió en la conducta;
3. Los antecedentes disciplinarios del estudiante;
4. Una discapacidad que afecte sustancialmente a la capacidad del estudiante para apreciar la ilicitud de su conducta;
5. La situación del estudiante bajo la tutela del Departamento de Servicios Familiares y de Protección (acogida familiar); o
6. La situación del estudiante como persona sin hogar.

El administrador correspondiente determinará cualquier restricción a la participación en actividades extracurriculares y cocurriculares patrocinadas por la escuela o relacionadas con ella.

Suspensión fuera de la escuela

Suspensión fuera de la escuela

Mala conducta

Se puede suspender a los estudiantes por conducta incluida en el Código de Conducta como infracción general de conducta, infracción de DAEP o infracción que amerita expulsión.

El distrito no utilizará la suspensión fuera de la escuela para los estudiantes en un grado inferior al tercer grado a menos que la conducta cumpla con los requisitos establecidos por la ley.

Un estudiante en un grado inferior al tercer grado o un estudiante que no tiene hogar no será suspendido fuera de la escuela a menos que, mientras se encuentre en la propiedad escolar o mientras asista a una actividad patrocinada por la escuela o relacionada con la escuela dentro o fuera de la propiedad escolar, el estudiante:

- Participe en una conducta que incluya los elementos de una infracción con armas, en conformidad con la Sección 46.02 o 46.05 del Código Penal.
- Participe en una conducta que ponga en peligro la salud y la seguridad inmediatas de otros estudiantes en el aula;
- Participe en conductas documentadas que provoquen perturbaciones repetidas o significativas en el aula; o
- Venda, dé o entregue a otra persona, o posea, use o esté bajo los efectos de cualquier cantidad de marihuana, bebidas alcohólicas o sustancias controladas o drogas peligrosas, según lo definido por la ley federal o estatal.

El distrito utilizará un programa de conducta positiva como alternativa disciplinaria para los estudiantes en grados inferiores al tercer grado que cometan violaciones de conducta general en lugar de suspensión o asignación a un DAEP. El programa deberá cumplir con los requisitos de la ley.

Proceso

La ley estatal permite que un estudiante sea asignado a la suspensión fuera de la escuela por un máximo de tres días escolares por violación de conducta, sin límite del número de veces que puede ser suspendido en un semestre o año escolar.

Antes de ser suspendido, un estudiante tendrá una reunión informal con el CBC o el administrador correspondiente, quien informará al estudiante la supuesta mala conducta.

El CBC determinará el número de días de la suspensión de un estudiante, pero no excederá tres días escolares.

Para decidir si se debe ordenar suspensión fuera de la escuela, el CBC considerará:

1. Defensa propia [ver Glosario];
2. Intención o falta de intención al momento en el que el estudiante participó en la conducta;

Suspensión fuera de la escuela

3. El historial disciplinario del estudiante;
4. Una discapacidad que imposibilite de manera significativa la capacidad del estudiante para distinguir la ilicitud de su conducta;
5. La situación de un estudiante bajo tutela del Departamento de Familia y Servicios de Protección (cuidado tutelar); o
6. La situación de no tener hogar de un estudiante.

El administrador correspondiente determinará las restricciones de la participación en actividades extracurriculares y paralelas patrocinadas por la escuela o relacionadas con la escuela.

Asignación alternativa

Los padres o tutores legales del estudiante pueden presentar una solicitud por escrito al director u otro administrador correspondiente para que se reasigne a un estudiante que haya sido suspendido fuera de la escuela. El padre, madre o tutor legal del estudiante deberá proporcionar información y documentación que demuestre que no puede supervisar adecuadamente al estudiante en el horario escolar durante el periodo de suspensión. La reasignación del estudiante sancionado con suspensión fuera de la escuela queda a la entera discreción del director u otro administrador correspondiente.

Trabajo de clase durante la suspensión

El distrito se asegurará de que un estudiante reciba acceso al trabajo de la clase de los cursos del currículo básico mientras el estudiante está en suspensión dentro o fuera de la escuela, incluso al menos un método de recepción de este trabajo de clase que no requiera del uso de internet.

Un estudiante que se traslade del salón de clase regular a ISS u otro programa de educación, además de DAEP, tendrá una oportunidad, antes del inicio del siguiente año escolar, de completar un curso básico del plan de estudio en el cual el estudiante estaba matriculado al momento de la remoción. El distrito puede dar la oportunidad a través de cualquier método disponible, incluido un curso por correspondencia, otra opción de aprendizaje a distancia o la escuela de verano. El distrito no hará ningún cargo al estudiante por el método para completar el trabajo provisto por el distrito.

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

El DAEP se ofrecerá en un entorno distinto al salón de clase regular del estudiante. Un estudiante de primaria no puede ser asignado a un DAEP con un estudiante que no sea un estudiante de primaria.

Para propósitos del DAEP, la clasificación de primaria será de kindergarten a 6o. grado y la clasificación de secundaria será de 7o. a 12o. grado.

Los programas de verano provistos por el distrito darán servicio a los estudiantes asignados a un DAEP en conjunto con otros estudiantes.

Un estudiante expulsado por una infracción que de otra manera habría dado como resultado la asignación a un DAEP no tiene que asignarse a un DAEP además de la expulsión.

Para decidir si se debe asignar a un estudiante a un DAEP, sin importar si la acción es obligatoria o discrecional, el CBC considerará:

1. Defensa propia [ver Glosario];
2. Intención o falta de intención al momento en el que el estudiante participó en la conducta;
3. El historial disciplinario del estudiante;
4. Una discapacidad que imposibilite de manera significativa la capacidad del estudiante para distinguir la ilicitud de su conducta;
5. La situación de un estudiante bajo tutela del Departamento de Familia y Servicios de Protección (cuidado tutelar); o
6. La situación de no tener hogar de un estudiante.

Asignación discrecional: Mala conducta que puede dar como resultado la asignación a un DAEP

Se puede asignar a un estudiante a un DAEP por conductas prohibidas en la sección de Violaciones generales de conducta de este Código de Conducta.

Se puede asignar a un estudiante a un DAEP por las siguientes violaciones de conducta:

Mala conducta identificada en la ley estatal

En conformidad con la ley estatal, se puede asignar a un estudiante a un DAEP por alguna de las siguientes infracciones:

- Participación en intimidación escolar que anime a un estudiante a morir por suicidio.
- Incitación de violencia en contra de un estudiante a través de intimidación escolar grupal.

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

- Publicación o amenaza de publicación de material visual íntimo de un menor o de un estudiante de 18 años de edad o mayor sin el consentimiento del estudiante.
- Participación en una fraternidad, hermandad, sociedad secreta o pandilla de una escuela pública, incluida la participación como miembro o bajo juramento, o solicitar a otra persona que tome juramento o sea miembro de una fraternidad, hermandad, sociedad secreta o pandilla de una escuela pública. [Ver Glosario]
- Participación en una actividad delictiva de pandilla callejera delincuente. [Ver Glosario]
- Cualquier travesura delictiva, incluido un delito mayor.
- Agresión (sin lesión corporal) con amenaza de lesión corporal inminente.
- Agresión mediante contacto físico ofensivo o provocativo.
- Participa en conductas que contienen los elementos del delito de actividades perturbadoras según la Sección 37.123 del Código de Educación.
- Participa en conductas que contienen los elementos del delito de perturbación de clases según la Sección 37.124 del Código de Educación.
- Posee o utiliza un cigarrillo electrónico, tal y como se define en la Sección 161.081 del Código de Salud y Seguridad, salvo que, si un estudiante que posee o utiliza un cigarrillo electrónico no es asignado a un programa educativo disciplinario alternativo por la primera infracción según las Sección 37.008 del Código de Educación, el estudiante será asignado a una suspensión dentro de la escuela por un periodo de al menos 10 días escolares. Consulte la sección Primera infracción por posesión o uso de productos que contienen nicotina o cigarrillos electrónicos para obtener más información.

En conformidad con la ley estatal, se puede asignar a un estudiante a un DAEP si el superintendente o su representante cree de manera razonable [ver Glosario] que el estudiante participó en una conducta sancionable como delito mayor, que ocurra fuera de la propiedad escolar y no en un evento patrocinado por la escuela o relacionado con la escuela, si la presencia del estudiante en el salón de clase regular amenaza la seguridad de otros estudiantes o maestros, o se considera peligroso para el proceso educativo. En el caso de los robos agravados o los delitos graves enumerados como infracciones en el Título 5 [ver Glosario] del Código Penal, es obligatorio.

El CBC puede asignar a un estudiante a un DAEP por conducta fuera de la escuela para la cual la ley estatal exija la asignación a un DAEP si el administrador no tiene conocimiento de la conducta antes del primer aniversario de la fecha en que ocurrió la conducta.

Asignación obligatoria: Mala conducta que requiere asignación a un DAEP

Se debe asignar a un estudiante a un DAEP si:

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

- Participa en una conducta relacionada con una falsa alarma o informe (incluida una amenaza de bomba) o una amenaza terrorista que incluya una escuela pública. [Ver glosario].
 - Comete las siguientes infracciones en propiedad de la escuela, dentro de 300 pies de la propiedad escolar según lo medido desde cualquier punto del límite de la propiedad escolar, o mientras asiste a una actividad patrocinada por la escuela o relacionada con la escuela dentro o fuera de la propiedad escolar.
 - Participa en una conducta sancionable como delito mayor.
 - Comete una agresión [ver glosario] bajo el Código Penal 22.01(a)(1).
 - Salvo según lo dispuesto por la Sección 37.007(a)(3) del Código de Educación, vende, da o entrega a otra persona, o posee, usa o está bajo los efectos de una sustancia controlada o droga peligrosa en una cantidad que no constituya un delito mayor. [Las infracciones de drogas consideradas delito mayor relacionadas con la escuela se incluyen en Expulsión]. [Ver en el glosario “bajo los efectos”, “sustancia controlada” y “droga peligrosa”.]
 - Vende, da o entrega a otra persona, o posee, usa o está bajo los efectos de la marihuana o THC. Un estudiante con una receta válida de cannabis de bajo THC según lo autorizado por el Capítulo 487 del Código de Salud y Seguridad no infringe esta disposición.
 - Vende, da o entrega a otra persona una bebida alcohólica; comete una infracción grave mientras está bajo los efectos del alcohol; o posee, usa o está bajo los efectos del alcohol.
 - Se comporta de tal manera que sus actos contienen los elementos de una infracción relacionada con abuso de sustancias químicas volátiles.
 - Vende, da o entrega a otra persona un cigarrillo electrónico, según lo definido por la Sección 161.081 del Código de Salud y Seguridad.
 - Se comporta de tal manera que sus actos contienen los elementos de lascivia o exhibicionismo público. [Ver Glosario].
 - Participa en una conducta que contiene los elementos de una infracción de acoso contra un empleado bajo 42.07(a)(1), (2), (3) o (7) del Código Penal.
- Participa en una conducta que amerita expulsión y tiene de seis a nueve años de edad.
- Comete una violación federal con armas de fuego y es menor de seis años.
- Participa en una conducta que contiene los elementos de la infracción de represalia en virtud de la Sección 36.06 del Código Penal contra algún empleado o voluntario de la escuela dentro o fuera de la propiedad escolar.

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

- Participa en una conducta que contiene los elementos del acoso en virtud de la Sección 42.07 del Código Penal contra cualquier empleado o voluntario de la escuela dentro o fuera de la propiedad escolar.

El estudiante recibe enjuiciamiento diferido [ver Glosario], o un tribunal o jurado determina que el estudiante ha participado en una conducta delictiva [ver Glosario], o el superintendente o su representante cree de manera razonable [ver Glosario], según la Sección 53.03 del Código de Familia, que el estudiante participó en la conducta definida como cualquiera de los siguientes delitos en virtud del Código Penal:

1. un delito grave según el Título 5;
2. el delito de conducta mortal según la Sección 22.05;
3. delito grave de robo agravado según la Sección 29.03;
4. delito de alteración del orden público con arma de fuego según la Sección 42.01(a)(7) u (8); o
5. delito de porte ilegal de armas según la Sección 46.02, excepto los delitos punibles como delitos menores de clase C según dicha sección.

Agresión sexual y asignaciones de campus

Se transferirá a un estudiante a otro campus si:

- El estudiante ha sido convicto de abuso sexual continuo de un niño pequeño o de una persona discapacitada, o convicto o asignado a una adjudicación diferida por agresión sexual o agresión sexual agravada en contra de otro estudiante de la misma escuela; y
- El padre de la víctima u otra persona con autoridad de actuar en nombre de la víctima solicita que la junta transfiera al estudiante ofensor a otro campus.

Si no hay otra escuela en el distrito que brinde servicio al nivel de grado del estudiante ofensor, entonces se transferirá a un DAEP.

Proceso

Las remociones a un DAEP las debe hacer el CBC.

Reunión

Cuando se remueve a un estudiante de una clase por una infracción de DAEP, el CBC o el administrador correspondiente programará una reunión dentro de tres días escolares con el padre del estudiante, el estudiante y, en caso de la remoción por un maestro, el maestro.

En la reunión, el CBC o el administrador correspondiente brindará al estudiante:

- Información, oral o escrita, de las razones de la remoción;
- Una explicación de las bases de la remoción; y
- Una oportunidad para responder a las razones de la remoción.

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

Después de intentos válidos de pedir la asistencia, el distrito puede detener la reunión y tomar una decisión de la asignación sin importar si el estudiante o los padres del estudiante asisten a la reunión.

Consideración de factores de mitigación

Para decidir si se debe asignar a un estudiante a un DAEP, sin importar si la acción es obligatoria o discrecional, el CBC considerará:

1. Defensa propia [ver Glosario];
2. Intención o falta de intención al momento en el que el estudiante participó en la conducta;
3. El historial disciplinario del estudiante;
4. Una discapacidad que imposibilite de manera significativa la capacidad del estudiante para distinguir la ilicitud de su conducta;
5. La situación de un estudiante bajo tutela del Departamento de Familia y Servicios de Protección (cuidado tutelar); o
6. La situación de no tener hogar de un estudiante.

Orden de asignación

Después de la reunión, si se asigna al estudiante a un DAEP, el CBC escribirá una orden de asignación. Se enviará una copia de la orden de asignación a un DAEP e información para el padre o la persona designada en la relación de padre con el estudiante sobre el proceso de solicitar una evaluación individual e inicial completa del estudiante para propósitos de servicios de educación especial al estudiante y al padre del estudiante.

A más tardar el segundo día hábil después de la reunión, el representante de la junta entregará al tribunal de menores una copia de la orden de asignación y toda la información requerida por la Sección 52.04 del Código de Familia.

Si se asigna al estudiante a un DAEP y el periodo de asignación no coincide con las pautas incluidas en este Código de Conducta, la orden de asignación dará aviso de la incoherencia.

DAEP con cupo lleno

Si un DAEP tiene cupo lleno al momento que el CBC decide la asignación por una conducta relacionada con marihuana, THC, un cigarrillo electrónico, alcohol o una sustancia química volátil, se asignará al estudiante a ISS y luego se le transferirá a un DAEP por el resto del período cuando haya cupo disponible antes del vencimiento del período de asignación.

Si un DAEP tiene cupo lleno al momento en que el CBC está decidiendo la asignación de un estudiante que participó en una conducta violenta, un estudiante asignado en un DAEP por una conducta relacionada con marihuana, THC, un cigarrillo electrónico, alcohol o una sustancia química volátil se puede asignar a ISS para disponer de

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

espacio en el DAEP para el estudiante que participó en una conducta violenta. Si hay un lugar disponible en un DAEP antes del vencimiento del período de la asignación para el estudiante sacado de la escuela, el estudiante deberá regresar a un DAEP por el resto del período.

Aviso del trabajo del curso

Se dará un aviso escrito al padre o tutor de un estudiante asignado a un DAEP sobre la oportunidad del estudiante de completar, sin costo para el estudiante, un curso base del plan de estudios en el que el estudiante estaba matriculado al momento de la remoción y que se requiere para graduación. El aviso incluirá información referente a todos los métodos disponibles para completar el trabajo del curso.

Duración de una asignación

El CBC determinará la duración de la asignación de un estudiante a un DAEP.

La duración de la asignación de un estudiante será determinada según cada caso en base a la gravedad de la infracción, la edad y nivel de grado del estudiante, la frecuencia de la mala conducta, la actitud del estudiante y los requisitos legales.

El periodo máximo de la asignación a un DAEP será de un año calendario, salvo lo estipulado a continuación.

A menos que se especifique de otra manera en la orden de asignación, los días ausentes de un DAEP no deberán contar para completar el número de días requeridos en la orden de asignación a un DAEP de un estudiante.

El distrito administrará las evaluaciones previas y posteriores requeridas para los estudiantes asignados a un DAEP durante un periodo de 90 días o más en conformidad con los procedimientos administrativos establecidos del distrito para administrar otras evaluaciones de diagnóstico o de punto de referencia.

Excede un año

La asignación a un DAEP puede exceder un año cuando una revisión del distrito determina que el estudiante es una amenaza para la seguridad de otros estudiantes o empleados del distrito.

Las limitaciones estatutarias sobre el periodo de una asignación a un DAEP no se aplican a la asignación resultante de la decisión de la junta para asignar a un estudiante que participó en una agresión sexual de otro estudiante para que no se asigne a los estudiantes al mismo campus.

Excede el año escolar

A los estudiantes que cometen infracciones que requieren la asignación a un DAEP al final del año escolar se les puede exigir que continúen en esa asignación al inicio del siguiente año escolar para completar el término de la asignación.

Para una asignación a un DAEP que se extienda más allá del final del año escolar, el CBC o el representante de la junta debe determinar que:

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

1. La presencia del estudiante en el salón de clase regular o escuela presenta un peligro de daño físico para el estudiante o los demás; o
2. El estudiante ha participado en una mala conducta grave o persistente [ver Glosario] que viola el Código de Conducta del distrito.

Excede 60 días

Para la asignación a un DAEP de más de 60 días o del final del siguiente periodo de calificaciones, lo que ocurra primero, se dará aviso al padre del estudiante y la oportunidad de participar en un proceso ante la junta o el representante de la junta.

Apelaciones

Las preguntas de los padres acerca de las medidas disciplinarias se deben dirigir a la administración escolar.

Las apelaciones de un estudiante o padre de la asignación a un DAEP se gestionarán en conformidad con el reglamento FNG(LOCAL). Se puede obtener una copia de este reglamento en la oficina del director, la oficina del CBC, la oficina de administración central o a través de Policy Online®™ en la siguiente dirección: [Manual de Polizas de San Elizario ISD](#)

Las apelaciones comenzarán en nivel uno con el Director de la escuela.

El distrito no demorará consecuencias disciplinarias en espera del resultado una apelación. La decisión de asignar a un estudiante a un DAEP no se puede apelar más allá de la junta.

Restricciones durante la asignación

El distrito no permite a ningún estudiante asignado a un DAEP participar en ninguna actividad extracurricular o paralela patrocinada por la escuela o relacionada con la escuela, incluyendo postularse para un cargo honorario y/o membresía en un club u organización patrocinado por la escuela.

A un estudiante asignado a un DAEP no se le proveerá transporte, a menos que el estudiante sea un estudiante con discapacidad que tenga derecho a transporte en conformidad con el IEP del estudiante o el plan de la Sección 504.

Para los estudiantes de doceavo grado que reúnen los requisitos para graduarse y se asignan a un DAEP al momento de la graduación, el último día de la asignación en el programa será el último día de instrucción y se permitirá al estudiante participar en la ceremonia de graduación y en las actividades relacionadas con la graduación, a menos que se especifique de otra manera en la orden de asignación a DAEP.

Revisión de asignación

El CBC o el representante de la junta proveerá a un estudiante asignado a un DAEP una revisión de su estatus, incluido el estatus académico, a intervalos que no excedan 120 días. En el caso de un estudiante de preparatoria, también se revisará el progreso del estudiante hacia la graduación y el plan de graduación del estudiante. En la

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

revisión, se dará la oportunidad al estudiante o al padre del estudiante de presentar argumentos para el regreso del estudiante al salón de clase o campus regular. El estudiante no puede regresar al salón de clase regular de un maestro que haya removido al estudiante sin consentimiento de ese maestro.

Mala conducta adicional

Si durante el plazo de la asignación a un DAEP el estudiante participa en mala conducta adicional para la cual se requiere o permite la asignación a un DAEP o expulsión, se pueden llevar a cabo procesos adicionales y el CBC puede hacer una orden disciplinaria adicional como resultado de esos procesos.

Aviso de actuaciones penales

Cuando un estudiante se asigne a un DAEP por ciertas infracciones, la oficina del fiscal notificará al distrito si:

1. Se negó el enjuiciamiento del caso del estudiante por falta de mérito de acusación o evidencias insuficientes y no se iniciará ningún proceso formal, adjudicación diferida [ver Glosario] ni enjuiciamiento diferido; o
2. El tribunal o jurado determinó que el estudiante no es culpable, o descubrió que el estudiante no participó en una conducta delictiva o conducta que indique una necesidad de supervisión, y el caso se desestimó con prejuicio.

Si se asignó a un estudiante a un DAEP por dicha conducta, al recibir el aviso del fiscal, el superintendente o su representante revisará la asignación del estudiante y programará una revisión con el padre del estudiante a más tardar el tercer día después de que el superintendente o su representante reciba aviso del fiscal. El estudiante no puede regresar al salón de clase regular hasta que se lleve a cabo la revisión.

Después de revisar el aviso y recibir información del padre del estudiante, el superintendente o su representante puede continuar la asignación del estudiante si hay motivos para pensar que la presencia del estudiante en el salón de clase regular amenaza la seguridad de los demás estudiantes o del maestro.

El estudiante o padre del estudiante puede apelar la decisión del superintendente a la junta. El estudiante no puede regresar al salón de clase regular hasta que se lleve a cabo la apelación. En caso de una apelación, la junta, en la siguiente reunión programada, revisará el aviso del fiscal y recibirá información del estudiante, el padre del estudiante y el superintendente o su representante, y confirmará o invertirá la decisión del superintendente o su representante. La junta hará un informe de los procesos.

Si la junta confirma la decisión del superintendente o su representante, el estudiante y el padre del estudiante pueden apelar ante el Comisionado de Educación. El estudiante no puede regresar al salón de clase regular hasta que se lleve a cabo la apelación.

Asignación al Programa Disciplinario de Educación Alternativa (DAEP)

Baja durante el proceso

Cuando un estudiante viole el Código de Conducta del distrito de una manera que requiera o permita que el estudiante se asigne a un DAEP y el estudiante se da de baja del distrito antes de completar la orden de la asignación, el CBC puede completar los procesos y emitir una orden de asignación. Si el estudiante se matricula nuevamente en el distrito durante el mismo año escolar o el subsiguiente, el distrito puede ejecutar la orden en ese momento, menos cualquier periodo que el estudiante haya cumplido la asignación durante su matrícula en otro distrito. Si el CBC o la junta no emite una orden de asignación después de la baja del estudiante, el siguiente distrito en el cual se matricule el estudiante puede completar los procesos y emitir una orden de asignación.

Estudiantes recién matriculados

El distrito continuará la asignación al DAEP de un estudiante que se matricule en el distrito y haya sido asignado a un DAEP en una escuela autónoma (charter) de inscripción abierta u otro distrito, incluido un distrito en otro estado.

Cuando un estudiante se matricula en el distrito con una asignación a un DAEP de un distrito de otro estado, el distrito tiene el derecho de asignar al estudiante en un DAEP de la misma manera que a cualquier otro estudiante recién matriculado si la conducta cometida es una razón de asignación a un DAEP en el distrito que recibe al estudiante.

La ley estatal requiere que el distrito reduzca una asignación impuesta por un distrito en otro estado que exceda un año de manera que la asignación total no exceda un año. Sin embargo, después de una revisión, la asignación se puede extender a más de un año si el distrito determina que el estudiante es una amenaza para la seguridad de otros estudiantes o empleados, o si la asignación extendida es para el mejor interés del estudiante.

Procedimiento de asignación de emergencia

Cuando sea necesaria una asignación de emergencia debido a la conducta indebida, perturbadora o abusiva que interfiera seriamente con las operaciones del salón de clase o de la escuela, se dará al estudiante un aviso oral de la razón de la acción. A más tardar el décimo día después de la fecha de asignación, se dará la oportunidad al estudiante de tener una reunión apropiada requerida para la asignación a un DAEP.

Servicios de transición

En conformidad con la ley y los procedimientos del distrito, el personal del campus proveerá servicios de transición a un estudiante que regresa al salón de clase regular de un programa alternativo de educación, incluso de un DAEP. Para obtener más información, ver el reglamento FOCA(LEGAL).

Asignación y/o expulsión por ciertas infracciones

Asignación y/o expulsión por ciertas infracciones

Esta sección incluye dos categorías de infracciones para las cuales el Código de Educación estipula procesos únicos y consecuencias específicas.

Delincuentes sexuales registrados

En conformidad con la ley estatal, al recibir una notificación de que un estudiante debe registrarse actualmente como ofensor sexual, el distrito debe remover al estudiante del salón de clase regular y determinar la asignación apropiada, a menos que el tribunal ordene la asignación a JJAEP.

Si el estudiante está bajo alguna forma de supervisión de la corte, incluida libertad condicional, supervisión de la comunidad, libertad provisional, el estudiante se asignará a DAEP o JJAEP por lo menos un semestre.

Si el estudiante no está bajo ninguna forma de supervisión de la corte, el estudiante puede ser asignado a DAEP o JJAEP por un semestre o puede ser asignado a un salón de clase regular. El estudiante no puede ser asignado al salón de clase regular si la junta o su representante determina que la presencia del estudiante:

1. Amenaza la seguridad de otros estudiantes o maestros;
2. Será perjudicial para el proceso de instrucción; o
3. No es para el mejor interés de los estudiantes del distrito.

Comité de revisión

Al final del primer semestre de la asignación de un estudiante a un entorno educativo alternativo y antes del inicio de cada año escolar para el cual el estudiante permanezca en una asignación alternativa, en conformidad con la ley estatal, el distrito formará un comité para revisar la asignación del estudiante. El comité recomendará si el estudiante debería regresar al salón de clase regular o permanecer en la asignación. Sin tener ningún hallazgo especial, la junta o su representante debe seguir la recomendación del comité.

La revisión de la asignación de un estudiante discapacitado que recibe servicios de educación especial debe hacerla el comité de ARD.

Estudiante recién matriculado

Si un estudiante se matricula en el distrito durante una asignación obligatoria como ofensor sexual registrado, el distrito puede tomar en cuenta el tiempo que el estudiante ya pasó en una asignación, o puede exigir un semestre adicional en una asignación alternativa sin llevar a cabo una revisión de la asignación.

Apelación

Un estudiante o padre de un estudiante puede apelar la asignación solicitando una reunión entre la junta o su representante, el estudiante y el padre del estudiante. La reunión se limita a la pregunta factual sobre si el estudiante se debe registrar como ofensor sexual. Cualquier decisión de la junta o su representante bajo esta sección es definitiva y no se puede apelar.

Expulsión

Para decidir si se debe ordenar la expulsión, sin importar si la acción es obligatoria o discrecional, el CBC considerará:

1. Defensa propia [ver Glosario];
2. Intención o falta de intención al momento en el que el estudiante participó en la conducta;
3. El historial disciplinario del estudiante;
4. Una discapacidad que imposibilite de manera significativa la capacidad del estudiante para distinguir la ilicitud de su conducta;
5. La situación de un estudiante bajo tutela del Departamento de Familia y Servicios de Protección (cuidado tutelar); o
6. La situación de no tener hogar de un estudiante.

Expulsión discrecional: Mala conducta que puede dar como resultado la expulsión

Algunos de los siguientes tipos de mala conducta pueden dar como resultado una asignación obligatoria a un DAEP, sin importar si se expulsa o no al estudiante. [Ver Asignación al Programa Disciplinario de Educación Alternativa (DAEP)]

Cualquier sitio

Un estudiante puede ser expulsado por:

- Participación en intimidación escolar que anime a un estudiante a morir por suicidio.
- Incitación de violencia en contra de un estudiante a través de intimidación escolar grupal.
- Publicación o amenaza de publicación de material visual íntimo de un menor o de un estudiante de 18 años de edad o mayor sin el consentimiento del estudiante.
- Mala conducta delictiva, si es sancionable como delito mayor.
- Quebrantamiento de seguridad informática. [Ver Glosario]
- Participación en una conducta relacionada con una falsa alarma o informe (incluida una amenaza de bomba) o una amenaza terrorista que incluya una escuela pública.

En la escuela, a 300 pies o en un evento escolar

Un estudiante puede ser expulsado por cometer cualquiera de las siguientes infracciones en la escuela o dentro de 300 pies de la propiedad escolar según lo medido desde cualquier punto del límite de la propiedad escolar, o mientras asista a una actividad patrocinada por la escuela o relacionada con la escuela dentro o fuera de la propiedad escolar:

Expulsión

- Vende, da o entrega a otra persona, o posee, usa o está bajo los efectos de cualquier cantidad de marihuana, una sustancia controlada o una droga peligrosa, a menos que la conducta sea punible como delito grave. Un estudiante con una receta válida de cannabis de bajo THC según lo autorizado por el Capítulo 487 del Código de Salud y Seguridad no infringe esta disposición. [Ver “bajo los efectos” en el Glosario]
- Participa en una conducta mortal. [Ver Glosario]

Dentro de 300 pies de la escuela

Un estudiante puede ser expulsado por posesión de un arma de fuego, según lo define la ley federal, mientras se encuentre dentro de 300 pies de la propiedad escolar, medido desde cualquier punto en la línea límite de la propiedad real de la escuela.

Propiedad de otro distrito

Un estudiante puede ser expulsado por cometer una infracción que el estado considere infracción con expulsión obligatoria si la infracción se comete en la propiedad de otro distrito en Texas o mientras el estudiante asiste a una actividad patrocinada por la escuela o relacionada con la escuela de otro distrito en Texas.

En un DAEP

Un estudiante puede ser expulsado por participar en mala conducta grave documentada que viole el Código de Conducta del distrito, a pesar de las intervenciones de conducta documentadas mientras está asignado a un DAEP. Para propósitos de expulsión discrecional de un DAEP, mala conducta grave significa:

1. Conducta violenta deliberada que imponga una amenaza directa a la salud o seguridad de los demás;
2. Extorción, que significa la obtención de dinero u otra propiedad por fuerza o amenaza;
3. Conducta que constituya coerción, según lo definido por el Código Penal 1.07; o
4. Conducta que constituya la infracción de:
 - a. Lascivia pública bajo el Código Penal 21.07;
 - b. Exhibicionismo bajo el Código Penal 21.08;
 - c. Mala conducta delictiva bajo el Código Penal 28.03;
 - d. Novatadas maliciosas bajo el Código de Educación 37.152; o
 - e. Acoso bajo el Código Penal 42.07(a)(1) de un estudiante o empleado del distrito.

Expulsión obligatoria: Mala conducta que requiere expulsión

Un estudiante debe ser expulsado bajo la ley federal o estatal por cualquiera de las siguientes infracciones que ocurran dentro o fuera de la propiedad escolar.

Bajo la ley federal

Llevar o poseer en la escuela, incluido cualquier lugar que esté bajo control o supervisión del distrito para propósitos de una actividad escolar, un arma de fuego, según lo definido por la ley federal. [Ver Glosario]

Nota: La expulsión obligatoria bajo la [Ley Federal de Escuelas sin Armas](#) no se aplica a un arma de fuego que esté legalmente guardada dentro de un vehículo con seguro, o a armas de fuego usadas en actividades aprobadas y autorizadas por el distrito cuando el distrito ha adoptado medidas de resguardo apropiadas para garantizar la seguridad del estudiante.

Bajo el Código Penal

- Portar ilegalmente sobre la persona del estudiante lo siguiente, de manera prohibida por el Código Penal 46.02:
 - Una pistola, definida por la ley estatal como un arma de fuego diseñada, hecha o adaptada para usarse con una mano. [Ver Glosario] Nota: Un estudiante no puede ser expulsado únicamente con base en el uso, exhibición, o posesión del estudiante de un arma de fuego que ocurra en unas instalaciones de tiro al blanco que no estén ubicadas en un campus escolar, al participar o prepararse para participar en una competencia deportiva de tiro patrocinada por la escuela o en una actividad deportiva de tiro patrocinada o apoyada por el Departamento de Parques y Vida Silvestre, o una organización deportiva de tiro trabajando con el departamento. [Ver el reglamento FNCG (LEGAL)].
- Una navaja restringida en el sitio, de acuerdo a lo definido por la ley estatal. [Ver Glosario]
- Poseer, fabricar, transportar, reparar o vender un arma prohibida, de acuerdo a lo definido por la ley estatal. [Ver Glosario]
- Participar en una conducta que implica los elementos del delito de exhibir, utilizar o amenazar con exhibir o utilizar un arma de fuego según la Sección 37.125 del Código de Educación.
- Comportarse de una manera en la cual la conducta contenga elementos de las siguientes infracciones bajo el Código Penal:
 - Agresión agravada, agresión sexual o agresión sexual agravada.
 - Incendio premeditado. [Ver Glosario]
 - Homicidio, asesinato capital o intento criminal de cometer homicidio o asesinato capital.
 - Indecencia con un menor.
 - Secuestro o secuestro agravado.
 - Hurto, robo o robo agravado.
 - Homicidio no premeditado.

Expulsión

- Homicidio criminal negligente.
- Abuso sexual continuo de un niño pequeño o de una persona discapacitada.
- Conducta sancionable como delito mayor que incluye vender, dar o entregar a otra persona, o poseer, usar, o estar bajo los efectos de una sustancia controlada o una droga peligrosa.
- Participar en conductas que contengan elementos de agresión contra un empleado o voluntario de la escuela.

Menos de diez años

Cuando un estudiante menor de diez años participa en una conducta que se castiga con expulsión, el estudiante no será expulsado, sino que se le asignará a un DAEP. Un estudiante menor de seis años no se debe asignar a un DAEP a menos que haya cometido una infracción federal con armas de fuego.

Programa virtual de expulsión

- En algunas circunstancias, un estudiante puede ser asignado a un programa de expulsión virtual.
- La escuela debe asegurarse de que los estudiantes del programa cuenten con la tecnología y el acceso a Internet necesarios, y debe proporcionárselos si es necesario.
- El programa virtual debe cumplir, en la medida de lo posible, con los mismos requisitos que un programa disciplinario de educación alternativa (DAEP).
- La asignación del estudiante debe revisarse cada 45 días escolares.
- Si se libera una plaza presencial, la escuela debe planificar el regreso del estudiante al aprendizaje presencial.
- Si se considera apropiado continuar con la asignación virtual, la escuela debe documentar la decisión.

Consideración de la educación virtual como alternativa a la expulsión

Antes de que un distrito escolar pueda expulsar a un estudiante, el distrito debe considerar la idoneidad y viabilidad de, como alternativa a la expulsión, inscribir al estudiante en un programa híbrido a tiempo completo, un programa virtual a tiempo completo, un campus híbrido a tiempo completo o un campus virtual a tiempo completo. Este requisito no se aplica a los alumnos expulsados en virtud de las Secciones 37.0081 o 37.007(a), (d) o (e) del Código de Educación.

Proceso

Si se piensa que un estudiante ha cometido una infracción cuyo castigo es la expulsión, el CBC u otro administrador apropiado programará una audiencia dentro de un periodo razonable. Se invitará al padre del estudiante por escrito para que asista a la audiencia.

Expulsión

Hasta que se pueda llevar a cabo una audiencia, el CBC u otro administrador puede asignar al estudiante a:

- Otro salón de clase adecuado.
- ISS.
- Suspensión fuera de la escuela.
- DAEP.

Audiencia

Se dará a un estudiante que se enfrente a la expulsión una audiencia con el debido proceso. El estudiante tiene derecho a:

1. Representación por el padre del estudiante u otro adulto que pueda proveer guía al estudiante y que no sea empleado del distrito;
2. Una oportunidad de testificar y presentar evidencias y testigos en su defensa; y
3. Una oportunidad de hacer preguntas a los testigos convocados por el distrito para la audiencia.

Después de dar aviso al estudiante y su padre sobre la audiencia, el distrito puede detener la audiencia sin importar si el estudiante o los padres del estudiante asisten.

La junta escolar delega al Superintendente Asociado la autoridad de llevar a cabo audiencias y expulsar a estudiantes.

Revisión de la expulsión por parte de la junta

Después del debido proceso de la audiencia, el estudiante expulsado puede solicitar que la junta revise las decisiones de expulsión. El estudiante o padre debe presentar una solicitud escrita al superintendente en un plazo de siete días después de recibir la decisión escrita. El superintendente debe dar al estudiante o padre un aviso escrito de la fecha, la hora y el lugar de la reunión en la cual la junta revisará la decisión.

La junta revisará el informe de la audiencia de expulsión en una reunión privada, a menos que el padre solicite por escrito que el asunto se puede llevar a cabo en una reunión pública. La junta también puede escuchar una declaración del estudiante o padre y del representante de la junta.

La junta considerará y basará su decisión en evidencias reflejadas en el informe y en cualquier declaración hecha por las partes en la revisión. La junta hará y comunicará su decisión verbalmente al concluir la presentación. No se diferirán las consecuencias hasta que finalice el resultado de la audiencia.

Orden de expulsión

Antes de ordenar la expulsión, la junta o el CBC considerará:

1. Defensa propia [ver Glosario];
2. Intención o falta de intención al momento en el que el estudiante participó en la conducta;

Expulsión

3. El historial disciplinario del estudiante;
4. Una discapacidad que imposibilite de manera significativa la capacidad del estudiante para distinguir la ilicitud de su conducta;
5. La situación de un estudiante bajo tutela del Departamento de Familia y Servicios de Protección (cuidado tutelar); o
6. La situación de no tener hogar de un estudiante.

Si el estudiante es expulsado, la junta o su representante darán al estudiante y al padre del estudiante una copia de la orden de expulsión del estudiante.

A más tardar el segundo día hábil después de la audiencia, el Superintendente Asociado entregará al tribunal de menores una copia de la orden de expulsión y toda la información requerida por la Sección 52.04 del Código de Familia.

Si el periodo de expulsión no coincide con las pautas incluidas en el Código de Código de Conducta, la orden de expulsión dará aviso de la incoherencia.

Duración de la expulsión

La duración de la expulsión se basará en la gravedad de la infracción, la edad y nivel de grado del estudiante, la frecuencia de la mala conducta, la actitud del estudiante y los requisitos estatutarios.

La duración de la expulsión de un estudiante se determinará con base en cada caso. El periodo máximo de la expulsión es un año calendario, salvo lo estipulado a continuación.

Una expulsión no puede exceder un año, a menos que, después de la revisión, el distrito determine que:

1. El estudiante es una amenaza para la seguridad de otros estudiantes o empleados del distrito; o
2. La expulsión prolongada es para el mejor interés del estudiante.

La ley federal y estatal exige que un estudiante se expulse del salón de clase regular durante un periodo de por lo menos un año calendario por llevar a la escuela un arma de fuego, de acuerdo a lo definido por la ley federal. Sin embargo, el superintendente puede modificar la duración de la expulsión con base en cada caso.

A los estudiantes que cometen infracciones que requieren la expulsión al final del año escolar se les puede expulsar incluso después de iniciar el siguiente año escolar para completar el término de la expulsión.

Baja durante el proceso

Cuando la conducta de un estudiante requiera o permita la expulsión del distrito y el estudiante se da de baja del distrito antes de que se lleve a cabo la audiencia de la expulsión, el distrito puede llevar a cabo una audiencia después de enviar aviso escrito al padre o al estudiante.

Expulsión

Si el estudiante se matricula nuevamente en el distrito durante el mismo año escolar o el subsiguiente, el distrito puede ejecutar la orden de expulsión en ese momento, menos cualquier periodo que el estudiante haya cumplido el periodo de expulsión durante su matrícula en otro distrito.

Si el CBC o la junta no emite una orden de expulsión después de la baja del estudiante, el siguiente distrito en el cual se matricule el estudiante puede completar los procesos.

Mala conducta adicional

Si durante la expulsión el estudiante participa en mala conducta adicional para la cual se requiere o permite la asignación a un DAEP o expulsión, se pueden llevar a cabo procesos adicionales y el CBC puede emitir una orden disciplinaria adicional como resultado de esos procesos.

Restricciones durante la expulsión

Los estudiantes expulsados tienen prohibido estar en la propiedad escolar o asistir a actividades patrocinadas por la escuela o relacionadas con la escuela durante el periodo de expulsión.

No se obtendrá ningún crédito académico por el trabajo perdido durante el periodo de expulsión a menos que el estudiante esté matriculado en un JJAEP u otro programa aprobado por el distrito.

Estudiantes recién matriculados

El distrito continuará la expulsión de cualquier estudiante recién matriculado expulsado de otro distrito o de una escuela autónoma (charter) de inscripción abierta hasta que se complete el periodo de expulsión.

Si un estudiante expulsado de otro estado se matricula en el distrito, el distrito puede continuar la expulsión bajo los términos de la orden de expulsión, puede asignar a un estudiante a un DAEP durante el periodo especificado en la orden, o puede permitir que el estudiante asista a clases regulares si:

1. El distrito del otro estado provee al distrito una copia de la orden de expulsión; y
2. La infracción que causó la expulsión es también una infracción con motivo de expulsión en el distrito en el cual el estudiante se está matriculando.

Si un distrito escolar de otro estado expulsó al estudiante por un periodo que exceda un año y el distrito continúa la expulsión o asigna al estudiante a un DAEP, el distrito reducirá el periodo de expulsión o asignación a un DAEP de manera que el periodo no exceda un año, a menos que después de una revisión se determine que:

1. El estudiante es una amenaza para la seguridad de otros estudiantes o empleados del distrito; o
2. La asignación prolongada es para el mejor interés del estudiante.

Procedimientos de expulsión de emergencia

Cuando sea necesaria una expulsión de emergencia para proteger a personas o propiedad de un daño inminente, se dará al estudiante un aviso verbal de la razón de la acción. Es posible ordenar una expulsión de emergencia sobre la base de un solo incidente de comportamiento por parte del estudiante. Dentro de diez días después de la fecha de la expulsión de emergencia, se dará al estudiante el debido proceso requerido para un estudiante que se enfrenta a una expulsión.

Asignación a un DAEP de estudiantes expulsados

El distrito puede proveer servicios de instrucción a cualquier estudiante expulsado en un DAEP. Sin embargo, servicios de instrucción en el DAEP deben proveerse si el estudiante tiene menos de diez años de edad.

Servicios de transición

En conformidad con la ley y los procedimientos del distrito, el personal del campus proveerá servicios de transición para un estudiante que regresa al salón de clase regular de una asignación a un programa alternativo de educación, incluso de un DAEP o JJAEP. Para obtener más información, ver los reglamentos FOCA(LEGAL) y FODA(LEGAL).

Ciertos delitos graves

Independientemente de si la asignación al DAEP o la expulsión son necesarias o están permitidas por alguna de las razones expuestas en las secciones de Asignación al DAEP o Expulsión, de conformidad con la Sección 37.0081 del Código de Educación, un estudiante puede ser expulsado y asignado al DAEP o al JJAEP si la junta o el CBC llegan a determinadas conclusiones y se dan las siguientes circunstancias en relación con un robo agravado o un delito grave según el Título 5 [vea glosario] del Código Penal. El estudiante debe:

- Haber recibido un aplazamiento del proceso judicial por una conducta definida como robo agravado o un delito grave del Título 5;
- Haber sido declarado por un tribunal o un jurado culpable de una conducta delictiva definida como robo agravado o un delito grave del Título 5;
- Haber sido acusado de participar en una conducta definida como robo agravado o un delito grave del Título 5;
- Haber sido remitido a un tribunal de menores por presuntamente participar en una conducta delictiva definida como robo agravado o delito grave según el Título 5; o
- Haber recibido libertad condicional o sentencia diferida, o haber sido arrestado, acusado o condenado por robo agravado o delito grave según el Título 5.

El distrito puede expulsar al estudiante y ordenar su asignación en estas circunstancias, independientemente de:

1. La fecha en que se produjo la conducta del estudiante;

Expulsión

2. El lugar en el que se produjo la conducta;
3. Si la conducta se produjo mientras el estudiante estaba matriculado en el distrito; o
4. Si el estudiante ha cumplido con éxito los requisitos impuestos por el tribunal en relación con la conducta.

Audiencia y conclusiones requeridas

El estudiante debe primero tener una audiencia ante la junta o su representante designado, quien debe determinar que, además de las circunstancias anteriores que permiten la expulsión, la presencia del estudiante en el salón de clases regular:

1. Amenaza la seguridad de otros estudiantes o maestros;
2. Será perjudicial para el proceso educativo; o
3. No es lo mejor para los estudiantes del distrito.

Cualquier decisión de la junta o de la persona designada por la junta en virtud de esta sección es definitiva y no puede ser apelada.

Duración de la asignación

El estudiante estará sujeto a la asignación hasta que:

1. Se gradúe de la preparatoria;
2. Los cargos sean desestimados o reducidos a un delito menor; o
3. El estudiante complete el plazo de la asignación o sea asignado a otro programa.

Revisión de la asignación

Un estudiante asignado a un DAEP o JJAEP en virtud de esta sección tiene derecho a que el CBC o la persona designada por la junta revise su situación, incluida su situación académica, a intervalos que no excedan los 120 días. En el caso de un estudiante de preparatoria, también se revisará el progreso del estudiante hacia la graduación y su plan de graduación. En la revisión, el estudiante o sus padres tendrán la oportunidad de presentar argumentos a favor del regreso del estudiante al salón de clases o al campus habitual.

Estudiantes recién matriculados

Un estudiante procedente de otro distrito escolar que se matricule en este distrito antes de completar una asignación en virtud de esta sección deberá completar el periodo de asignación.

Glosario

Abuso es el uso inapropiado o excesivo.

Acoso incluye:

1. Conducta que cumple con la definición establecida en los reglamentos del distrito DIA(LOCAL) y FFH(LOCAL);
2. Conducta que amenaza causar daños o lesiones corporales a otra persona, incluido un estudiante del distrito, empleado, miembro de la junta, o voluntario; es sexualmente intimidante; causa daños físicos a las pertenencias de otro estudiante; sujeta a otro estudiante a restricción física; o daña maliciosa y considerablemente la salud o seguridad física o emocional de otro estudiante, de acuerdo a lo definido en el Código de Educación 37.001(b)(2); o
3. Conducta que es sancionable como delito bajo el Código Penal 42.07, incluso los siguientes tipos de conducta si se llevan a cabo con la intención de acosar, molestar, alarmar, abusar, atormentar o avergonzar a otro:
 - a. Iniciar comunicación y, en el transcurso de la comunicación, realizar un comentario, solicitud, sugerencia o propuesta que es obsceno, según lo definido por la ley;
 - b. Amenazar, en una forma que es razonablemente probable que alarme a la persona que recibe la amenaza, de que se va a infligir daño físico a la persona o a cometer un delito mayor en contra de la persona, un integrante de la familia o grupo familiar de la persona o los bienes de la persona;
 - c. Expresar, en una forma que es razonablemente probable que alarme a la persona que recibe el informe, un informe falso, que el emisor sabe que es falso, que diga que otra persona ha fallecido o sufrido lesión física grave;
 - d. Hacer que el teléfono u otro dispositivo timbre reiteradamente, o hacer comunicaciones telefónicas repetitivas de modo anónimo, o que de una manera razonable tenga la posibilidad de acosar, molestar, alarmar, abusar, atormentar, avergonzar u ofender a otra persona;
 - e. Hacer una llamada telefónica e intencionalmente no colgar o desconectar la llamada;
 - f. Permitir a sabiendas el uso de un teléfono bajo control de la persona por otra persona para cometer un delito bajo esta sección;
 - g. Enviar comunicaciones electrónicas reiteradas en una forma que es razonable que produzca acoso, molestia, alarma, abuso, tormento, vergüenza u ofensa a otro; y
 - h. Publicar en un sitio web de Internet, incluidas las plataformas de redes sociales, comunicaciones electrónicas repetidas de manera tal que sea razonablemente probable que causen angustia, abuso o tormento a otra

persona, a menos que las comunicaciones se hagan en relación con un asunto de interés público, tal como lo define la ley; o

- i. Hacer llamadas telefónicas obscenas, intimidantes o amenazadoras o a través de otra comunicación electrónica de un número de teléfono temporal o desechable provisto por una aplicación de Internet u otro medio de tecnología.

Adjudicación diferida es una alternativa a la búsqueda de convicción en el tribunal que se puede ofrecer a un menor por una conducta delictiva o conducta que indique una necesidad de supervisión.

Agresión se define en parte en el Código Penal 22.01 como causar intencionalmente, a sabiendas o imprudentemente lesión corporal a otra persona; amenazar intencionalmente o a sabiendas a otra persona con lesión corporal inminente; o causar intencionalmente o a sabiendas contacto físico con otra persona que pueda considerarse de manera razonable como ofensivo o provocador.

Amenaza terrorista, definida por el Código Penal 22.07, es una amenaza de violencia a alguna persona o propiedad con la intención de:

1. Causar una reacción de cualquier tipo de alguna agencia oficial o voluntaria organizada para lidiar con emergencias;
2. Atemorizar a una persona de una lesión corporal grave e inminente;
3. Impedir o interrumpir la ocupación o uso de un edificio; habitación, lugar de reunión o lugar de acceso público; lugar de empleo u ocupación; avión, automóvil, u otro medio de transporte; u otro lugar público;
4. Impedir o interrumpir las comunicaciones públicas; el transporte público; suministro de agua, gas o electricidad pública; u otro servicio público;
5. Atemorizar al público o a un grupo público de una lesión corporal grave; o
6. Influir la conducta o actividades de una dependencia o agencia del gobierno federal, el estado, o una subdivisión política del estado (incluido el distrito).

Ametralladora, definida por el Código Penal 46.01, es cualquier arma de fuego que es capaz de disparar más de dos tiros automáticamente, sin recargo manual, con un solo apretón del gatillo.

Antisemitismo se define en la sección 448.001 del Código de Gobierno como una determinada percepción de los judíos que puede expresarse como odio hacia ellos. El término incluye manifestaciones retóricas y físicas de antisemitismo dirigidas hacia personas judías o no judías o sus propiedades, o hacia instituciones comunitarias judías y sus lugares de culto. Se incluyen ejemplos de antisemitismo en la “Definición de trabajo del antisemitismo” de la Alianza Internacional para el Recuerdo del Holocausto, adoptada el 26 de mayo de 2016.

Arma de cañón corto se define en el Código Penal 46.01 como un rifle con cañón de menos de 16 pulgadas de largo o una escopeta con cañón de menos de 18 pulgadas, o cualquier arma hecha de un rifle o escopeta que, al alterarse, tenga una longitud total de menos de 26 pulgadas.

Arma de fuego se define en la ley federal (18 U.S.C. 921(a)) como:

1. Cualquier arma (incluyendo una pistola de salva) que se convertirá, está diseñada para convertirse o se puede convertir en un dispositivo que lanza un proyectil mediante la acción de un explosivo;
2. El marco o receptor de cualquier tipo de arma;
3. Cualquier amortiguador de sonido de arma de fuego o silenciador de arma de fuego, que se define como cualquier dispositivo para silenciar, amortiguar o reducir la explosión de un arma de fuego portátil; o
4. Cualquier dispositivo destructivo, como un explosivo, bomba incendiaria o de gas venenoso, o granada.

Dicho término no incluye un arma de fuego considerada antigüedad.

Arma de imitación significa un objeto que se parece a un arma pero que no está destinado a causar lesiones corporales graves.

Arma explosiva, definida en el Código Penal 46.01, es un explosivo o bomba incendiaria, granada, cohete, o mina y su mecanismo de ejecución que está diseñado, hecho o adaptado para el propósito de infligir una lesión corporal grave, la muerte o daños considerables a la propiedad, o para el propósito principal de causar un ruido muy fuerte que cause alarma o terror al público.

Arma improvisada, definida por el Código Penal 46.01, es un dispositivo, o combinación de dispositivos, que originalmente no son un arma de fuego, pero que se adaptan para disparar un proyectil a través de un cañón de ánima lisa o rayada usando la energía generada por una explosión o sustancia ardiente.

Arma prohibida bajo el Código Penal 46.05(a) significa:

1. Los siguientes artículos, a menos que estén registrados con la Agencia de Alcohol, Tabaco, Armas de Fuego y Explosivos de EE.UU., o que no estén sujetos de otra manera al requisito de registro, o a menos que el artículo esté clasificado como curiosidad o reliquia por el Departamento de Justicia de EE.UU.:
 - a. Un arma explosiva;
 - b. Una ametralladora;
2. Munición perforante;
3. Dispositivo dispensador de químicos;
4. Un arma improvisada;
5. Un dispositivo para desinflar neumáticos; o
6. Un dispositivo de explosivo improvisado.

Autodefensa es el uso de fuerza contra otra persona hasta el grado que una persona piensa de manera razonable que es inmediatamente necesaria para protegerse a sí misma.

Glosario

Bajo los efectos significa la falta del uso normal de las facultades físicas o mentales. El deterioro de las facultades físicas o mentales de una persona puede detectarse por un patrón de conducta anormal o errática, la presencia de síntomas físicos de uso de alcohol o drogas, o admitiéndolo. Un estudiante que esté “bajo los efectos” no tiene que estar intoxicado legalmente para causar una medida disciplinaria.

Cigarrillo electrónico significa un cigarrillo electrónico u otro dispositivo que simula el fumar usando un elemento de calentamiento mecánico, pila o circuito electrónico para dispensar nicotina u otras sustancias a la persona que inhala del dispositivo, o una solución líquida consumible u otro material aerosolizado o vaporizado durante el uso de un cigarrillo electrónico u otro dispositivo descrito en esta disposición. El término incluye cualquier dispositivo que es fabricado, distribuido o vendido como un cigarrillo electrónico, puro electrónico o pipa electrónica, o bajo otro nombre o descripción de producto y un componente, pieza o accesorio para el dispositivo, sin importar si el componente, pieza o accesorio se vende por separado del dispositivo.

Conducta delictiva es una conducta que viola la ley federal o estatal y que sea sancionable mediante prisión o encarcelamiento. Incluye la conducta que viole ciertas órdenes del tribunal de menores, incluyendo órdenes de libertad condicional, pero no incluye violaciones a las leyes de tránsito.

Conducta mortal bajo el Código Penal 22.05 ocurre cuando una persona participa imprudentemente en una conducta que plantea a otro un peligro inminente de lesión física grave, como disparar un arma de fuego conscientemente en dirección a una persona, habitación, edificio o vehículo.

Creencia razonable es aquella que una persona común de inteligencia promedio y lucidez mental creería. El Capítulo 37 exige que el superintendente o su representante tome determinadas decisiones disciplinarias cuando tenga una creencia razonable de que el estudiante participó en una conducta sancionable como delito mayor. En la formación de una creencia razonable de ese tipo, el superintendente o su representante puede utilizar toda la información disponible y debe considerar la información provista en el aviso de la detención de un estudiante bajo el Código de Procedimientos Penales, Artículo 15.27.

Delitos mayores del Título 5 son los delitos mayores incluidos en el Título 5 del Código Penal que generalmente involucran lesión a una persona y pueden incluir:

- Asesinato, homicidio no premeditado u homicidio bajo las Secciones 19.02 - .05;
- Secuestro bajo la Sección 20.03;
- Trata de personas bajo la Sección 20A.02;
- Tráfico ilícito o continuo de personas bajo las Secciones 20.05 - .06;
- Agresión bajo la Sección 22.01;
- Agresión agravada bajo la Sección 22.02;
- Agresión sexual bajo la Sección 22.011;
- Agresión sexual agravada bajo la Sección 22.021;

- Privación ilegal de la libertad bajo la Sección 20.02;
- Abuso sexual continuo de un niño pequeño o de una persona discapacitada bajo la Sección 21.02;
- Bestialidad/bestialismo bajo la Sección 21.09;
- Relación inapropiada entre el educador y el estudiante bajo la Sección 21.12;
- Voyerismo bajo la Sección 21.17;
- Indecencia con un menor bajo la Sección 21.11;
- Grabación visual invasiva bajo la Sección 21.15;
- Revelación o promoción de material visual íntimo bajo la Sección 21.16;
- Coerción sexual bajo la Sección 21.18;
- Lesión a un menor, un anciano o una persona discapacitada de cualquier edad bajo la Sección 22.04;
- Abandono o puesta en peligro de un menor bajo la Sección 22.041;
- Conducta mortal bajo la Sección 22.05;
- Amenaza terrorista bajo la Sección 22.07;
- Ayuda a una persona a morir por suicidio según la Sección 22.08; y
- Manipulación de un producto de consumo bajo la Sección 22.09;

Discrecional significa que algo se deja o regula por un tomador de decisiones local.

Dispositivo de comunicación personal se refiere a un teléfono, un celular, por ejemplo, un teléfono inteligente o teléfono plegable, una tableta, un reloj inteligente, un dispositivo de radio, un dispositivo de localización o cualquier otro dispositivo electrónico capaz de establecer telecomunicaciones o comunicaciones digitales.

Dispositivo dispensador de químicos, definido por el Código Penal 46.01, es un dispositivo diseñado, hecho o adaptado para el propósito de dispensar una sustancia capaz de causar un efecto psicológico o fisiológico adverso en un ser humano. Un dispensador de químicos pequeño que se vende comercialmente para protección personal no está dentro de esta categoría.

Dispositivo para desinflar neumáticos se define en parte por el Código Penal 46.01 como un dispositivo, incluyendo un abrojo o ponchallantas que, cuando se conduce por encima, impide o detiene el movimiento de un vehículo de ruedas perforando uno o más neumáticos del vehículo.

Droga peligrosa se define en el Código de Salud y Seguridad 483.001 como un dispositivo o una droga que no es segura para automedicación y que no está incluida en los Anexos I a V o en los Grupos 1 a 4 de Sanción de la Ley de sustancias controladas de Texas. El término incluye un dispositivo o una droga que la ley federal prohíbe dispensar sin receta o que restringe para uso de un veterinario habilitado o por orden del mismo.

Enjuiciamiento diferido se puede ofrecer a un menor como una alternativa a la búsqueda de convicción en el tribunal por una conducta delictiva o conducta que indique una necesidad de supervisión.

Exhibicionismo, definido por el Código Penal 21.08, es una ofensa que ocurre cuando una persona expone el ano de la persona o alguna parte de los genitales de la persona con la intención de despertar o gratificar los deseos sexuales de una persona, y al exhibidor no le importa si la otra persona presente se ofenderá o alarmará a causa de la acción.

Explosivo improvisado, definido por el Código Penal 46.01, es una bomba completa y funcional diseñada para causar lesiones corporales graves, la muerte o daños considerables a la propiedad, que se fabrica de una manera improvisada con el uso de componentes no militares.

Falsa alarma o informe bajo el Código Penal 42.06 ocurre cuando una persona deliberadamente inicia, comunica o distribuye un informe de una bomba, incendio, infracción u otra emergencia presente, pasada o futura que sabe que es falsa o sin fundamentos y que generalmente:

1. Causaría la acción de la policía o agencia voluntaria organizada para lidiar con emergencias;
2. Atemorizaría a una persona de una lesión corporal grave e inminente; o
3. Impediría o interrumpiría la ocupación de un edificio, habitación o lugar de reunión.

Fraternidad, hermandad, sociedad secreta o pandilla de una escuela pública significa una organización compuesta en su totalidad o en parte por estudiantes que buscan perpetuarse a sí mismos aceptando miembros adicionales de entre los estudiantes matriculados en la escuela con base a una membresía en lugar de la libre elección de un estudiante calificado. Las organizaciones educativas incluidas en el Código de Educación 37.121(d) son excepciones de esta definición.

Grafiti incluye marcas con pintura, pluma o marcador indeleble, o dispositivo de grabación en bienes tangibles sin el consentimiento del propietario. Las marcas pueden incluir inscripciones, eslogan, dibujos o pinturas.

Incendio premeditado se define en parte en el Código Penal 28.02 como un delito que incluye:

1. Crear un incendio o causar una explosión con la intención de destruir o hacer daños:
 - a. De vegetación, cerca o estructura en un terreno abierto; o
 - b. A cualquier edificio, habitación o vehículo:
 - (1) Sabiendo que está dentro de los límites de una ciudad o poblado incorporado;
 - (2) Sabiendo que está asegurado contra daños o destrucción;

- (3) Sabiendo que está sujeto a una hipoteca u otro interés de garantía;
 - (4) Sabiendo que está ubicado en la propiedad de otra persona;
 - (5) Sabiendo que está ubicado dentro de la propiedad de otra persona; o
 - (6) Cuando la persona que inicia el incendio no considera que el incendio o la explosión pondrá en peligro la vida de alguna persona o la seguridad de la propiedad de una persona.
2. Crear un incendio o explosión de manera imprudente mientras se fabrique o intente fabricar una sustancia controlada si el incendio o la explosión daña algún edificio, habitación o vehículo; o
3. Crear un incendio o causar una explosión de manera intencional y esto causa:
 - a. Dañar o destruir de manera imprudente un edificio que pertenece a otra persona; o
 - b. Causar de manera imprudente que otra persona sufra lesiones corporales o la muerte.

Intimidación cibernética (cyberbullying), como se define en el Código de Educación 37.0832, es intimidación a través del uso de algún dispositivo de comunicación electrónica, incluso a través del uso de un teléfono celular u otro tipo de teléfono, una computadora, una cámara, correo electrónico, mensajes instantáneos, mensajes de texto, una aplicación de redes sociales, un sitio web de internet o cualquier otra herramienta de comunicación por internet.

Intimidación escolar (bullying) se define como una acción o un patrón de acciones significativas por parte de uno o más estudiantes dirigidas a otro estudiante que aprovecha un desequilibrio de poder, e implica participar en la expresión verbal o escrita, en la expresión a través de medios electrónicos o en conducta física que:

1. Tiene el efecto o tendrá el efecto de lastimar físicamente a un estudiante, dañar las pertenencias de un estudiante o imponer en un estudiante un temor razonable de daño a su persona o daño a sus pertenencias;
2. Es tan grave, persistente e intensa que la acción o amenaza crea un entorno educativo que es intimidante, amenazador o abusivo para un estudiante;
3. Perturba de manera sustancial y considerable el proceso de instrucción o el funcionamiento ordenado de un salón de clase o escuela; o
4. Infringe los derechos de la víctima en la escuela.

La intimidación escolar incluye la intimidación cibernética (cyberbullying). (Ver a continuación) Las leyes de este estado sobre la intimidación escolar se aplican a:

1. Intimidación escolar que ocurre en la propiedad escolar, se dirige deliberadamente a la propiedad escolar o al sitio de una actividad patrocinada o relacionada con la escuela, dentro o fuera de la propiedad escolar;

2. Intimidación escolar que ocurre en un autobús o vehículo escolar público o privado que se utiliza para transportar estudiantes de ida o vuelta a la escuela o a una actividad patrocinada o relacionada con la escuela; y
3. Intimidación cibernética que ocurre fuera de la propiedad escolar o fuera de una actividad patrocinada o relacionada con la escuela si dicha intimidación interfiere con las oportunidades educativas de un estudiante o interrumpe considerablemente la operación ordenada de un salón de clase, escuela o actividad patrocinada o relacionada con la escuela.

Lascivia pública, definida por el Código Penal 21.07, es una ofensa que ocurre cuando una persona participa deliberadamente en el coito sexual, coito sexual desviado o contacto sexual en un lugar público o, si no es un lugar público, lo hace sin importarle si otras personas presentes se ofenderán o alarmarán a causa de la acción.

Mala conducta grave significa:

1. Conducta violenta deliberada que imponga una amenaza directa a la salud o seguridad de los demás;
2. Extorción, que significa la obtención de dinero u otra propiedad por fuerza o amenaza;
3. Conducta que constituya coerción, según lo definido por el Código Penal 1.07; o
4. Conducta que constituya la infracción de;
 - a. Lascivia pública bajo el Código Penal 21.07;
 - b. Exhibicionismo bajo el Código Penal 21.08;
 - c. Mala conducta delictiva bajo el Código Penal 28.03;
 - d. Novatadas maliciosas bajo el Código de Educación 37.152; o
 - e. Acoso bajo el Código Penal 42.07(a)(1) de un estudiante o empleado del distrito.

Mala conducta grave o persistente incluye, entre otras cosas:

- Conducta que es causa de expulsión permisible o asignación obligatoria a un DAEP.
- Conducta identificada por el distrito como causa de asignación discrecional a un DAEP.
- Acciones o demostraciones que interrumpan de manera considerable o interfieran materialmente con las actividades escolares.
- Negarse a tratar de hacer o completar el trabajo escolar asignado.
- Insubordinación.
- Usar lenguaje profano o vulgar, o hacer gestos obscenos.
- Salir de la propiedad escolar sin permiso.
- Falsificar registros, pases u otros documentos relacionados con la escuela.

- Negarse a aceptar medidas disciplinarias asignadas por un maestro o director.

Manoplas significa cualquier instrumento que consiste de anillos o cubiertas hechas de una sustancia dura y diseñado o adaptado para causar lesiones corporales graves o la muerte golpeando a una persona con el puño apretando los nudillos.

Material visual íntimo, definido por el Código Civil de Prácticas y Remedios 98B.001 y el Código Penal 21.16, es un material visual que representa a una persona con sus partes íntimas expuestas o participando en una conducta sexual. “Material visual” significa cualquier película, fotografía, cinta de video, negativo o diapositiva de cualquier reproducción fotográfica o cualquier otro medio físico que permite que una imagen se presente en una computadora u otra pantalla de video y cualquier imagen transmitida a una computadora u otra pantalla visual.

Munición perforante se define en el Código Penal 46.01 como munición de pistola usada en pistolas y revólveres y diseñada principalmente para penetrar metal o blindaje personal.

Navaja restringida en el sitio, definida por el Código Penal 46.01, es una navaja con una cuchilla de más de cinco pulgadas y media.

Novatada maliciosa (hazing) se define en el Código de Educación 37.151 como un acto intencional, consciente o imprudente, en el campus o fuera de él, hecho por una persona sola o que actúa con otras, dirigido a un estudiante con el propósito de comprometer, iniciar, afiliar, tener un cargo o mantener la membresía en una organización estudiantil si el acto contiene los elementos del Código de Educación 37.151, entre ellos:

1. Cualquier tipo de brutalidad física;
2. Una actividad que someta al estudiante a un riesgo irrazonable de daño o que perjudique la salud física o mental del estudiante, como privación de sueño, exposición a factores meteorológicos, encierro en espacios reducidos, calistenia o consumo de alimentos, líquidos, drogas u otras sustancias;
3. Una actividad que induzca, cause o exija que el estudiante realice una función o tarea que infrinja el Código Penal; o
4. Forzar a un estudiante a consumir una droga o bebida alcohólica en una cantidad que llevaría a una persona razonable a creer que el estudiante está intoxicado. Lista negra (lista de víctimas), definida en el Código de Educación 37.001(b)(3), es una lista de gente a la que se desea lastimar, usando un arma de fuego, una navaja o cualquier otro objeto con la intención de causar lesiones corporales.

Obligatorio significa que algo es obligatorio o requerido por una autoridad.

Pandilla callejera delincuente se define en el Código Penal 71.01 como tres o más personas que tienen una señal o símbolo de identificación común o un liderazgo identificable que se relaciona continua o regularmente con la perpetración de actividades delictivas.

Parafernalia son dispositivos que se pueden usar para inhalar, ingerir, inyectar o de otra manera introducir una sustancia controlada en el cuerpo humano.

Pistola, definida por el Código Penal 46.01, es cualquier arma de fuego que esté diseñada, hecha o adaptada para dispararse con una mano.

Porra (club), como se define en el Código Penal 46.01, es un instrumento especialmente diseñado, hecho o adaptado para el propósito de infligir una lesión corporal grave o la muerte al golpear a una persona con el instrumento, e incluye, entre otros, cachiporra, porra de policía, maza, y hacha.

Poseción significa tener un artículo en su persona o en la propiedad personal, que incluye, entre otros:

1. Ropa, bolso o mochila;
2. Un vehículo privado usado para transportarse hacia o desde la escuela o actividades relacionadas con la escuela, incluyendo, entre otros, un automóvil, camioneta, motocicleta o bicicleta;
3. Dispositivos de comunicación personal o dispositivos electrónicos; o
4. Cualquier propiedad escolar usada por el estudiante, incluyendo, entre otros, un casillero o escritorio.

Quebrantamiento de seguridad informática incluye acceder deliberadamente a una computadora, red o sistema computacional sin el consentimiento efectivo del propietario de acuerdo a lo definido por el Código Penal 33.02, si la conducta incluye acceder a una computadora, red o sistema computacional que es propiedad de un distrito escolar u operado a nombre del distrito y el estudiante deliberadamente altera, daña o borra propiedad o información del distrito escolar o comete un quebrantamiento de alguna otra computadora, red o sistema computacional.

Robo agravado se define en parte en el Código Penal 29.03(a) como cuando una persona comete un robo y:

1. Causa lesiones físicas graves a otra persona;
2. Usa o enseña un arma mortal; o
3. Causa lesiones físicas a otra persona o amenaza o atemoriza a otra persona de una lesión física inminente o muerte, si la otra persona es:
 - a. Mayor de 65 años; o
 - b. Una persona discapacitada.

Sustancia controlada significa una sustancia, incluso un fármaco, un adulterante y un diluyente, enumerados en los Anexos I a V o Grupo 1, 1-A, 1-B, 2, 2-A, 3 o 4 de Sanción de la Ley de sustancias controladas de Texas. El término incluye el peso total de cualquier mezcla, solución u otra sustancia que contenga una sustancia controlada. El término no incluye cáñamo, según se define en el Código de Agricultura 121.001, o el tetrahidrocannabinol (THC) en el cáñamo.

Uso significa introducción voluntaria al propio cuerpo, por cualquier medio, de una sustancia prohibida.

Violencia en la pareja ocurre cuando una persona en una relación de pareja actual o pasada utiliza el abuso físico, sexual, verbal o emocional para dañar, amenazar, intimidar o controlar a la otra persona en la relación. La violencia en la pareja también ocurre cuando una persona comete estos actos contra una persona en una relación de matrimonio o de pareja con la persona que está o estuvo casada o en una relación de pareja con la persona que comete la ofensa, de acuerdo a lo definido en la Sección 710021 del Código de Familia.



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Dr. Blanca I. Cruz, Associate Superintendent
Subject: Interlocal Agreement for the Establishment & Operation of El Paso County JJAEP – Chapter 37 of the Texas Education Code
Date: August 12, 2026

HISTORY:

The Interlocal Agreement for the Establishment and Operation of El Paso County JJAEP, Under Chapter 37 of the Texas Education Code, is a yearly agreement among the following school districts: Ysleta ISD; Socorro ISD; Fabens ISD; San Elizario ISD; Tornillo ISD, Clint ISD; Anthony ISD; El Paso ISD, and Canutillo ISD.

RATIONALE:

The Texas Government Code, Chapter 37, requires the Board to establish a Juvenile Justice Alternative Education Program (JJAEP) for El Paso County based on its population.

BUDGET IMPACT:

The El Paso County Juvenile Probation Department shall fund placements only for students enrolled in the participating districts. This funding applies to students expelled from school due to conduct that mandates expulsion under Tex. Edu. Code Section 37.007(a), (d), and (e).

ADMINISTRATIVE RECOMMENDATION:

The Administrative recommendation is to approve the Interlocal Agreement for the Establishment and Operation of El Paso County JJAEP Pursuant to Chapter 37 of the Texas Education Code as presented.

For Approval? ☒ Yes ☐ No

If not, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

**IN THE STATE OF TEXAS
COUNTY OF EL PASO**

**INTERLOCAL AGREEMENT
FOR THE ESTABLISHMENT AND OPERATION OF THE
EL PASO COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM
PURSUANT TO CHAPTER 37 OF THE TEXAS EDUCATION CODE**

This Interlocal Agreement is made by and between the El Paso County Juvenile Board, hereinafter referred to as the **“Board”**, and the Ysleta Independent School District, hereinafter referred to as **“YISD”**, and the Ysleta Board of Trustees, hereinafter referred to as the **“YISD Board”**; and the following school districts: El Paso Independent School District, Anthony Independent School District, Canutillo Independent School District, Socorro Independent School District, Fabens Independent School District, San Elizario Independent School District, Tornillo Independent School District, and Clint Independent School District, hereinafter collectively referred to as the **“Districts”** and individually as a **“Participating District.”** These parties enter into this Agreement for the purpose of establishing their respective responsibilities for the operation of the Juvenile Justice Alternative Education Program (**“JJAEP”**). Nothing in this Agreement shall be construed to create a direct contractual relationship between any Participating District and YISD in its capacity as the provider of JJAEP educational services.

1. PURPOSE

The purpose of this Agreement is to provide for the establishment, by the Board, of a JJAEP approved by the Texas Juvenile Justice Department (**“TJJD”**) and operated by the YISD, for eligible students of the Participating Districts, as permitted by Texas Education Code § 37.011(e). This Agreement serves to establish a unified system of operational, programmatic, and educational standards for the JJAEP as required under Texas Education Code § 37.011(e) and Title 37, Texas Administrative Code, Chapter 348. The JJAEP shall serve only students enrolled in the Participating Districts who have been expelled from school for conduct for which expulsion is mandatory under Texas Education Code § 37.007(a), (d), and (e). The El Paso County Juvenile Probation Department shall administer funding for such placements in accordance with applicable TJJD requirements. The El Paso County JJAEP is dedicated to providing a safe, inclusive, and productive educational environment for these students, with the academic mission of enabling them to perform at grade level while empowering them to achieve both academic and personal development.

The program shall be located at YISD’s Cesar Chavez Academy, 7814 Alameda Avenue, El Paso, Texas, 79915 (**“JJAEP Campus”**), unless relocated pursuant to Section 25 of this Agreement (**“Change of Campus Location”**).

2. DUTIES OF THE JUVENILE BOARD AND JJAEP ADMINISTRATOR

For purposes of this Agreement, the Diversionary and JJAEP Programs Supervisor of the El Paso County Juvenile Probation Department, or his/her designee, shall serve as the JJAEP Administrator

and shall be responsible for performing all duties assigned to the JJAEP Administrator under this Agreement and applicable TJJD standards.

For the provision of JJAEP services, and in consideration of YISD's operation of the educational component of the JJAEP, the Juvenile Board, by and through the County of El Paso, agrees to compensate YISD at the daily rate approved by TJJD for each YISD or Participating District student enrolled in the JJAEP. Payments shall be made using state-appropriated funds from TJJD for the applicable school year, along with any pass-through funding provided by the Participating Districts. TJJD funding may also include settle-up funds resulting from unexpended year-end balances. It is understood by YISD that the daily rate of compensation for educational services is determined by the State of Texas and may be subject to change throughout the year. Payments shall be made to the attention of YISD's Chief Financial Officer on a quarterly basis, with the first payment due on or before December 15 of the applicable school year. All amounts due under this Agreement shall be paid no later than sixty (60) days following the conclusion of the respective school year.

The Board and the JJAEP Administrator shall monitor program compliance and performance. An annual JJAEP Performance Review shall be conducted following the conclusion of each school year and prior to the start of the subsequent school year to evaluate the effectiveness of the JJAEP. Additionally, an annual JJAEP Management Review of operational practices shall be completed. The JJAEP Administrator shall provide copies of both reports to the YISD School Board President, Trustees, and Superintendent within thirty (30) days following review by the Juvenile Board.

3. DUTIES OF YISD AND THE DISTRICTS

YISD shall provide the facilities, personnel, and services necessary to operate the JJAEP on behalf of the Board in accordance with the Texas Administrative Code, Chapter 348 and the Texas Education Code § 37.011(e). The educational components of the JJAEP shall be subject to the policies adopted by the YISD Board. YISD shall implement the programmatic and procedural components of the JJAEP as outlined in the El Paso County Juvenile Probation Department's JJAEP Policies, Procedures, and Standards, as well as the applicable requirements of Title 37, Texas Administrative Code, Chapter 348. Based on current building code capacity limitations, YISD shall not be required to enroll more than thirty (30) students in the JJAEP at any one time one time (“**capacity**”).

YISD agrees to continue providing the personnel and services necessary to operate the JJAEP, including the implementation of a Continuity of Operations Plan (“**C.O.O.P.**”) to ensure uninterrupted educational services in accordance with the Texas Education Code, Texas Education Agency requirements, Title 37, Texas Administrative Code, Chapter 348, the Texas Juvenile Justice Department standards, guidance from the Department of Public Health, and directives issued by the Local Health Authority. The C.O.O.P. must address potential modifications to JJAEP educational services in the event of a pandemic, natural disaster, or other emergency affecting normal operations. YISD further agrees to provide a copy of the YISD JJAEP Plan of Action prior to the start of the 2026-2027 school year. This plan shall include details regarding instructional delivery methods (synchronous, asynchronous, traditional, hybrid, or online), student and staff safety procedures, transportation procedures, meal service procedures, student search procedures, attendance

recordkeeping procedures, and other operational components necessary to maintain continuity of services. YISD shall provide updates to the JJAEP Plan of Action as revisions occur throughout the school year.

Each Participating District, including YISD, agrees to comply with the requirements of this Agreement, the El Paso County Juvenile Probation Department's JJAEP Policies, Procedures, and Standards, and the applicable provisions of the Texas Administrative Code in support of the successful transition of students to and from the JJAEP.

4. TERMS OF PLACEMENT DUE TO EXPULSION

To be eligible for expulsion and subsequent placement in the JJAEP, a Participating District must expel a student who commits a mandatory expulsion offense as defined under Texas Education Code § 37.007(a), (d), or (e), regardless of whether the offense occurred on or off school property. A complete list of applicable **MANDATORY EXPULSIONS OFFENSE CODES** is included in (**EXHIBIT "A"**), attached hereto. Furthermore, to be accepted for placement in the JJAEP, the student must be expelled for a minimum of seventy-five (75) school days. The maximum expulsion term shall not exceed one hundred eighty (180) school days, except in cases involving a firearm, for which the maximum term shall be one (1) calendar year. Expulsion terms beyond one (1) calendar year may only occur in accordance with applicable state law and Participating District policy. While Texas Education Code § 37.011(k)(3) permits placement in a JJAEP based on serious misbehavior, as defined in Texas Education Code § 37.007(c), the Board and YISD shall only accept students who have been expelled for mandatory offenses listed in Exhibit A.

To be placed in JJAEP, a student must be at least ten (10) years of age and enrolled in the sixth (6th) grade or higher. Prior to making a JJAEP placement recommendation, the Participating District shall consider all applicable mitigating factors, exhaust all appeals, and explore all available Disciplinary Alternative Education Programs (DAEP) placements options. The Participating District acknowledges and agrees that eligible elementary students who are ten (10) years of age and enrolled in the sixth (6th) grade may be placed at Cesar Chavez Academy's Middle School and receive educational services alongside middle school students. Such placement shall not exceed twenty (20) school days, and enrollment of any elementary school student shall not require YISD to add or reassign staff to meet teacher-to-student ratios at secondary level. All Participating Districts acknowledge and accept that YISD may, but is not required to, separate middle school students from high school students enrolled in the JJAEP.

The Participating District shall provide a copy of the expulsion notice and all required documentation to the El Paso County Juvenile Probation Department pursuant to Texas Education Code § 37.007 and the Texas Family Code § 52.041 no later than two (2) school days after the final appeal hearing has concluded and the expulsion has been upheld. Failure to provide the required documentation shall result in the student remaining in the Participating District's Disciplinary Alternative Education Program. The expulsion packet must include the expulsion notice, parent/guardian notification, and the following student information: student name, date of birth, student ID number, TSDS number, Law Enforcement Agency (LEA) report number, expulsion term with specific end date, review date,

and any applicable special program documentation, including Special Education or Section 504 records.

Upon formal acceptance into the JJAEP by the JJAEP Administrator or Designee, the Participating District shall immediately provide all required school withdrawal and educational records, including transcripts and any special education documents, to the JJAEP Campus. This will facilitate the development of an appropriate educational plan within three (3) school days of the JJAEP acceptance. Required school records are outlined in the **JJAEP SCHOOL RECORDS REQUEST FORM (EXHIBIT “B”)**.

The Participating District and the JJAEP Campus shall collaborate to ensure completion of the JJAEP intake process within seven (7) to ten (10) school days following formal acceptance. This process is intended to minimize delays in a student’s attendance or access to educational services. Although a student may be accepted into the JJAEP, actual enrollment may be delayed due to capacity limitations or other special circumstances. In such cases, the parties shall provide a minimum of three (3) school days advance notice prior to the scheduled intake. If a student remains in the sending district’s DAEP while pending intake or while on the JJAEP waiting list, those days shall be credited towards the student’s JJAEP total placement term.

If a student is expelled and accepted into the JJAEP but does not enroll due to withdrawal by a parent/guardian, the student shall remain eligible for JJAEP placement upon re-enrollment in a local school district. However, the expelling school district must hold a new expulsion hearing, issue a new expulsion order, and submit a complete expulsion packet before placement may occur. Participating Districts shall adhere to the guidelines established under Texas Education Code §§ 37.302, 37.303, 37.304, 37.305, 37.306, 37.307, 37.308, 37.309, 37.310, and 37.311 for students placed in a JJAEP as a result of an offense requiring sex offender registration. Additionally, all Participating Districts shall also adhere to the expulsion term guidelines outlined in this Agreement.

In the event that JJAEP enrollment reaches ninety (90%) of its approved capacity, a waiting list shall be established for consideration of additional placements. While on the waiting list, Participating Districts may assign expelled students to their respective DAEPs. Students shall be accepted into the JJAEP in the order they are placed on the waiting list, provided that a minimum of forty-five (45) school days remain in the student’s expulsion term. Students expelled for acts of violence or firearm-related offenses shall be given priority placement on the waiting list and may be accepted into the JJAEP up to the approved capacity limit.

The JJAEP shall not accept new referrals within the last three (3) weeks of YISD’s instructional school year. Referrals submitted during this period may be denied placement or, at the discretion of the JJAEP Administrator, considered for placement during the following academic year. In either case, the referred student shall remain the responsibility of the Participating District, which shall continue placement in its DAEP until the student is formally accepted into the JJAEP.

Students who engage in conduct during the summer break that would otherwise qualify for mandatory expulsion and placement in the JJAEP under Texas Education Code § 37.007(a), (d), or

(e) may be considered for placement in the JJAEP during the subsequent school year. In such cases, the Participating District shall conduct all required disciplinary proceedings and submit the required referral documentation to the JJAEP Administrator. Placement shall be subject to the eligibility requirements, capacity limitations, and enrollment procedures established by this Agreement.

5. SPECIAL CIRCUMSTANCES AFFECTING LENGTH OF PLACEMENT

YISD agrees to provide capacity for up to thirty (30) students at the JJAEP. However, the Parties agree that special circumstances may arise if the JJAEP reaches ninety percent (90%) of its capacity, or if any single Participating District accounts for more than sixty-seven percent (67%) of total student enrollment. Under such conditions, YISD may limit the length of an individual student's placement at the JJAEP to a maximum of one hundred (100) school days, with the required seventy-five (75) placement review held at an earlier date mutually agreed upon by the JJAEP Administrator and the Participating District. These placement limitations shall not apply to students expelled for offenses involving firearms or those who, as determined by the Participating District and with the concurrence of the JJAEP Administrator, pose an ongoing threat to the safety of other students or district employees. In the event a student enrolled in the JJAEP commits an infraction that violates the YISD or JJAEP Student Code of Conduct, YISD reserves the right to take disciplinary action in accordance with the JJAEP Student Code of Conduct. Such action may result in an extension of the student's term of expulsion and continued placement at the JJAEP.

6. TERMS OF EXIT

A student shall be exited from the JJAEP upon the earliest occurrence of any of the following: completion of court-ordered supervision or deferred prosecution terms and conditions, completion of the expulsion term that resulted in the student's placement in the JJAEP, a decision by the Participating District to remove the student from JJAEP placement following a review hearing, decline or dismissal of the charge associated with the student's JJAEP placement by the Court or Prosecutor, withdrawal from the JJAEP by the student's parent/guardian, or withdrawal due to "Inactive" Status following thirty (30) consecutive school days on non-attendance. Except in cases where a parent, guardian, or custodian initiates the withdrawal, the JJAEP shall notify the student's parent, guardian, or custodian in writing of the student's withdrawal prior to the effective date of withdrawal, unless the withdrawal date is not known in advance. The JJAEP shall maintain documentation of such notification.

The Participating District agrees to attend and collaborate with YISD in the JJAEP Exit Transition Meeting to jointly develop a written exit plan and transition plan to support the student's reintegration into his or her home school. The transition planning shall include an academic review consisting of courses attended, credits earned and pending, attendance records, discipline reports, identified follow-up areas, state assessment, and IOWA skills test scores (Pre and Post). As part of the JJAEP Exit Transition Meeting, the Participating District agrees to initiate the student's return schedule, identify strategies to be implemented upon reentry to the home school, and coordinate support through the Communities In Schools (if applicable), the graduation coach, at-risk coordinator, counselor, or other designated staff responsible for re-entry services. To ensure a smooth transition and support long-term success, the JJAEP Exit Transition Meeting shall occur prior to the student's

withdrawal from the JJAEP and shall include the student's home campus administrator or designee, YISD campus administrator or designee, the assigned Juvenile Probation Officer or JPD representative, the student, and the student's parent or guardian.

For students expelled and placed in the JJAEP for a term of seventy-five (75) school days or more, Participating Districts agree to attend a placement review as requested by the JJAEP to evaluate eligibility for early removal based on academic progress, behavioral performance, successful participation in programming, and other relevant factors. Placement reviews may occur at any time during the student's placement in the JJAEP. On a case-by-case basis, the JJAEP may also conduct placement reviews for returning students who were carried over from the previous school year and are being considered for an early release due to demonstrated progress or other qualifying circumstances. The JJAEP shall facilitate such placement review hearings and coordinate efforts with the student's home district and campus.

For students expected to satisfy all graduation credit requirements and state-mandated graduation requirements while enrolled in the JJAEP, the Participating District shall collaborate with YISD to ensure the student is provided with the opportunity to graduate on time. This collaboration shall include verification of the student's academic status, coordination of final credit evaluations, provision of all necessary documentation, and assistance with graduation-related planning. Because the JJAEP does not award diplomas or conduct graduation ceremonies, students who become eligible for graduation while enrolled in the JJAEP shall be returned to their home campus or otherwise released to the Participating District for graduation purposes. The Participating District shall be responsible for verifying graduation eligibility, awarding credit, issuing the diploma, and facilitating the student's participation in all applicable graduation activities and ceremonies.

The Participating District and YISD shall work collaboratively to ensure all necessary supports are in place to facilitate the successful completion of the student's high school education and transition from the JJAEP.

Each Participating District acknowledges that student reintegration procedures may vary based on local district policy, administrative guidelines, and individual student circumstances. Unless otherwise determined by the Participating District, students exiting the JJAEP shall return to their home campus. However, the Participating District may consider placement at an alternative campus, transfer to another school within the district, or other educational placement deemed appropriate to support the student's successful transition, continued academic progress, and overall educational needs.

7. CURRICULUM AND ATTENDANCE

YISD shall provide a JJAEP to serve students referred by YISD and Participating Districts. The JJAEP shall operate in full compliance with all applicable requirements under Chapter 37 of the Texas Education Code, rules adopted by the State Board of Education, Chapter 348 of the Texas Administrative Code, and the Texas Juvenile Justice Department. This includes, but is not limited to, providing a curriculum in English Language Arts, Mathematics, Science, Social Studies, Self-

Discipline, and a High School Equivalency Program that meets the requirements of Texas Administrative Code, Chapter 348.206 (b)(3), as well as administering assessment instruments in accordance with Subchapter B, Chapter 39 (State Assessment) of the Texas Education Code. All students enrolled in the JJAEP shall participate in statewide assessments as required under Section 39.023 of the Texas Education Code. YISD and the Participating Districts agree to the use of the online version of the Iowa Test of Basic Skills (ITBS), a nationally standardized achievement test, and the development of an individualized academic plan based on ITBS results to meet each student's educational needs. Students enrolled in the JJAEP for a minimum of seventy-five (75) school days shall be administered a pre-test within ten (10) school days of enrollment. Students enrolled for at least sixty-five (65) school days shall be administered a post-test prior to exiting the JJAEP.

YISD shall collaborate with students and their parents/guardians to review academic progress at least twice during the student's JJAEP placement and to establish a specific graduation plan for high school students. At a minimum, academic reviews shall be conducted at the time of the JJAEP Intake and during the JJAEP Exit Transition Meeting. During the intake meeting, YISD shall require the participation and input of the student's corresponding counselor, assistant principal, or other designated representative from the Participating District to support decisions regarding grade retention or promotion in accordance with applicable law and YISD policy. YISD reserves the right to conduct additional transition or grade placement conferences when necessary to determine appropriate grade promotion, particularly for students placed in the JJAEP near the conclusion of the school year.

The JJAEP shall operate for a minimum of seven (7) hours per instructional day over one hundred eighty (180) school days, totaling at least 75,600 instructional minutes annually. Instructional minutes may include lunch periods and transition time but shall not include early release days, inclement weather days, or other approved waiver days. A JJAEP student shall be considered present for attendance purposes when the student attends at least four (4) hours of instructional time in a school day. Attendance shall be documented and verified through daily sign-in sheets and official attendance records for each enrolled JJAEP student. A student may be placed on inactive status when the student is detained or incarcerated, absent for a minimum of ten (10) consecutive school days, reported as a runaway, experiencing an extended illness or medical condition, or admitted to an inpatient treatment facility. Time spent on inactive status shall not be counted as either absent or present for JJAEP reporting purposes. Students who remain on inactive status for thirty (30) consecutive school days shall be withdrawn from the JJAEP on the thirty-first (31st) consecutive inactive day. The Participating District shall be notified in writing when a student is placed on inactive status and again prior to the student's withdrawal from the JJAEP due to exceeding the thirty (30) consecutive school days inactive status limit.

The JJAEP shall provide the El Paso County Juvenile Probation Department with monthly attendance records for all enrolled students. YISD agrees to complete and submit the **JJAEP MONTHLY ACTIVITY REPORT (MAR) (EXHIBIT "C")** no later than the third (3rd) calendar day of each month. If the third (3rd) calendar day falls on a weekend or holiday, the report shall be submitted on the next business day. YISD acknowledges that subsequent payments under this Agreement are contingent upon the data reported in the JJAEP attendance records and the Monthly Activity Report (MAR).

Participating Districts agree to invite a representative of the JJAEP Campus to attend the student's ARD or section 504 Committee meeting as a non-consensus participant. The Participating District shall provide reasonable advance notice of the meeting to both the JJAEP Campus Administrator and the JJAEP Administrator. As such, the JJAEP Campus Administrator or designee shall make reasonable efforts to attend such meetings, as participation is critical to planning for the student's educational, behavioral, and related service needs and ensuring continuity of services upon placement in the JJAEP.

For all students receiving special education services who are placed in the JJAEP, the Participating District shall provide the JJAEP with a complete copy of the student's most recent Admission, Review, and Dismissal (ARD) report. This documentation must include the full and current ARD meeting report, the manifestation determination ARD documentation, and the most recent special education eligibility evaluation.

The Participating District shall remain responsible for ensuring compliance with all procedural safeguards and requirements under IDEA and Section 504 during the student's placement in the JJAEP. If JJAEP staff suspect that a student who has not previously been identified under IDEA may be eligible for special education services, the JJAEP shall promptly notify and refer the student to the student's home district for consideration of an evaluation in accordance with applicable state and federal laws and regulations. The home district shall retain responsibility for conducting the evaluation and determination eligibility.

9. ENGLISH AS A SECOND LANGUAGE (ESL) SERVICES

The JJAEP, in collaboration with the student's sending Participating District, shall ensure that students identified as Emergent Bilingual (EB) or students eligible for English as a Second Language (ESL) services receive instructional support and accommodations appropriate to their language proficiency needs. The determination of eligibility, placement, accommodations, and required language support services shall be made by the student's Language Proficiency Assessment Committee (LPAC) in accordance with applicable federal and state laws. Such determination must be supported by documented assessment data and reflected in the student's educational records.

The Sending Participating District shall provide the JJAEP with copies of all current LPAC documentation, language proficiency assessment results, accommodation plans, and any other records necessary to ensure continuity of services upon the student's enrollment in the JJAEP. All LPAC decisions and service plans shall be maintained in the student's educational record and implemented by the JJAEP to the extent required by law.

10. TRANSPORTATION SERVICES

Transportation of students attending the JJAEP shall be the sole and exclusive responsibility of the student's Sending Participating District. Under no circumstances shall the JJAEP or the Educational Fiscal Agent be responsible for transporting students referred by Participating Districts. While YISD may elect to provide transportation for its own students to the JJAEP, YISD shall have no obligation to provide transportation to or from the JJAEP for students enrolled from other school districts. This

responsibility includes transportation required as a related service under a student's Individualized Education Program (IEP), Section 504 Plan, or any other educational service plan.

Before a student is recommended or referred for placement at the JJAEP, the Participating District must evaluate the student's access to reliable transportation and must develop a written transportation plan. This transportation plan is a required condition of placement and must be completed and confirmed prior to initiating the referral process. The transportation plan must acknowledge and align with the YISD's board approved instructional calendar (**EXHIBIT "H"**), including all professional development days, early release days, holiday closures, inclement weather delays or closures, intersessions, Spring Break, and the start and end of the instructional year. Participating Districts are solely responsible for making necessary adjustments to their transportation plans to account for any calendar differences or conflicts with YISD.

The Participating District shall be responsible for notifying the student's parents or guardians of the initial transportation plan prior to placement and for communicating any subsequent changes in a timely manner. If transportation issues arise after placement and interfere with the student's ability to attend the JJAEP, the Participating District shall promptly convene a meeting with the student's parent or guardian, JJAEP Administrator, and any other appropriate parties to develop corrective actions. If transportation barriers cannot be resolved within a reasonable period of time and continue to prevent regular attendance, the JJAEP Administrator may recommend the student's withdrawal from the JJAEP and return the student to the Participating District for alternative placement, educational services, or other action deemed appropriate by the Participating District.

11. POLICY, PROCEDURES, AND STUDENT CODE OF CONDUCT

YISD shall implement the programmatic, operational, and procedural components of the JJAEP in accordance with the **EL PASO COUNTY JJAEP POLICIES, PROCEDURES, AND STANDARDS**, attached hereto as (**EXHIBIT "D"**). All references within Exhibit D to the "JJAEP Campus" shall refer specifically to the YISD's JJAEP Campus, including its operations and staff, unless the context clearly indicates otherwise. YISD shall establish, implement, and enforce the **EL PASO COUNTY JJAEP STUDENT CODE OF CONDUCT (EXHIBIT "E")** as a supplement to, but not a replacement for, the YISD Student Code of Conduct. This requirement is consistent with Texas Education Code § 37.001 and mandated by Texas Education Code § 37.011(c).

YISD, the JJAEP Campus, the JJAEP Administrator, and representatives of the Participating Districts agree to actively participate in collaborative efforts to support the effective operation of the JJAEP. Such efforts shall include, at a minimum, quarterly meetings to review program performance, discuss areas of concern, provide updates, address challenges, evaluate compliance requirements, consider legislative or regulatory changes affecting the JJAEP, and identify opportunities for program improvement. The parties further agree that these collaborative conversations may be used to review and recommend revisions to the El Paso County JJAEP Policies, Procedures, and Standards, the El Paso County JJAEP Student Code of Conduct, and the El Paso County JJAEP Interlocal Agreement. All such documents must be approved by the El Paso County Juvenile Board, the YISD Board of Trustees, and the School Boards of all Participating Districts, and must be

submitted to the Texas Juvenile Justice Department (TJJD) in accordance with applicable regulations.

12. JJAEP EDUCATIONAL STAFF

JJAEP educational staff shall be employees of YISD and shall be subject to all applicable YISD personnel policies, procedures, and the YISD Employee Code of Conduct. YISD further agrees to comply, as its sole expense, with Section 22.0834 of the Texas Education Code (“Criminal History Record Information Review of Certain Contract Employees”), along with applicable rules adopted by the Texas Commissioner of Education, High School/College Board policies, and other related regulations. YISD shall certify that all employees assigned to the JJAEP, including “Covered Employees” do not possess a “Disqualifying Criminal History” as defined under applicable law. YISD shall ensure that all JJAEP staff, including temporary, seasonal, substitute employees, and volunteers have successfully completed and passed a criminal background check **prior to having any “direct” contact with JJAEP students**. YISD agrees that all assigned JJAEP employees (including substitutes that will work within a JJAEP for six (6) weeks or more) shall attend both the JJAEP New Employee Orientation and the JJAEP Annual Refresher Training, as applicable.

YISD agrees to complete the **JJAEP HR RECORDS AND CERTIFICATION FORM (EXHIBIT “F”)** for each employee assigned to work with JJAEP students. YISD will provide verification that all required certifications are current and that the employee has completed the necessary training as required by this agreement. The form must be completed and signed by an authorized Human Resources representative certifying that the employee meets all qualifications for the position held. For returning YISD employees, the **JJAEP HR RECORDS AND CERTIFICATION FORM (EXHIBIT “F”)** shall be re-certified annually and submitted to the Juvenile Probation Department no later than October 15 of each school year. YISD shall promptly notify the JJAEP Administrator of any personnel changes affecting JJAEP staffing, including resignations, terminations, extended leaves of absence, or changes in assignment.

In accordance with Texas Administrative Code, Chapter 348.200(g)(4), YISD shall maintain adequate staffing and supervision levels necessary to ensure the safe and effective operation of the JJAEP. All JJAEP employees, including long-term substitutes assigned for six (6) weeks or more, who do not meet the “professional” designation (e.g., certified teachers, student aides, paraprofessionals, nurses, physicians, commissioned law enforcement officers) must maintain current certifications in Crisis Prevention Intervention (CPI), Cardiopulmonary Resuscitation (CPR), and First Aid through training approved and provided by YISD. Teacher aides and Communities in School (CIS) Coordinators are exempt from obtaining the Community Activities Officer (CAO) certification requirement, as they are not employed by a juvenile probation department or juvenile facility.

Pursuant to Texas Administrative Code § 350.100, the JJAEP is considered a Juvenile Justice Program. As such, all YISD personnel assigned to the JJAEP must comply with the standards set forth in Texas Administrative Code, Chapter 358 regarding the identification, reporting, and investigation of abuse, neglect, exploitation, death, and serious incidents. YISD shall ensure that all JJAEP staff, including administrators, are trained in these standards and fully understand the timelines and procedures for reporting. Additionally, all staff must adhere to the Prison Rape Elimination Act

(PREA) and uphold a strict zero-tolerance policy regarding any form of physical, emotional, or sexual abuse.

In the event of a reportable incident, YISD personnel shall immediately comply with all reporting requirements established by the Texas Juvenile Justice Department. This includes completing and submitting the **TJJD INCIDENT REPORT FORM (EXHIBIT “G”)** and, when applicable, the **TJJD INTERNAL INVESTIGATION REPORT FORM (EXHIBIT “G-1”)**. All required reports and supporting documentation shall be submitted to TJJD through designated reporting channels, including the Abuse and Neglect Reporting Hotline at [1-877-786-7263](tel:1-877-786-7263) and abuseneglect@tjjd.texas.gov, as well as to the Juvenile Probation Department and any other agency required by law. YISD shall also notify local law enforcement whenever required under Chapter 348 and 358 of the Texas Administrative Code or any other applicable law. The JJAEP Administrator and the Juvenile Probation Department shall be notified of any reportable incident immediately upon discovery, but no later than the next business day. YISD shall cooperate fully with any investigation conducted by TJJD, the Juvenile Probation Department, law enforcement, Department of Family and Protective Services, or any other authorized entity.

13. RECORDS AND RETENTION

YISD shall maintain, and make available for inspection, audit, or reproduction by an authorized representative of El Paso County, the El Paso County Juvenile Probation Department, the State of Texas, or the Federal Government, all books, documents, and other records pertaining to the costs and expenses of operating the JJAEP under this Agreement, hereinafter called the “Records”. These records shall be maintained and retained for a minimum of seven (7) years following the end of the contract period. If any litigation, claim, or audit involving these “Records” is initiated before the end of the seven (7) year period, YISD shall retain the “Records” until all such matters are resolved or until the seven (7) year period ends, whichever is later.

14. SUPPLEMENTARY PROGRAM FUNDING

Each Participating District agrees to allow and support YISD in applying for any available federal, state, local, or private grant funding for which the JJAEP may be eligible. Participating Districts shall reasonably cooperate with YISD by providing information, certifications, assurances, or other documentation necessary to complete grant applications or fulfill grant requirements. Any supplemental funding received for the JJAEP shall be used in a manner consistent with the requirements and restrictions of the applicable funding source. To the extent permitted by law and grant conditions, such funds shall first be used to offset educational and operational costs associated with providing JJAEP services to Participating Districts, including YISD. Any remaining funds may be used to enhance, expand, improve, or sustain JJAEP operations, programming, staffing, technology equipment, training, facility improvements, or other initiatives that support the educational, behavior, and rehabilitative mission of the JJAEP.

15. EFFECTIVE DATE

This Agreement shall become effective on August 3, 2026, regardless of the date of execution by the parties. The parties agree that the authorized signature of any additional Participating District joining this Agreement by counterpart shall constitute a binding commitment and shall be effective as to all signatories once executed by YISD.

16. TERMINATION

This Agreement shall remain in effect through August 2, 2027, unless earlier terminated in accordance with the provisions of this Agreement. Either the “Board” or “YISD” may terminate this Agreement by providing ninety (90) calendar days’ written notice of termination. Notice of termination by either the Board or YISD shall take effect no earlier than the 90-day notice period, on the date indicated in the notice letter.

Notice of termination by any Participating District shall apply solely to that district and shall take effect at the conclusion of the then-current contract year. The Agreement may be renewed for a maximum of two (2) additional one (1) year terms upon written agreement by the YISD and the El Paso County Juvenile Board.

YISD, the Participating Districts, and the Juvenile Board acknowledge that revisions to the El Paso County JJAEP Policies, Procedures and Standards, the JJAEP Student Code of Conduct, or this JJAEP Interlocal Agreement, may be necessary from time to time. Any such revisions shall be made in accordance with applicable law and shall become effective upon approval by the El Paso County Juvenile Board and YISD.

17. NOTICE

All notices under this Agreement shall be sent by certified mail, return receipt requested, to the individuals identified in the **CONTACT LISTING** enclosed and incorporated herein (**APPENDIX “A”**). Any Participating District joining the Agreement by counterpart shall also identify a designated representative for notice purposes.

18. SEVERABILITY

If any provision of this Agreement is found to be illegal or unenforceable, such provision shall be severed, and the remainder of the Agreement shall remain in full force and effect.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding between the parties concerning the subject matter herein. All prior negotiations, representations, understandings, and agreements, whether oral or written, are hereby superseded and merged into this Agreement.

20. INSPECTION OF RECORDS

Upon reasonable request, all “Records” maintained by YISD under this Agreement shall be available for inspection at a mutually agreed-upon time, subject to applicable privacy laws including the Family Educational Rights and Privacy Rights Act (FERPA) as outlined in Title 20 of the United States Code § 1232(g), and the Texas Government Code Chapter 552, Public Information Act. The requesting party shall bear the cost of any such inspection or copying.

21. EXECUTION

This Agreement may be executed jointly or in counterparts. The signature of an authorized representative of any Participating District, whether or not named herein, shall constitute a binding commitment, provided that the Agreement is also executed by YISD.

22. EQUAL EMPLOYMENT POLICIES

YISD affirms that it is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, genetic information, or age in its programs, activities, or employment.

23. FAILURE TO PAY

In the event the Board fails to make timely payments to YISD under the terms and conditions of this Agreement within the times set forth herein, YISD may terminate this Agreement, but only if the Board has failed to make such payments following thirty (30) days’ written notice to cure from YISD. YISD may not terminate this Agreement after giving such notice unless YISD has first made itself available to meet with the Board to attempt in good faith to resolve the matter.

24. IMMUNITY

Nothing herein shall waive or reduce the sovereign immunity of the parties hereto or broaden the limited waiver of immunity provided by the Texas Tort Claims Act (TTCA) and the Texas Education Code § 37.011(o).

25. CHANGE OF CAMPUS LOCATION

YISD shall provide written notice to the Juvenile Board of any change in the physical location of the JJAEP Campus at least thirty (30) calendar days prior to the effective date of the relocation whenever reasonably practicable. If advance notice is not reasonably possible, notice shall be provided as soon as possible. A change in campus location shall not require an amendment to this Agreement.

26. CONFLICT RELATED DOCUMENTS

In the event of any conflict, inconsistency, or ambiguity among the provisions of this Agreement, its exhibits, attachments, policies, procedures, or related documents, the following order of precedence shall apply: Applicable federal, state, and local regulations, this Agreement and any duly approved

amendments, the El Paso County Juvenile Probation Department JJAEP Policies, Procedures, and Standards, and the El Paso County JJAEP Student Code of Conduct.

To the extent possible, all documents shall be interpreted in a manner that gives effect to each provision and promotes compliance with applicable law.

APPENDIX A

YISD INTERLOCAL SY 2026-2027
CONTACTS AND ADDRESS INFORMATION

School District	Address
Clint Independent School District Jennifer Parker, Board President	14521 Horizon Boulevard El Paso, Texas 79928
Fabens Independent School District Luis “Charlie” Estrada, Board President	821 NE "G" Avenue Fabens, Texas 79838
San Elizario Independent School District Eduardo Chavez, Board President	1050 Chicken Ranch Road San Elizario, Texas 79849
Socorro Independent School District Michael A. Najera, Board President	12440 Rojas Drive El Paso, Texas 79928
Tornillo Independent School District Marlene Bullard, Board President	19200 Cobb Avenue Tornillo, Texas 79853
Ysleta Independent School District Carlos Bustillos, Board President	9600 Sims Drive El Paso, Texas 79925
El Paso Independent School District Leah Hanany, Board President	1014 N. Stanton Street El Paso, Texas 79902
Anthony Independent School District Angel J. Cuellar, Board President	840 6 th Street Anthony, Texas 79821
Canutillo Independent School District Sergio Martinez, Board President	7965 Artcraft Road El Paso, Texas 79932
El Paso County Juvenile Probation Department Rosie Medina, Chief Juvenile Probation Officer	6400 Delta Drive El Paso, Texas 79905
El Paso County Juvenile Board Honorable Selina Saenz, Chairperson	500 E. San Antonio Avenue, Suite 1105 El Paso, Texas 79901

JJAEP SY 2026-2027 INTERLOCAL EXHIBIT LISTING:

EXHIBIT A - MANDATORY EXPULSIONS OFFENSE CODES

EXHIBIT B - JJAEP SCHOOL RECORDS REQUEST FORM

EXHIBIT C - JJAEP MONTHLY ACTIVITY REPORT (MAR)

**EXHIBIT D - EL PASO COUNTY JUVENILE PROBATION DEPARTMENT JJAEP
POLICIES, PROCEDURES, AND STANDARDS**

EXHIBIT E - EL PASO COUNTY JJAEP STUDENT CODE OF CONDUCT (SCC)

EXHIBIT F - JJAEP HR RECORDS AND CERTIFICATION FORM

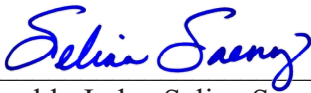
EXHIBIT G - TJJD INCIDENT REPORT FORM

EXHIBIT G-1 - TJJD INTERNAL INVESTIGATION REPORT FORM

EXHIBIT H - YISD 2026-2027 SCHOOL CALENDAR

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

EL PASO COUNTY JUVENILE BOARD

By: 
Honorable Judge Selina Saenz
65th District Court

Date: July 16, 2026

APPROVED AS TO CONTENT:


Chief Juvenile Probation Officer, Rosie Medina

7-21-26
Date

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

ATTEST:

YSLETA INDEPENDENT SCHOOL DISTRICT

By: _____
Connie Woodruff, Board Secretary

By: _____
Carlos Bustillos, Board President

Date: _____

Date: _____

Chief Counsel for YISD

By: _____
Priscilla Mata

Date: _____

JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (JJAEP)

MANDATORY OFFENSES - SY 2026-2027

Offense Description	Offense Type
Unlawful Weapon: Handgun [PC 46.02(a)]	Mandatory
Unlawful Weapon: Location-Restricted Knife [PC 46.02(a-4)] (For students who are under the age of 18)	Mandatory
Prohibited Weapon: Explosive Weapon [PC 46.05(a)(1)(A)]	Mandatory
Prohibited Weapon: Machine Gun [PC 46.05(a)(1)(B)]	Mandatory
Prohibited Weapon: Short-Barrel Firearm [PC 46.05(a)(1)(C)]	Mandatory
Prohibited Weapon: Armor-Piercing Ammunition [PC 46.05(a)(2)]	Mandatory
Prohibited Weapon: Chemical Dispensing Device [PC 46.05(a)(3)]	Mandatory
Prohibited Weapon: Zip Gun [PC 46.05(a)(4)]	Mandatory
Prohibited Weapon: Tire Deflation Device [PC 46.05(a)(5)]	Mandatory
Prohibited Weapon: Improvised Explosive Device [PC 46.05(a)(6)]	Mandatory
Aggravated Assault [PC 22.02]	Mandatory
Sexual Assault [PC 22.011]	Mandatory
Aggravated Sexual Assault [PC 22.021]	Mandatory
Arson [PC 28.02]	Mandatory
Murder [PC 19.02]	Mandatory
Capital Murder [PC 19.03]	Mandatory
Attempted Murder or Capital Murder [PC 15.01]	Mandatory
Indecency with a Child [PC 21.11]	Mandatory
Kidnapping [PC 20.03]	Mandatory
Aggravated Kidnapping [PC 20.04]	Mandatory
Robbery [PC 29.02]	Mandatory
Aggravated Robbery [PC 29.03]	Mandatory
Manslaughter [PC 19.04]	Mandatory
Criminally Negligent Homicide [PC 19.05]	Mandatory
Continuous Sexual Abuse of Young Child or Disabled Individual [PC 21.02]	Mandatory
Felony Drug Offense (excluding Marijuana or THC) [HSC 481]	Mandatory
Burglary [PC 30.02]	Mandatory
Assault Causing Bodily Injury to School Employee or Volunteer [PC 22.01(a)(1)]	Mandatory
Exhibit, Use, or Threaten to Exhibit or Use Firearm [PC 37.125]	Mandatory



César Chávez Academy



7814 Alameda Ave., El Paso, TX 79915
Main: (915) 434-9600 Fax: (915) 434-9833

Reason Code: _____
Action Code: _____

Intake Date: _____ Time: _____

Exit Date: _____

REVISED 2/22/22

Please make sure all fields are complete and all documents are sent to CCA, if not this could delay the students intake date.

JJAEP Intake Packet Checklist

Date: _____ Home School: _____

Student Name: _____ Student ID# _____ Grade: _____

Home Address: _____ DOB: _____ SS# _____ - _____ - _____

Reason for Placement: _____ **Placement:** Mandatory or Discretionary
(circle one)

Police Case Number: _____ Probation: Yes / No If Yes, P.O. Name: _____

Special Education: Yes/No

504: Yes / No Manifestation Date: _____

MD ARD Date: _____ **BIP:** Yes / No

GT: Yes / No Furlough: _____ Exit: _____ Date: _____

English Language Learner: Yes/No

- | | |
|--|--|
| ☐ Birth Certificate | ☐ Grades in Progress |
| ☐ Social Security | ☐ Latest Grade Report (9 weeks report card) |
| ☐ Student Demographic (copy of enrollment card) | ☐ Home Language Survey Card |
| ☐ Discipline History | ☐ Course History/Transcript (<i>high school only</i>) |
| ☐ Copy of JJAEP offense discipline referral | ☐ Audit Sheet (<i>high school only</i>) |
| ☐ Immunization Record | ☐ STAAR/SAT/ACT/EOC Scores |
| ☐ Class Schedule | ☐ Completed Withdrawal Form |

Referring administrator's name: _____ **Phone:** _____

Person completing checklist: _____ **Phone:** _____

☐ CCA Registrar reviewed paperwork on: _____

Date

☐ Paperwork Accepted ☐ Paperwork Declined Reason: _____

Accepted/Declined by: _____

CCA Official Signature

Date



Juvenile Justice Alternative Education Program Monthly Activity Report

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

County: _____ Date: _____

Person Preparing Form: _____ Title: _____

Month Ending: _____ Phone: _____

<i>Activity During the Reporting Period</i>	<i>Mandatory Expulsions</i>	<i>Discretionary Expulsions</i>	<i>Other Students*</i>
Total number of days program operated			
Total number of actual student attendance days			
Total number of actual student absences			
Total number of Inactive days			
Number of students in program at beginning of reporting period			
Number of students added			
Number of students exited			

* "Other Students" denotes a child enrolled in JJAEP who has not been expelled from school (i.e. court ordered).

ALL BLANK SPACES SHOULD BE COMPLETED MONTHLY.

Return this Report To:

Texas Juvenile Justice Department
Division of Probation and Community Services - JJAEP
Post Office Box 12757
Austin, TX 78711

Fax: (512) 490-7715



Juvenile Justice Alternative Education Program Monthly Activity Report

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

Form Descriptions:

Report Period - The month and year for which you are supplying information.

Total Number Of Days Program Operated - The number of actual operation days during the report period.

Total Number Of Actual Student Attendance Days - The total for the report period and account for each day each student is in actual attendance at the JJAEP. Students must be present at least 4 hours to be counted.

Total Number Of Actual Student Absences - The total for the report period and account for each day each student is actually not in attendance.

Total Number Of Inactive Days - The total for the report period and account for each day each student is maintained as enrolled and not counted as absent or present from the JJAEP.

Number Of Students In Program At Beginning Of Reporting Period - The number of students active in the program on the 1st day of the month (should equal the number in program at ending of report period of the previous month).

Number Of Students Added - The number of students added to the program during the reporting period.

Number Of Students Exited - The number of students who left the program during the month.

Definitions:

Mandatory Expulsions:

This category should only include those students expelled under §37.007 (a), (d) or (e) of the Texas Education Code.

Discretionary Expulsions:

This category should only include students expelled under §37.007 (b), (c), or (f) of the Texas Education Code. This also includes §37.0081 Title 5 Felony offenses and §37.0081 Aggravated Robbery "*Off Campus*" (Penal Code 29.03).

Other:

This category should only include non-expelled students, including Registered Sex Offenders under §37.309. These are students that are typically placed in the JJAEP via a condition of probation or in rare instances voluntarily attend the JJAEP.

EL PASO COUNTY JUVENILE PROBATION DEPARTMENT POLICIES AND PROCEDURES FOR THE JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

Ysleta Independent School District, El Paso County Juvenile Probation
Department

6/15/2026



THE DISTRICT
YSLETA INDEPENDENT SCHOOL DISTRICT



Contents

TEXAS JUVENILE JUSTICE DEPARTMENT STANDARDS §348	3
§348.102 DEFINITIONS.....	3
§348.104 INTERPRETATION AND APPLICABILITY	4
§348.106 WAIVERS AND VARIANCES	4
§348.200 PROGRAM ADMINISTRATION AND ORGANIZATION	5
(a) Mission of the JJAEP.....	5
(d) Research Studies and Experimentation.....	6
(e) JJAEP Performance Review.....	7
§348.104 (f) MANAGEMENT REVIEW.....	8
§348.200 (g) REQUIRED STAFF MEMBERS	10
PROCEDURE – DUTIES OF THE JJAEP ADMINISTRATOR	10
§348.200(g)(2) INSTRUCTIONAL STAFF MEMBERS.....	10
§348.200(g)(3) CASEWORKERS.....	12
(h) VERIFICATION DOCUMENTATION.	13
§348.202 PERSONNEL ADMINISTRATION.....	15
(a) PERSONNEL RECORDS.....	15
(c) NEW EMPLOYEE ORIENTATION	16
(d) CRIMINAL HISTORY AND BACKGROUND CHECKS.	17
DISQUALIFYING CRIMINAL HISTORY	18
§348.204 DATA COLLECTION AND CASE FILE INFORMATION.....	18
(a) DATA COLLECTION AND REPORTING.	18
(b) ENGLISH AS A SECOND LANGUAGE (ESL).	23
(c) SECTION-504-ELIGIBLE STUDENTS.	24
(e) COUNSELING.....	25
(f) MEALS.....	26
(g) MEDICAL.....	26
§348.212 INTER-LOCAL COOPERATION.....	29
§348.214 PHYSICAL PLANT POLICY	36
§348.216 SAFETY, SECURITY AND EMERGENCY RESPONSES	37
(a) SECURITY PLAN.	37
SCHOOL BUS TRANSPORTATION	38
EMERGENCY SITUATIONS:.....	39
F. MEDICAL EMERGENCIES.....	43
JJAEP CLOSURE	45
SEARCHES	46
PROCEDURE-CLOTHED/PATDOWN SEARCHES	47
CONTRABAND	49

DISCIPLINARY OFFENSES.....	50
WEAPONS.....	51
§348.218 RESTRAINT REQUIREMENTS.....	51
MECHANICAL RESTRAINTS.....	52
APPROVED PERSONAL RESTRAINT TECHNIQUE.....	53
Restraint Prohibitions.....	55
Restraint Documentation.....	55
§348.220 SERIOUS INCIDENTS	55
§358 ANE DEFINITIONS	56
POLICY	58
§358.120 APPLICABILITY:.....	58
SIGNAGE:.....	60
§358.230 REPORTING ABUSE, NEGLECT AND EXPLOITATION:.....	60
1. Duty to Report:	60
2. Reporting Time Frames:.....	60
3. Methods for Reporting:.....	60
§358.260. PARENT NOTIFICATION	60
§358.270. REPORTING OF ALLEGATIONS BY JUVENILES.....	60
§358.280 INTERNAL INVESTIGATION:	61
INITIATION OF INVESTIGATION	61
INTERNAL INVESTIGATION PROCEDURES	61
ALLEGATIONS AGAINST EMPLOYEES.....	63
WRITTEN AND ELECTRONICALLY RECORDED STATEMENTS	63
ASSIGNMENT OR ADMINISTRATIVE LEAVE DURING INVESTIGATIONS:	63
§358.290 CORRECTIVE MEASURES.....	63
§358.300 INTERNAL INVESTIGATIVE REPORT.....	63
CONCLUSION OF INVESTIGATIONS AND REPORTING OF FINDINGS:.....	64
§358.310 SUBMISSION OF INTERNAL INVESTIGATIVE REPORT	65
§358.220 ABUSE, NEGLECT AND EXPLOITATION DATA COLLECTION.....	65
§348.224 STUDENT CODE OF CONDUCT.....	66
A. ADOPTION.....	66
B. NOTICE TO STAFF, STUDENT, PARENT/GUARDIAN.....	67
C. DISCIPLINE AND SANCTIONS.....	67
D. DISCIPLINE MANAGEMENT TECHNIQUES	67
§348.300 TJJD PERFORMANCE REPORTS	74

TEXAS JUVENILE JUSTICE DEPARTMENT STANDARDS §348

JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAMS

§348.100 PURPOSE

This chapter establishes minimum operational, programmatic, and educational standards for juvenile justice alternative education programs in Texas.

In accordance with [Texas Education Code, Section 37.011\(h\)](#), the Texas Juvenile Justice Department (TJJD), with the agreement of the Commissioner of Education, shall annually develop and implement an accountability system, consistent with Chapters 39 and 39A of the Texas Education Code, to ensure that students make progress toward grade level while attending the Juvenile Justice Alternative Education Programs (JJAEP).

The El Paso County JJAEP shall operate in compliance with all applicable requirements established by the Texas Education Code, Texas Administrative Code, and the Texas Juvenile Justice Department.

§348.102 DEFINITIONS

When used in this chapter, the following words and terms have the following meanings unless the context clearly indicates otherwise.

- (1) Absent Days**--The actual number of instructional days a student enrolled in the JJAEP is not in attendance for a minimum of four (4) hours.
- (2) Attendance Days**--The actual number of instructional days a student enrolled in the JJAEP is in attendance for a minimum of four (4) hours.
- (3) Community Activities Officer**--The definition assigned by [Texas Administrative Code §344.100](#).
- (4) Inactive Status**--Attendance status assigned to a student in which the student remains enrolled but is not counted as absent or present.
- (5) Intensive Physical Activity**--Rigorous physical activity that involves rhythmic, repetitive physical movement that uses large muscle groups and results in an increase in heart rate and respiration. This term does not include activities required as part of a physical education class.
- (6) JJAEP Administrator**-- A juvenile probation department employee designated by the chief administrative officer or governing board of a juvenile probation department as the person responsible for the overall management of the JJAEP.
- (7) JJAEP Electronic Data Interchange (EDI) Extract**--An automated process to extract and submit modified case records from the juvenile probation department's case management system to TJJD.
- (8) JJAEP Staff Member**--Any full-time, part-time, temporary, or seasonal employee or volunteer performing JJAEP-related duties.
- (9) Juvenile Justice Alternative Education Program (JJAEP)**--An educational program operated by the juvenile board designated to serve students pursuant to [Chapter 37, Education Code](#).
- (10) Juvenile Probation Department (Department)**--The definition assigned by [Texas Administrative Code §344.100](#).
- (11) Juvenile Probation Officer**--The definition assigned by [Texas Administrative Code §344.100](#).
- (12) Juvenile Supervision Officer**--The definition assigned by [Texas Administrative Code §344.100](#).
- (13) Sending School District**--The school district that sends the notice of expulsion and/or documentation needed for a student to enroll in a JJAEP.
- (14) TJJD**--The Texas Juvenile Justice Department.
- (15) Exit Reason**--The reason a student exits the JJAEP program. A student shall be accounted for in only one of the following categories:
 - (A) Completed program/returned to home school**--The student's term of expulsion has expired or has been terminated early by the home school district.

- (B) Completed program/term of probation expired--The student has returned to the home school district due to the expiration of the probation order or the term of probation placement in JJAEP ended.
- (C) Completed program/term of placement ended--The student has returned to the home school district due to the termination of both expulsion status and probation status.
- (D) GED Completion--The student has successfully tested and passed the high school equivalency examination.
- (E) Graduated--The student has completed all necessary requirements to receive a high school diploma.
- (F) Left Program Incomplete--The student has been terminated from the program due to:
 - (1) a probation modification or revocation;
 - (2) an out-of-home placement;
 - (3) being held in juvenile detention;
 - (4) being held in jail;
 - (5) absconding (violation of conditions of release from detention or court order);
 - (6) being committed to the Texas Juvenile Justice Department;
 - (7) being committed to the Texas Department of Criminal Justice; or
 - (8) being truant or a runaway.
- (G) Other--The student left the program due to an out-of-county move, death, medical reason, other non-delinquency reason, or withdrew to enroll in another educational program that is not provided by the student's home district (i.e., expelling school).

§348.104 INTERPRETATION AND APPLICABILITY

(a) Use of the words "including" and "includes." When used in this chapter, the words "including" and "includes" are to be understood as introducing a non-exhaustive list, unless the context clearly indicates otherwise. (b) **Applicability.** This chapter applies to JJAEPs operated under [Section 37.011, Education Code](#). (c) **Records Retention.** For purposes of this chapter, any standard that requires documentation to be maintained but does not specify the length of the retention period means at least two years past the end of the school year in which the student exited the JJAEP unless the local records retention schedule specifies a longer retention period. (d) **Policies and Procedures.** Any policy or procedure required by this chapter must be established by the juvenile board that is responsible for the operation of the JJAEP. (e) **Parent Notifications.** (1) Any requirement in this chapter for the JJAEP to provide a notice to a student's parent, guardian, or custodian applies only if: (A) the student is under 18 years of age; or (B) the student is 18 years of age or older and: (i) has provided written consent; (ii) the student has a disability and has authorized the parent, guardian, custodian, or other designated individual to receive the notification under a supported decision-making agreement, as referenced in [Chapter 1357, Estates Code](#); (iii) the student is a dependent student as defined in [Section 152 of the Internal Revenue Code](#) and the notice relates to education services; or (iv) the notification is one that the parent would have received under the Individuals with Disabilities Education Act before the student reached 18 years of age. (2) Any notifications provided under paragraph (1)(B) of this subsection to a parent, guardian, or custodian without the written consent of a student who is at least 18 years of age must also be provided to the student.

§348.106 WAIVERS AND VARIANCES

Unless expressly prohibited by another TJJD standard, an application for a waiver or variance of any standard in this chapter may be submitted in accordance with [Texas Administrative Code §349.200](#).

The El Paso County Juvenile Board (Juvenile Board) may request a waiver from the Texas Juvenile Justice Department (TJJD) for one or more standards contained in this Chapter, excluding those mandated by statute or the Constitution. A request for a waiver shall include a written plan describing the actions necessary to achieve compliance by a specified date and justification explaining why immediate compliance cannot be attained. A waiver granted by TJJD shall remain in effect for a period not to exceed two (2) years unless otherwise specified by TJJD. TJJD may also grant waivers pursuant to a grant contract with counties that are not required to operate a JJAEP. In circumstances where TJJD defers waiver authority to the local Juvenile Board, including but not limited to pandemics, natural disasters, or other declared emergencies, the Juvenile Board may approve temporary variances from specific standards that cannot reasonably be met within the designated timeframes.

§348.200 PROGRAM ADMINISTRATION AND ORGANIZATION

(a) Mission of the JJAEP. (1) Academically, the mission of the JJAEP shall be to enable students to perform at grade level. (2) The mission statement must be located in the JJAEP's policies and procedures manual and in the student code of conduct. **(b) Policies and Procedures.** (1) The JJAEP must: (A) have written policies and procedures that govern all aspects of the operation of the program, including personnel, administration, programming, training, and any other program requirement included in this chapter; (B) be operated according to the written policies and procedures; and (C) submit the written policies and procedures to TJJD for review and comment at the following times: (i) no later than October 1 of each year; and (ii) upon request from TJJD. (2) The written policies and procedures must be readily accessible to every JJAEP staff member. **(c) Memorandum of Understanding.** (1) The juvenile board must annually enter into a memorandum of understanding with each participating school district. The memorandum of understanding must address the items listed in [Section 37.011\(k\), Education Code](#). (2) The memorandum of understanding must be submitted to TJJD annually no later than October 1.

POLICY

The El Paso County Juvenile Board is responsible for approving and implementing the policies and procedures governing the Juvenile Justice Alternative Education Program (JJAEP). The El Paso County Juvenile Justice Alternative Education Program shall operate in accordance with these policies and procedures, which address all aspects of program operations. The JJAEP Administrator shall ensure that all written policies and procedures are made available to all JJAEP employees and that documentation acknowledging receipt is maintained in each employee's personnel or training file.

The Ysleta Independent School District (YISD) shall provide the facilities, personnel, and services necessary to operate on behalf of the Juvenile Board, a JJAEP approved by the Texas Juvenile Justice Department (TJJD), as outlined under Chapter 348 of the Texas Administrative Code and as permitted under § 37.011(e) of the Texas Education Code ("JJAEP Services"). The educational components of the JJAEP, including traditional, hybrid, online, and distance learning instruction, shall be governed by policies adopted by the YISD Board of Trustees. The JJAEP shall adhere to the programmatic and operational components outlined in the El Paso County JJAEP Policies and Procedures, as well as the applicable standards set forth in the Texas Administrative Code.

The standard instructional day for the JJAEP shall be as follows:

- High School: 8:00 a.m. - 3:15 p.m.
- Middle School: 8:30 a.m. - 3:45 p.m.

These schedules are designed to meet applicable instructional minute requirements and may be modified as necessary to address operational needs, emergency situations, or changes approved by the Juvenile Board and/or YISD. Any deviation from the established instructional schedules, including temporary adjustments, shall be reported to the JJAEP Administrator.

The JJAEP shall maintain the personnel, resources, and services necessary to ensure continued operation of the program and shall implement a Continuity of Operations Plan (COOP) to maintain educational services in accordance with guidance from the Texas Education Code, Texas Education Agency, Texas Juvenile Justice Department, Department of Public Health, and the Local Health Authority. The COOP shall address operational changes resulting from pandemics, natural disasters, public health emergencies, or other events impacting normal operations. YISD shall provide the JJAEP Administrator with all relevant documentation related to online instruction, curriculum, attendance, and student progress. In the event of a pandemic, natural disaster, or other emergency, YISD shall also develop and provide a JJAEP specific Plan of Action detailing instructional models (synchronous, asynchronous, traditional, hybrid, or online), student and staff safety protocols, transportation, meal services, search procedures, attendance accounting, and any other operational considerations necessary to ensure continuity of services. The Plan of Action shall be submitted to the JJAEP Administrator prior to the beginning of each school year and updated as necessary throughout the year.

PROCEDURE

Written policies and procedures governing all facets of the JJAEP operations, including personnel, administration, programming, training, and compliance with Chapter 348 of the Texas Administrative Code, shall be maintained and followed. The El Paso County JJAEP Policies, Procedures, and Standards are incorporated as **EXHIBIT A** of the JJAEP Interlocal Agreement between the Juvenile Board and participating school districts. This inclusion facilitates compliance with TJJD requirements and clarifies both TJJD and YISD expectations. The JJAEP Policies and Procedures and Student Code of Conduct shall be submitted to TJJD for review no later than October 1 of each year, and upon request.

1. JJAEP Policies and Procedures, JJAEP Student Code of Conduct, and applicable program forms shall be copied onto electronic storage devices and provided to the JJAEP Campus for provision to all newly hired regular status employees, temporary employees, and both short and long-term substitutes prior to having direct contact with JJAEP students.
2. The JJAEP Summary of Policies and Procedures (**APPENDIX A**) and JJAEP Student Code of Conduct (**APPENDIX B**) shall be reviewed with each employee by a Campus Administrator or designee prior to any contact with JJAEP students.
3. Policy review shall occur upon the employee's first arrival at the JJAEP Campus, with instructions to complete the review before attending the scheduled JJAEP New Employee Orientation (NEO).
4. All new employees, including regular staff, temporary employees, and substitutes, shall sign and date the JJAEP Summary of Policies and Acknowledgment Form (**APPENDIX C**) to document compliance with §348.202 and §348.224 of the Texas Administrative Code. The acknowledgment form shall also instruct employees to review the entire policies before attending the JJAEP New Employee Orientation (NEO).
5. Short-term substitutes assigned to the JJAEP for less than six (6) weeks shall only be required to review and acknowledge receipt of the JJAEP Summary Form of Policies and Procedures and the JJAEP Student Code of Conduct. Attendance at the JJAEP New Employee Orientation (NEO) shall not be required.
6. All other employees, including newly assigned ISD employees and long-term substitutes assigned or expected to work at the JJAEP for more than six (6) weeks, whether continuously or intermittently, shall attend the JJAEP New Employee Orientation (NEO) within two (2) weeks of their assignment.
7. The JJAEP Administrator or designee shall conduct the JJAEP New Employee Orientation (NEO), prioritizing a review of the most critical policy and procedural components
8. As part of the JJAEP annual refresher and staff development training held at the beginning of the school year, the JJAEP Administrator shall provide each JJAEP staff with either an electronic storage device or a shared digital link containing the TJJD standards, JJAEP Policies and Procedures, JJAEP Student Code of Conduct, the current JJAEP Interlocal Agreement, applicable training presentations, and all necessary forms and contact information necessary for the effective operation of the program.
9. Upon receipt of these materials, employees shall sign and date the required acknowledgment form (**APPENDIX C**).
 - a. If the summary of policies and storage device or digital link is provided as part of new hire process, the Campus Administrator or designee shall sign the acknowledgement form as witness and obtain the employee's signature. Copies of the signed form shall be provided to the employee and Campus Administration, with a copy forwarded to the JJAEP Administrator by the end of the workday. The original acknowledgment form shall be retained by the JJAEP Campus Administrator.
 - b. If the electronic storage device or digital link is distributed during the annual refresher, the JJAEP Administrator shall sign the acknowledgment form as the witness and obtain the employee's signature. Copies of the acknowledgment form shall be provided to the employee and Campus Administration, and the original shall be retained and scanned by the JJAEP Administrator.
10. YISD administrative personnel shall advise in writing when ISD personnel policies conflict and will result in non-compliance with the JJAEP Interlocal Agreement, policies, or TJJD standards. Such notification is required by October 1 of each year and will require the state and/or JPD chain of command to be notified for further discussion to determine an appropriate course of action.
11. YISD shall ensure that security and control procedures are in place at every JJAEP location. This will be done in accordance with Section 348.216 of the Texas Administrative Code: Security and Control.

12. Campus Administrators are responsible for ensuring all new and long-term staff become thoroughly familiar with the JJAEP Program and the contents of the JJAEP Policies and Procedures Manual to promote student and staff safety.
13. Campus Administrators shall monitor compliance with JJAEP policies, procedures, and applicable TJJD standards and shall take appropriate corrective action when instances of non-compliance are identified.

(d) Research Studies and Experimentation. The JJAEP must adhere to requirements established by [Texas Administrative Code §341.200](#) regarding research studies and experimentation involving students in JJAEPs.

POLICY

The El Paso County JJAEP does not currently engage in research studies involving students. Should a research proposal be considered in the future, it shall be reviewed and approved by the Chief Juvenile Probation Officer and/or the Juvenile Board to ensure alignment with TJJD standards and departmental policies.

PROCEDURE

1. Students may voluntarily participate in approved research studies only with the prior written consent of their parent, guardian, or custodian. A copy of the signed consent form shall be maintained in the student's electronic file. Participation is strictly voluntary, and a student's refusal to participate shall not result in disciplinary action, loss of privileges, or any other adverse consequence.
2. Under no circumstances shall stimulants, tranquilizers, or psychotropic medications, or other substances be administered to students for experimental or research purposes.
3. Participation in any form of medical, pharmaceutical, or cosmetic research programs is strictly prohibited unless specifically authorized by the Chief Juvenile Probation Officer and/or the Juvenile Board.

(e) JJAEP Performance Review. The juvenile board and the JJAEP Administrator must conduct an annual performance review of the JJAEP between the conclusion of the school year and the beginning of the next school year to determine the effectiveness of the program. (1) The information reviewed must include: (A) the number of student entries and exits during the previous school year; (B) the reason for student entries and exits during the previous school year; (C) the number of students who entered the program during the previous school year who were eligible for special education services; (D) student academic performance as measured by passing rates and, if applicable, half-credits earned for students who exited the program during the previous school year; (E) attendance rates for the entire length of enrollment for students who exited the program during the previous school year; (F) assessment scores for mathematics and reading as measured by the TJJD-required pre-test and post-test scores, if applicable, for students who exited the program during the previous school year; (G) the number of new arrests or referrals that occurred during the entire length of enrollment for students who exited the JJAEP during the previous school year; and (H) the number of restraints by type (i.e., mechanical or personal) during the previous school year. (2) A written report must be completed that includes the data listed in paragraph (1) of this subsection, an analysis of the JJAEP's effectiveness, and any changes to be implemented as a result of the review. (3) The report must be submitted to TJJD no later than October 1.

POLICY

The El Paso County JJAEP Administrator and the Juvenile Board shall complete an Annual Performance Review at the conclusion of each academic year prior to the beginning of the subsequent school year. The purpose of the Annual Performance Review is to assess the effectiveness of the program and its overall success in fulfilling the mission and objectives of the JJAEP.

The JJAEP Annual Performance Review shall consist of statistical, academic, behavioral, and operational performance measures that reflect both short-term and intermediate outcomes for students served by the program. The finalized review shall be presented to the Juvenile Board for review and approval prior to submission to the Texas Juvenile Justice Department (TJJD), the YISD School Board, and the YISD Superintendent. The report shall be submitted to TJJD no later than October 1 of each year. Upon submission, a copy of the report shall be disseminated to key stakeholders.

PROCEDURE

In addition to performance measures required by Chapter 348 of the Texas Administrative Code, the El Paso County JJAEP shall collect and analyze the following information throughout the school year:

1. Number of students entering and exiting the program;
2. Reasons for student entries and exits;
3. Number of students identified as eligible for special education services;
4. Academic performance of students, including passing rates and earned half credits (if applicable) for those who exited;
5. Attendance rates for the duration of each student's enrollment;
6. Assessment scores for mathematics and reading as measured by the IOWA;
7. Number of new arrests or referrals incurred during the entire length of enrollment for students who exited the program;
8. Number and type of restraints used (e.g., mechanical, or personal) throughout the school year;
9. Number of JJAEP Family Program Orientations conducted;
10. Number of JJAEP Exit Transition Meetings held with participation from the student, parent/guardian, assigned Juvenile Probation Officer, and a JJAEP Campus representative;
11. Number of students who successfully complete their Court-Ordered Probation or Deferred Prosecution terms during or following their JJAEP enrollment;
12. Number of JJAEP New Employee Orientations conducted.

The JJAEP Administrator or designee shall be responsible for maintaining the **JJAEP STUDENT INFORMATION FORM** (which contains personal, admission, and exit data) (**SEE APPENDIX D**), updating the JJAEP Monthly Spreadsheet, and overseeing the accuracy and timelines of entries in the JJAEP JMIS tab. Additionally, data collection and reporting are monitored by the TJJD through the monthly JJAEP Electronic Data Interchange (EDI).

348.200 (f) JJAEP Management Review. The JJAEP Administrator must conduct an annual review of the overall operations of the JJAEP before the beginning of each school year. (1) The review must include an assessment of the following topics and identify any needed changes: (A) safety and security; (B) inter-local cooperation; and (C) the student code of conduct. (2) Existing policies and procedures must be reviewed and assessed to determine their continued relevance to the mission of the JJAEP. (3) Documentation of the review must be maintained.

POLICY

The overall operation of the El Paso County JJAEP, including its respective policies and procedures, shall be reviewed annually through a Management Review conducted by the JJAEP Administrator and approved by the Director of Intake Services. The purpose of the JJAEP Management Review is to evaluate key operational areas, including safety and security, inter-local cooperation, the student code of conduct, and overall program efficiency, and to identify necessary revisions prior to the beginning of each academic year. The JJAEP Management Review shall also determine the continued relevance and alignment of JJAEP policies and procedures with the mission and objectives of the program. All proposed revisions, modifications, or updates identified shall be presented to the Juvenile Board for final approval.

PROCEDURE

1. Any changes to the Texas Juvenile Justice Department (TJJD) standards, the Texas Administrative Code (TAC), or the Texas Education Code (TEC) shall be incorporated into the subsequent year's JJAEP Policies and Procedures and/or JJAEP Student Code of Conduct Handbook.
2. The JJAEP Administrator shall obtain input from Campus Administrators and ISD personnel annually to promote collaborative efforts toward the efficient and effective operation of the JJAEP.
3. The JJAEP Management Review shall include, but not be limited to, an evaluation of the following key areas:
 - (A) Safety and Security;
 - (B) Inter-local Cooperation;

- (C) Student Code of Conduct;
 - (D) Policies and Procedures;
 - (E) Operational Efficiency;
4. The JJAEP Administrator shall utilize the **COMPLIANCE MONITORING ASSESSMENT (STANDARDS AND PROGRAM-APPENDIX E)** and **COMPLIANCE MONITORING ASSESSMENT (PHYSICAL PLANT-APPENDIX E-1)**, along with the County of El Paso Contract Monitoring System, to identify and track areas of concern requiring corrective action.
 5. A JJAEP Compliance Monitoring Summary Report shall be prepared utilizing the **COMPLIANCE MONITORING ASSESSMENT TOOLS (See APPENDIX E AND E-1)**. The report shall summarize findings of compliance and non-compliance, corrective actions implemented at the campus and administrative levels, and any recurring or unresolved issues.
 - a. The final versions of the Compliance Monitoring Assessments and Summary Report shall be submitted to the YISD Superintendent following presentation to the Juvenile Board as part of the Annual Management Review process. These compliance documents will be used as part of the JJAEP performance measures and quality assurance.
 6. Any discrepancies identified during the physical plant inspection shall be forwarded to the JJAEP Campus Administrator, who shall be provided thirty (30) school days to resolve identified deficiencies. The JJAEP Administrator shall conduct follow-up reviews to verify that corrective actions have been completed and compliance achieved.
 7. If the JJAEP Campus Administrator is unable to resolve identified issues within the established timeline, the matter shall be elevated to the district administrator responsible for alternative education programs, who shall ensure compliance and provide written confirmation that the facility meets the requirements of the JJAEP Interlocal Agreement and applicable TJJD standards.
 8. Compliance monitoring in all operational areas shall occur continuously and shall be reviewed at least monthly by the JJAEP Administrator and/or Director of Intake Services. Findings shall be recorded on the **COMPLIANCE MONITORING ASSESSMENT-STANDARDS AND PROGRAM-APPENDIX E)**.
 - a. Instances of non-compliance shall be notified to the JJAEP Campus Administrators in writing for corrective action. If unresolved within thirty (30) school dates, the issue along with corrective action taken will be documented in the Annual Management Review to the Juvenile Board, and included in the Compliance Letter submitted to the YISD Superintendent and School Board.
 - b. Any non-compliance with the JJAEP Interlocal Agreement will also be reported to the County of El Paso Auditor as part of the County's contract management system and performance review.
 - c. Both Compliance Monitoring Assessments and related Compliance Letters must be completed and submitted no later than the tenth(10th) calendar day following the conclusion of the school year to allow sufficient time for review and response.
 9. The compliance monitoring process shall facilitate a comprehensive review of all aspects of the JJAEP operations and inform necessary policy or procedural revisions.
 10. An annual policy review meeting shall be conducted prior to the beginning of each school year to allow YISD and JPD representatives to collaborate on any proposed revisions for the upcoming academic year.
 11. TJJD Compliance Audits are conducted at least once every two (2) years, either on-site or virtually, and may also occur randomly through desktop audits based on data reviews and JJAEP case sample analysis.
 12. To ensure the integrity of the compliance monitoring process, the JJAEP Administrator may conduct unannounced classroom observation and site visits without prior notification to the JJAEP Campus Administrators. Additionally, input from JJAEP students and their parents/guardians shall be obtained as part of the compliance review process to help evaluate program quality, effectiveness, and satisfaction. Such feedback may be gathered through informal discussions with students, parents/guardians interviews, or during the JJAEP Exit Transition Meeting conducted with the students and their parents/guardians.

348.200 (g) Required Staff Members (1) JJAEP Administrator. The juvenile board or chief juvenile probation officer must designate a JJAEP administrator. The JJAEP administrator must: (A) hold a bachelor's degree from a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board; (B) possess juvenile justice experience and/or education experience; (C) ensure compliance with all applicable laws and rules related to JJAEPs; and (D) ensure compliance with provisions of all contracts with TJJD related to JJAEPs.

POLICY

The El Paso County Chief Juvenile Probation Officer shall designate a JJAEP Administrator to oversee the daily operation of the JJAEP and ensure compliance with all applicable laws, standards, policies, procedures, interlocal agreement, and contractual provisions governing the program. The JJAEP Administrator's oversight responsibilities extend to operations within the JJAEP campus and coordination with participating ISD and their respective departments. The JJAEP Administrator shall perform duties in accordance with all agreements between the El Paso County Juvenile Board and the Texas Juvenile Justice Department (TJJD) pertaining to the JJAEP.

PROCEDURE – DUTIES OF THE JJAEP ADMINISTRATOR

1. The JJAEP Administrator shall ensure that all program components are continuously monitored, evaluated, reported, and addressed. Program updates, concerns, and instances of non-compliance shall be communicated to the JJAEP Campus Administrator and/or district administrator responsible for overseeing the JJAEP Campus. These duties shall be performed in accordance with the JJAEP Interlocal Agreement, JJAEP Policies and Procedures, JJAEP Student Code of Conduct, and applicable JJAEP Standards.
2. Additional responsibilities of the JJAEP Administrator include, but are not limited to:
 - a. Ensuring secure access to, maintenance of, and timely retention of electronic files related to JJAEP employees and students. This includes safeguarding sensitive information such as social security numbers, background checks, and other required TJJD employee documents. Although JJAEP employees are not considered El Paso County employees, their information must still be stored securely and responsibly.
 - b. Maintaining and submitting statistical data required by TJJD, including monthly and annual reports, and ensuring compliance with reporting obligations contained in TJJD and El Paso County contractual agreements.
 - c. Fostering and maintaining strong working relationships with district officials, school administrators, school personnel, TJJD representatives, Juvenile Probation Officers, and community stakeholders to support the effective and efficient operation of the JJAEP.
 - d. Promoting compliance with program standards while engaging students, families, school district personnel, and Juvenile Probation Department staff to support student's educational progress, successful reintegration, and overall achievement.

348.200 (g) (2) Instructional Staff Members. The JJAEP must maintain a ratio of at least one instructional staff member for every 24 enrolled students. Instructional staff members include only: (i) teachers who are certified, are highly qualified, and/or meet the teaching requirements of the organization providing education services at the JJAEP; (ii) certified educational aides; and (iii) substitute teachers. (B) The instructional staff members for the JJAEP must include at least one teacher certified by the State Board for Education Certification (SBEC). (C) The JJAEP must provide at least the minimum number of special education teachers required by federal law. (D) A special education teacher must be certified as a special education teacher by SBEC or be eligible to work as a special education teacher prior to obtaining certification, as allowed by SBEC. (E) Upon entry into the JJAEP, substitute teachers who are not JJAEP staff members must be provided the JJAEP student code of conduct and JJAEP policies and procedures that directly affect their duties and sign an acknowledgment of receipt.

POLICY

An Interlocal Agreement between the El Paso County Juvenile Board and the Ysleta Independent School District (YISD), along with other participating districts, shall outline the required administrative, programmatic, instructional, and supervisory staffing requirements necessary to operate the JJAEP in accordance with Texas

Administrative Code, Section 348.200(g) (2-5). YISD shall employ and maintain adequate instructional and supervision staff to provide appropriate educational services and ensure compliance with applicable staffing ratios, certification requirements, and TJJD standards.

PROCEDURE

1. The El Paso County Juvenile Board shall contract with the YISD to provide instructional staff in accordance with TJJD standards.
 - a. The El Paso County JJAEP shall serve students from the following school districts, all of which are subject to the terms and conditions of the JJAEP Interlocal Agreement:
 - (1) Anthony Independent School District (AISD)
 - (2) Canutillo Independent School District (CISD)
 - (3) Clint Independent School District (CISD)
 - (4) El Paso Independent School District (EPISD)
 - (5) Fabens Independent School District (FISD)
 - (6) San Elizario Independent School District (SEISD)
 - (7) Socorro Independent School District (SISD)
 - (8) Tornillo Independent School District (TISD)
 - (9) Ysleta Independent School District (YISD)
2. Participating school districts shall ensure that all instructional staff possess proper certification and complete all required training, as required by the Texas State Board of Education and JJAEP standards.
3. Participating school districts shall employ a minimum of one (1) certified teacher and an adequate number of certified Special Education teachers, in compliance with federal law and the State Board for Educator Certification (SBEC) requirements. Instructional staff shall include only:
 - a. Teachers who are certified, are highly qualified, and/or meet the teaching requirements of the organization providing education services at the JJAEP;
 - b. Certified educational aides; and
 - c. Substitute teachers.
4. The JJAEP campus shall maintain a minimum staffing ratio of one (1) instructional staff member for every twenty-four (24) students in attendance at the JJAEP.
5. A digital daily staff sign-in roster shall be maintained for all instructional and supervision staff working in the program. These records must be made available to the JJAEP Administrator upon request and must be clearly identified by each staff member by name and position.
6. The daily sign-in rosters will be cross-referenced with personnel and certification logs, discipline referrals, discipline reports, and signed **JJAEP SUMMARY OF POLICIES AND ACKNOWLEDGMENT FORMS (APPENDIX C)** for all new employees and short/long-term substitutes to ensure compliance with staffing standards.
7. The Campus Administrator or designee will review and obtain signatures on the **JJAEP SUMMARY OF POLICIES (APPENDIX A)** and Acknowledgment Form containing key program policies and the JJAEP Student Code of Conduct, prior to any substitute or new employee having direct contact with JJAEP students. This form also indicates the individual has cleared an ISD criminal background check and has received the necessary information to begin initial work with the JJAEP population.
8. This document will support the tracking of instructional and supervision staff to ensure compliance with this standard. The signed form must be submitted electronically to the JJAEP Administrator on the same day it is signed by the JJAEP Campus Administrator.
9. The JJAEP Campus Administrator or designee will submit the **JJAEP STAFFING AND CERTIFICATION LOG (APPENDIX F)** on a yearly basis. This log must include all regular ISD employees (excluding substitutes) and verify compliance with the required instructional staff-to-student ratio.
10. To ensure timely compliance and accurate oversight, the JJAEP Campus Administrator or designee must notify the JJAEP Administrator immediately upon the hiring or assignment of any new instructional or supervision staff. Prompt communication will support the efficient inclusion of staff in all required responsibilities including searches and monitoring processes.

11. Instructional and supervision staff may request additional training at any time to enhance their understanding of JJAEP operations, policies, best practices, or other areas. The JJAEP Administrator or designee will coordinate and provide or arrange for such training opportunities as appropriate, to support continued professional development and program fidelity.

348.200 (g)(3) Caseworkers (A) A caseworker must be a social worker, juvenile probation officer assigned to the JJAEP, counselor, or other mental health provider, as defined in [Texas Administrative, Chapter 355](#) . (B) Caseworkers must meet the minimum professional requirements and be licensed or certified by the appropriate licensing board in their field. (C) The JJAEP must maintain a ratio of at least one caseworker for every 50 enrolled students. (i) At a JJAEP with 50 or fewer enrolled students, the caseworker must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. (ii) At a JJAEP with 51–100 enrolled students, one caseworker must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The second caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph. (iii) At a JJAEP with 101–150 enrolled students, two caseworkers must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The third caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph. (iv) At a JJAEP with 151–200 enrolled students, three caseworkers must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The fourth caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph. (v) At a JJAEP with more than 200 enrolled students, the number of caseworkers required to be present during all operational hours of the JJAEP follows the same pattern set forth in clauses (i)–(iv) of this subparagraph. (vi) A substitute caseworker is not required when a caseworker is absent for three or fewer consecutive school days. A substitute caseworker is required if an absence is more than three consecutive school days. (vii) A caseworker who must leave the JJAEP site to complete a JJAEP-related duty is considered present for purposes of calculating the ratio.

POLICY

The JJAEP Campus responsible for providing educational services shall employ or contract at least one (1) caseworker to support student needs. Caseworkers may include licensed social workers, juvenile probation officers assigned to the JJAEP, the JJAEP Administrator, certified counselors, or other qualified mental health professionals as defined in Chapter 355 of the Texas Administrative Code.

PROCEDURE

1. El Paso County JJAEP campus shall maintain a minimum ratio of one (1) caseworker for every fifty (50) students enrolled in the program. At a JJAEP with fifty (50) or fewer enrolled students, the assigned caseworker shall be present during all operational hours of the JJAEP.
2. School-based caseworkers or counselors who must leave the campus to complete JJAEP-related duties such as expulsion hearings, ARD meetings, home visits, or court hearings shall be considered present for the purpose of meeting the staffing ratio.
 - a. A substitute caseworker or counselor must be assigned if the regularly assigned individual is absent for more than three (3) consecutive school days.
3. All caseworkers employed or contracted by the JJAEP must meet the minimum professional requirements and hold any required licensure or certification applicable to their field.
 - a. The JJAEP campus may contract or collaborate with agencies such as Communities in Schools (CIS) and Emergence Health Network (EHN) to supplement services provided to students and their families.
4. The JJAEP campus shall maintain a digital daily sign-in roster or timecard for all caseworkers working in the program each day. These records must be available to the JJAEP Administrator upon request.
5. Daily rosters will be cross-referenced with observations by the JJAEP Administrator or assigned JPO, certification logs, discipline reports, disciplinary referrals, and signed JJAEP acknowledgment forms (**APPENDIX C**) for new employees and long-term substitutes to ensure compliance with staffing standards.
6. Any subcontractor providing caseworker services shall undergo an NCIC/TCIC criminal history check and complete the JJAEP New Employee Orientation, including all required Prison Rape Elimination Act (PREA) and Abuse, Neglect, and Exploitation (ANE) training, prior to having direct contact with JJAEP students.

348.200 (g)(4) Supervision Staff Members. (A) The JJAEP must ensure an adequate number of supervision staff members are present during all operational hours. (B) Supervision staff members include drill instructors, educational aides, security personnel, juvenile supervision officers, juvenile probation officers, community activities officers, and behavior management staff. (C) Any staff member, excluding a certified physical education teacher, who participates in the administration of intensive physical activity must be a: (i) juvenile supervision officer; (ii) juvenile probation officer; or (iii) community activities officer who has received training in adolescent development and behavior, as required by [Texas Administrative Code §341.402](#). (D) Except for professionals as defined in [Texas Administrative Code §344.100](#) who are providing services in their professional capacity, any staff member whose position may require supervising or transporting JJAEP students must be: (i) certified by TJJD as a juvenile probation officer, juvenile supervision officer, or community activities officer; or (ii) otherwise authorized to perform the duties of a certified juvenile probation officer, community activities officer, or juvenile supervision officer under Texas Administrative Code §§[341.400](#), [341.402](#), [343.428](#), [343.622](#), or [355.428](#), as applicable. **(5) Operational Staff Members.** (A) Operational staff members include instructional staff members, supervision staff members, caseworkers, and JJAEP Administrators. (B) The JJAEP must maintain a ratio of at least one operational staff member for every 12 enrolled students. **(h) Verification Documentation.** (1) The JJAEP must maintain a daily staff member roster, staff sign-in sheet, or other verification document that identifies each of the operational staff members who are present in the JJAEP each day. (2) The staff member roster, sign-in sheet, or other verification document must include the date, the time of entry and exit, the staff member's full name, and the staff member's position or title. Electronic records are acceptable for documenting whether staff members are present or absent.

POLICY

The El Paso County JJAEP provides physical education and recreational activities but does not operate an intensive physical education program. Therefore, certified physical education teachers and coaches are not required to be certified as Juvenile Supervision Officers. The JJAEP campus shall maintain compliance with TJJD standards regarding operational and supervision staff-to-student ratios, as well as position qualifications for all JJAEP personnel.

PROCEDURE

1. The JJAEP campus shall be staffed with operational staff members, including instructional staff, supervision staff, and caseworkers. The operational staff-to-student ratio shall not be less than one (1) operational staff member for every twelve (12) enrolled JJAEP students. This lower ratio supports effective behavior management and safety given the unique challenges of the JJAEP population.
2. All JJAEP staff are required to sign-in and sign-out daily using the designated district electronic timekeeping system. The timecards must include the date, time of entry and exit, full name, and position/title of each staff member. The ISD shall make these timecards available to the JJAEP Administrator upon request.
3. Staff rosters, timecards, sign-in sheets, and attendance records may be requested as needed or on a random basis as part of ongoing compliance monitoring.
4. The JJAEP Administrator will also conduct unannounced classroom observations and staffing ratio checks as part of the compliance monitoring. No prior notice will be given to the Campus Administrator or campus staff to maintain the integrity of the observation process,

COMMUNITY ACTIVITIES OFFICER (CAO) POLICY

In accordance with [Texas Administrative Code §344.100](#) and [Texas Administrative Code §341.402](#), any individual who does not meet the definition of “professional” must be trained and certified as a Community Activities Officer (CAO) prior to working with JJAEP students. While certain ISD employees are exempt from CAO certification as they are not employed by a juvenile probation department or juvenile facility, the JJAEP campus will ensure that all identified staff members are current in First Aid, CPR, and Crisis Prevention Intervention (CPI) training. Under special circumstances, staff may be allowed to complete CAO training at the earliest available opportunity to remain compliant with Texas Administrative Code, Chapter 348. Any staff member identified as requiring CAO certification may not be authorized to work directly with JJAEP students until all training and certifications requirements have been met. certified.

The JJAEP campus maintains a contract with the El Paso Police Department (EPPD) to provide law enforcement services on campus. In the event that a security officer, other than EPPD, is needed, the following qualifications must be met:

- The security officer must be employed by the juvenile probation department or juvenile facility (not YISD), and
- The security officer must be certified as a Community Activities Officer (CAO), and
- The security officer must be trained in the department-approved personal restraint technique in accordance with [Texas Administrative Code, Chapter 341, Subchapter G](#).

As confirmed by the Texas Juvenile Justice Department, YISD employees are not eligible to receive CAO certification, since they are not employed by a juvenile probation department or facility. Therefore, a YISD employed security officer may not use personal or mechanical restraints on JJAEP under any circumstances.

CAO CERTIFICATION REQUIREMENTS

To be eligible for CAO certification, an individual shall:

1. Receive and maintain current certification in:
 - (A) Cardiopulmonary Resuscitation (CPR);
 - (B) First aid; and
 - (C) The personal restraints technique approved by the department, if authorized to use restraints.
2. Receive training in the following topics:
 - (A) Department policies on preventing, identifying, and reporting abuse, neglect, and exploitation.
 - (B) TJJD Code of Ethics and TJJD Disciplinary Procedures;
 - (C) Trauma-Informed Care;
 - (D) Verbal de-escalation policies, procedures, and practices;
 - (E) Standards for use of personal and mechanical restraints, including prohibited techniques and criteria for authorized use.

ON-THE-JOB TRAINING (OJT) REQUIREMENTS

To receive credit toward initial certification or renewal, CAO on-the-job training documentation must include:

1. Name and signature of trainee;
2. Name and signature of trainer(s);
3. Signature of the supervisor or administrator;
4. Training topics covered;
5. Number of training hours per topic;
6. Dates the topics were explained to the trainee, practiced by the trainee, and demonstrated by the trainee.

Only qualified staff, based on education, knowledge, or experience may conduct OJT.

1. Juvenile Probation Officers and Juvenile Supervision Officers may utilize up to forty (40) hours of on-the-job training toward certification.
2. Community Activities Officers may utilize up to twenty (20) hours of on-the-job training during each certification period.
3. Communities In Schools (CIS) Coordinators assigned to the JJAEP campus are not required to obtain Communities Activities Officer certification because they provide services in a “professional” capacity pursuant to Texas Administrative Code § 344.100.

TJJD-sponsored trainings are typically conducted at the El Paso County Juvenile Probation Department or YISD facilities, unless a virtual format is determined to be more appropriate due to health or safety considerations. CPR,

First Aid, and Crisis Prevention Intervention (CPI) shall be provided by YISD unless otherwise agreed upon thorough written agreement.

§348.202 PERSONNEL ADMINISTRATION

(a) Personnel Records. The JJAEP Administrator must have access to a personnel file for each employee or person working at the JJAEP who is included in any program ratio. The file must include verification that any required certifications are current.

POLICY

The YISD Human Resources Department shall maintain the official personnel file for each employee assigned to the JJAEP. The JJAEP Administrator shall maintain a compliance file containing copies of personnel documents necessary to verify compliance with TJJD standard and applicable JJAEP staffing requirements. Required personnel documentation for all new and returning staff shall be provided to the JJAEP Administrator annually, no later than October 1, utilizing the **JJAEP HR RECORDS AND CERTIFICATION FORM (APPENDIX G)**.

PROCEDURE

1. The JJAEP Administrator of the El Paso County JJAEP shall ensure that all personnel records for YISD staff assigned to the program are appropriately maintained.
2. Records for YISD JJAEP employees shall include NCIC/TCIC criminal history results and a completed HR Certification Form as required under governing regulations.
3. Each YISD personnel electronic file shall also contain a mosaic of essential documents, including academic transcripts, current certifications, professional training records, personnel actions forms, and job descriptions depicting duties, responsibilities, and JJAEP-related tasks (if applicable).
4. In lieu of full personnel records, YISD Human Resources or another authorized representative may provide the **JJAEP HR RECORDS AND CERTIFICATION FORM (APPENDIX G)**. This form certifies that each employee included in the daily ratio meets all hiring, educational, and training requirements including, academic transcripts and certifications, licensure (if applicable), criminal background check results, training in CPR, First Aid, and CPI (if applicable), and relevant personnel actions. The JJAEP Administrator shall be granted access to these files upon request or as required, ensuring transparency and compliance.
5. YISD further agrees that, if applicable, it shall comply at its sole expense, with the requirements of Section 22.0834 of the Texas Education Code, "Criminal History Record Information Review of Certain Contract Employees," any applicable rule(s) adopted by the Texas Commissioner of Education, High School/College Board Policies and other policies and requirements of such statute and rule(s), and shall certify that any "Covered Employees" and/or JJAEP staff members do not have a "Disqualifying Criminal History".
6. Certification logs shall include all regular employees and long-term contracted staff (e.g., CIS Coordinators or on-site counselors) counted in the daily ratio. These logs shall serve as a way of tracking employee's certifications and trainings.
7. Short-term operational substitutes assigned to the JJAEP for less than six (6) weeks must review and acknowledge receipt of the JJAEP Summary of Policies and Procedures, JJAEP Student Code of Conduct, and all related documents pursuant to [§348.202](#) and [§348.224](#) of the Texas Administrative Code. This review shall take place prior to any unsupervised contact with JJAEP students.
8. Long-term operational substitutes assigned to the JJAEP for more than six (6) weeks shall undergo the same background checks and JJAEP training required of all operational staff. Please refer to the New Orientation Training and Background Checks section of the JJAEP Interlocal Agreement for all applicable timelines.

(b) Training Records. For each employee or person working at the JJAEP who is included in any program ratio, the JJAEP program administrator must have access to documentation verifying that the individual has completed all training required by this chapter.

(c) New Employee Orientation. All staff members expected to work at the JJAEP for six weeks or longer must receive an orientation training prior to having direct, unsupervised access to students. (1) Orientation training must occur within the first two weeks of the staff member's employment. (2) Documentation of completion of orientation training and agendas must be maintained, including staff signatures on training sign-in sheets. (3) Orientation must include training on: (A) safety and security procedures, including emergency exit drills and the JJAEP's disaster safety plan; (B) identification and reporting of serious incidents and child abuse, neglect and exploitation as required by Chapter 358 of this title; (C) writing incident reports; (D) student code of conduct; (E) behavior management program; (F) transporting students (G) crisis intervention, including how to report suicide ideation or behavior; (H) distribution of medication; (I) restraint policy; (J) student grievance procedures; and (K) job descriptions, including duties and responsibilities of the assigned position.

POLICY

All staff, including temporary, seasonal, or substitute employees shall receive JJAEP Orientation Training within two (2) weeks of their JJAEP assignment and prior to having direct, unsupervised access to JJAEP students. The ISD shall provide documentation for any relevant training conducted as part of employment or duty assignment within the JJAEP. The Juvenile Probation Department will provide orientation training for new hires and supplement any ISD training across the eleven (11) areas listed below.

PROCEDURE

1. JJAEP Orientation Training shall be provided by the JJAEP Administrator or designee(s) initially upon hire and annually at the beginning of each school year for all JJAEP employees. Training may be held in-person or virtually when necessary.
2. The Campus Administrator assigned as the point of contact for JJAEP, or their designee, shall review the JJAEP Summary of Policies and the JJAEP Student Code of Conduct with each new staff member, including short-term substitutes. As part of this campus-level orientation, the designated JJAEP Campus Administrator shall also provide the employee with an electronic storage device or a shared link containing the JJAEP Policies, Procedures and Standards, the JJAEP Interlocal Agreement, the JJAEP Student Code of Conduct, and other relevant documents.
3. The Campus Administrator or designee shall be responsible for obtaining a signed "Acknowledgment Statement" from the new employee confirming their commitment to review all JJAEP materials. This acknowledgment must be forwarded to the JJAEP Administrator on the same workday.
4. Timely submission of acknowledgment and training assignments ensure appropriate training space reservation and preparation of training materials.
5. The Campus Administrator is responsible for notifying assigned employees of their scheduled orientation and ensuring their punctual attendance. JJAEP Orientation Training will typically take place at YISD facilities unless virtual is deemed necessary.
6. The JJAEP Administrator or designee shall provide the JJAEP Orientation Training. Orientation sessions will last a minimum of 2 to 4 hours and will be scheduled as needed.
7. A signed copy of the **JJAEP TRAINING ACKNOWLEDGMENT STATEMENT (APPENDIX H)** shall be maintained and secured in the employee's electronic personnel file. All documentation of new employee orientation training and any ISD supplemental training shall be placed in the employee's personnel file or training file.
8. All staff shall receive training specific to their daily responsibilities in the JJAEP. Any legislative changes and updates to policy, procedure, or the JJAEP Student Code of Conduct will be addressed during the staff development training at the beginning of the school year.
9. The following eleven (11) training topics shall be included in the JJAEP New Employee Orientation:
 - a. Safety and security procedures, including emergency exit drills and the JJAEP Disaster Safety Plan;
 - b. Identification and reporting of serious incidents, and child abuse, neglect, and exploitation, as required by Chapter 358 of the Texas Administrative Code.
 - c. Writing incident reports;
 - d. JJAEP Student Code of Conduct;

- e. Behavior management program;
 - f. Transporting students;
 - g. Crisis intervention, including how to report suicidal ideation or behavior;
 - h. Distribution of medication;
 - i. Restraint policy;
 - j. Student grievance procedures; and
 - k. Job descriptions including duties and responsibilities of the assigned position to include JJAEP tasks, such as in the supervision during mealtimes, transition, bus loading/unloading, and escort duties.
10. For newly hired employees, YISD must submit all applicable training records using the **JJAEP HR RECORDS AND CERTIFICATION FORM** within sixty (60) calendar days of hire (**SEE APPENDIX G - JJAEP HR RECORDS AND CERTIFICATION FORM**).
11. The JJAEP Certification Form must also be submitted annually for all returning ISD staff assigned to the JJAEP. YISD Human Resources representative must ensure that personnel records are updated and submitted to the JJAEP Administrator by October 1 of each year.

(d) Criminal History and Background Checks. The criminal history and background check requirements and criminal history standards established by [Chapter 344, Subchapters C and D](#) of this title apply to a JJAEP.

POLICY

As the contracted educational provider for the El Paso County JJAEP, YISD is solely responsible for conducting all required background checks for its employees assigned to the JJAEP. YISD shall conduct a criminal history check, sex offender registry check, and fingerprint search prior to employment or assignment of any staff who will have direct, unsupervised contact with JJAEP students. This requirement extends to all substitute, temporary, and regular-status employees, as well as any subcontracted personnel (e.g., contracted counseling providers, tutors, or service providers) working directly with JJAEP students. YISD must ensure that all such individuals have successfully passed a background check prior to beginning their JJAEP assignment.

PROCEDURE

1. Upon identification of a YISD employee being assigned to the JJAEP, the YISD designee (Campus Administrator or designee) shall provide written notification of incoming employee by submitting the **JJAEP AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION FORM (APPENDIX I)** to the JJAEP Administrator for the El Paso County JPD internal background check through the NCIC/TCIC database.
 - a. The form must include the employee's status (contracted or ISD employee), date of JJAEP assignment, and employee work email address.
2. Upon receiving the signed Authorization for Release Confidential Information Form, the JJAEP Administrator shall then submit a written request for a National Crime Information Center (NCIC)/Texas Crime Information Center (TCIC) criminal history check to the designated JPD TLETS Operator. This comprehensive search includes local, state, and federal criminal records, sex offender registration records, and active/outstanding warrants for arrest. This process shall be initiated before the employee's first day of JJAEP assignment and prior to any direct, unsupervised contact with JJAEP youth. Continued employment with the JJAEP is contingent upon the verification of no disqualifying criminal history as per TJJD standards.
3. Within five (5) school days, written notification of the employee's eligibility (no disqualifying history) or ineligibility (disqualifying history) will be submitted to the Campus Administrators via the **JJAEP EMPLOYEE ELIGIBILITY FORM (APPENDIX J)** or **THE JJAEP EMPLOYEE INELIGIBILITY FORM (APPENDIX J – 1)**.
4. If disqualifying criminal history is found, the JJAEP Administrator will notify the JJAEP Campus Administrator with instructions to immediately reassign or remove the employee to ensure no contact occurs with JJAEP students.
 - a. All personnel records, including criminal history and sex offender registration checks, may be subject to review by TJJD. The JJAEP Administrator is responsible for ensuring all documents are properly stored, preserved, and maintained in accordance with legal and administrative standards.

5. YISD must notify the JJAEP Administrator in writing within two (2) school days if an employee receives a FACT Clearinghouse alert indicating an arrest, conviction, or registry that would restrict the employee's contact with JJAEP students. The JJAEP Administrator shall consult with YISD or JPD Legal Counsel before determining whether the employee may continue duties pending the resolution of the offense.
6. If an individual has a military history, the respective ISD must provide a copy of the DD-214 or SF-180 as part of the HR records request.

DISQUALIFYING CRIMINAL HISTORY

1. Any YISD employee assigned to the JJAEP who has a felony conviction or a deferred adjudication for a felony within the past ten (10) years, or who is currently under felony probation, parole, or deferred adjudication, is not eligible for employment at the JJAEP.
2. Any YISD employee assigned to the JJAEP with a jailable misdemeanor conviction or a deferred adjudication for a jailable misdemeanor within the past five (5) years, or who is currently under misdemeanor probation, parole, or deferred adjudication, is also not eligible for JJAEP assignment.
3. Court documentation will be required in cases where an individual has received a pardon based upon proof of innocence or where there has been a reversal of a finding of guilt by a trial or appellate court.
4. Criminal history records must be retained for as long as the employee remains employed in the JJAEP.
5. Criminal history and personnel records of JJAEP employees who are no longer employed with the JJAEP will be retained for a minimum of two (2) years.
6. If the disqualifying criminal history involves out-of-state arrests or convictions, those records may be subject to further legal review by the JPD Legal Counsel to determine eligibility.
7. The YISD Human Resources Department must allow the JJAEP Administrator access to all JJAEP Employee records as needed and required.

§348.204 DATA COLLECTION AND CASE FILE INFORMATION

(a) Data Collection and Reporting. (1) JJAEP EDI Extract. (A) Unless an alternate data entry system has been approved by TJJD, the JJAEP Administrator or designee must ensure that: (i) statistical and programmatic data for each student, as required by the JJAEP Electronic Data Interchange (EDI) Specifications, are accurately documented and entered into the juvenile probation department's automated case management system; and (ii) the JJAEP EDI Extract is submitted to TJJD no later than the 10th calendar day of each month following the reporting period. (B) TJJD staff must discuss any proposed changes to the JJAEP EDI Specifications with juvenile probation departments' designated representatives before making substantive changes to the specifications. **(2) JJAEP Monthly Activity Report.** The JJAEP Administrator or designee must ensure the JJAEP Monthly Activity Report is submitted in the required format to TJJD no later than the 10th calendar day of each month following the reporting period via TJJD's Internet database. **(b) Student Educational Records.** The following information must be documented and maintained in the case file for each student in the program: (1) grade level upon entry to the JJAEP; (2) notice of expulsion; (3) court order(s) placing the student into the JJAEP; (4) police offense report, if applicable; (5) entry and exit transition plans; (6) education records, to include: (A) special education determination; (B) appropriate special education records; (C) scores on assessments required by the Texas Education Agency; and (D) home-language survey; (7) admission and exit testing data, if applicable; (8) pre-participation physical evaluation, if required under [Texas Administrative Code §348.208](#); (9) documentation of regular reviews of academic progress as required by Section 37.011(d), Education Code; (10) date of admission; (11) number of attendance days; (12) number of absent days; (13) date of release; (14) emergency notification contacts; (15) special medical needs, if any; (16) immunization records; and (17) medical release form.

POLICY

The JJAEP Administrator shall ensure that statistical and programmatic data pertaining to each student placed in the JJAEP is accurately gathered, documented, maintained, and is reported to TJJD, Juvenile Board, and departmental administration. The JJAEP will comply with reporting requirements outlined in [Texas Administrative Code §341](#), including use of the JMIS system. Quality assurance measures such as internal file audits and the TJJD Monthly Activity Reports (MAR) are used to identify discrepancies and ensure accurate recordkeeping and timely district reimbursement.

PROCEDURE

1. Documentation and data required by TJJD under [Texas Administrative Code §348.204\(a\)](#) Data Collection and case file collection is maintained by the JJAEP Administrator and extracted from the following sources or databases:
 - a. Monthly Activity Reports (MAR): Includes attendance and absence records provided by YISD. The MAR captures the number of students entering and exiting the program, days present, days absent, and inactive days.
 - b. JJAEP Attendance Vouchers: Used to record the actual number of mandated student attendance days and total monthly reimbursement figures.
 - c. TJJD Student Information Form: Contains required fields outlined in [Texas Administrative Code §348.204](#) and is maintained by the JJAEP Administrator.
 - d. JMIS Student Profile: Updated data from the TJJD Student Information Form.
 - e. JJAEP Spreadsheet: Tracks aggregate data including:
 - Special Education services.
 - IOWA pre and post test results.
 - Personal identifiers (e.g., PID, Social Security Number, TSDN, Case Number).
 - Offense type, district, and home school.
 - Entrance and exit dates.
 - Reason for exit.
 - Attendance, absences, and inactive dates.
 - f. Other Reports: Additional documentation as required by TJJD or JPD as part of performance measurement (e.g., JJAEP Costing Report).
2. To ensure accuracy in the Monthly Activity Reports (MAR), the assigned JJAEP Campus Administrator responsible for oversight and accountability on behalf of the JJAEP campus, must review the MAR prior to submission to JPD. The administrator will verify accuracy of all data before forwarding the MAR to the JJAEP Administrator. If any discrepancies are identified by JPD, they will be corrected and reconciled prior to submission to TJJD and the County Auditor's office for district reimbursement. Significant errors and discrepancies will be noted as non-compliance.
3. The JJAEP Campus Administrator and ISD expelling entity must submit all required student school records, as listed in [Texas Administrative Code §348.204](#), within two (2) weeks (10 school days) of student's enrollment in the JJAEP. These records include but are not limited to: The Public Education Information Management System (PEIMS), pre/post assessment scores, expulsion letters, and student acknowledgment forms confirming receipt of the JJAEP Student Code of Conduct. To support this process, the JJAEP Administrator will issue the **JJAEP REQUEST FOR SCHOOL RECORDS FORM** upon the student's formal acceptance into the program.
4. The Texas Student Data System (TSDS) number, a 10-digit unique ID, has replaced the PEIMS number used to transmit student data to the Texas Education Agency for TJJD legislative reporting. This TSDS number can be located in the JJAEP juvenile case management tab, as well as most withdrawal forms and expulsion letters.
 - a. The TSDS number must be documented on the expulsion notice at the time of the student's acceptance into the JJAEP. This number is required in order for the student to be pre-tested and must be submitted as part of the initial expulsion process.
5. All student educational data and records are maintained in the JJAEP electronic folder by the JJAEP Administrator or designee. Required data in the JJAEP folder includes, but is not limited to:
 - a. The TJJD Student Data Form;
 - b. Grade level at JJAEP entry;
 - c. Notice of expulsion to include mandatory review hearing;
 - d. Court orders;
 - e. Law Enforcement Agency (LEA) case/referral reports;
 - f. Entry/exit and transition plans;

- g. Education records to include; requests for records/withdrawal packets, special education documentation to include Manifest Determination and IEP documentation, pre-test/post-test assessment scores, home language survey, admission and exit testing data, if applicable, pre-participation physical evaluation, if required, documentation of regular academic reviews under [37.011 \(d\) Texas Education Code](#), date of admissions, number of attendance days, number of absent days, date of release, emergency notification contacts, special medical needs, immunization records, medical release forms, medical consent forms signed by parents, attendance monthly roster, TAKS or STAAR scores, disciplinary referrals, acknowledgement of receipt of Student Code of Conduct, JJAEP Social Service Assessment, other pertinent documents such as copies of social security cards and birth certificates, and cover sheets (check list), and notification of type of counseling referrals or current attendance of counseling and psychological evaluations (if applicable), are maintained in the JJAEP student case.
- 6. As part of the program's ongoing quality assurance efforts, in-house desktop and case management audits will be conducted regularly to ensure the accuracy and completeness of documentation, as outlined in the JJAEP Policies and Procedures.

§348.206 CURRICULUM

(a) Required Courses and Additional Areas of Study. (1) At a minimum, the JJAEP must provide the following courses at the JJAEP: (A) English language arts; (B) mathematics; (C) social studies; and (D) science. (2) The JJAEP must provide the following additional areas of study: (A) high school equivalency program; and (B) self-discipline, which may be integrated into the program and may include topics such as drug awareness, anger management, impulse control, and cognitive skills. **(b) Curriculum Development.** (1) A teacher certified by the State Board for Educator Certification must oversee the development and implementation of the educational curriculum. (2) The JJAEP administrator must ensure that course instruction is consistent with the essential knowledge and skills of each subject of the foundation curriculum as defined by the rules of the State Board of Education. (3) The high school equivalency program curriculum must address the elements required to pass the topics tested: English, mathematics, science, and social studies. High school equivalency program components may be integrated into the regular educational curriculum. (4) The JJAEP must offer an accelerated component for each required area of instruction to support credit recovery at the high school level and to regain academic and social skills at the elementary and middle school levels.

POLICY

It is the policy of the El Paso County JJAEP to ensure that all students enrolled in the program receive a comprehensive and well-rounded education. The academic program shall include a strong accelerated instructional component to support high school credit recovery and the development of academic and social skills at the elementary and middle school levels. At least one (1) certified teacher, licensed by the State Board for Educator Certification (SBEC), shall oversee the development and implementation of the JJAEP curriculum. The JJAEP Campus Administrator shall ensure that all course instruction aligns with the Texas Essential Knowledge and Skills (TEKS) as defined by the State Board of Education under the [Texas Education Code §28.002](#).

Per [Texas Education Code §37.011 \(d\)](#), YISD guidance counselor or qualified designee must regularly review each student's academic progress. For high school students, the school board or its designee, in collaboration with the student's parent or guardian, shall review progress towards graduation requirements and establish an individualized graduation plan.

In the event the JJAEP campus implements online instruction due to extenuating circumstances as part of their Continuity of Operations Plan (COOP), the JJAEP must adhere to all Texas Education Agency, Texas Education Code, and Texas Juvenile Justice Department policy revisions to ensure continuity of educational services.

In accordance with Texas House Bill 6, the JJAEP may utilize DAEP placement only when:

1. No physical JJAEP placement is available due to capacity or extenuating circumstances.

2. The virtual education placement provides instruction equivalent to in-person services.
3. Documentation is maintained that clearly demonstrates the necessity of the virtual placement and educational equivalency.

PROCEDURE

1. The Interlocal Agreement specifies the provision of educational services, including the following required courses and additional areas of study:
 - a) **ENGLISH/LANGUAGE ARTS**
 - b) **MATHEMATICS**
 - c) **SOCIAL STUDIES**
 - d) **SCIENCE**
 - e) **HIGH SCHOOL EQUIVALENCY PROGRAM (GED)**
 - f) **SELF-DISCIPLINE**
2. Participating school districts shall recognize and accept course credit earned by student while enrolled in the Juvenile Justice Alternative Education Program (JJAEP) as district-level credit.
3. The program will administer state-mandated assessment instruments under [Texas Education Code, Chapter 39.023](#), and shall offer access to the High School Equivalency Program as needed.
4. The JJAEP school guidance counselor shall review academic progress with the student's parent or guardian at minimum during both the JJAEP Intake and JJAEP Exit Transition Meeting.
5. During the JJAEP Intake meeting, the student's home district must involve the assigned counselor or assistant principal to contribute input on promotion status, particularly for students placed at JJAEP near the end of the academic year.
6. As required by [Texas Education Code §37.011 \(d\)](#), academic reviews must occur at the intake and exit. For high school students, a graduation plan must be developed with parent/guardian input.
7. A student expelled and placed in a JJAEP for a term of seventy-five (75) school days or more must go through a mandatory review in order to consider early removal based on student's progress and other factors that may compel an early release.
8. Based on the current capacity under building code regulations, YISD is required to have no more than thirty (30) students at the JJAEP campus at any given time. at one time.
9. The assigned Juvenile Probation Officer shall assist with academic and family engagement during the JJAEP Family Program Orientation.
10. High school students will receive academic support through school counselors, Communities in Schools (CIS) Coordinators, and academic tutors (if available). The assigned Juvenile Probation Officer or designee will also monitor academic progress and collaborate with families to ensure follow-through with academic support services.
11. Compliance with academic service standards shall be verified through:
 - a) Daily class schedules and program schedules.
 - b) Instructional materials and curriculum.
 - c) Attendance records and sign-in sheets.
 - d) Documentation of support services provided.
12. YISD must identify and communicate the self-discipline services provided to JJAEP students at the start of the academic year. If the course is not listed on a student's schedule, documentation verifying participation must be maintained. Utilization of a specific school board approved curriculum is encouraged, but not required, as long as services address the program's behavioral goal.
13. In accordance with [Texas Administrative Code §348.206](#), JJAEP campuses will offer a High School Equivalency Program. Students attending HSEP courses must sign in and out daily. The curriculum must meet the standards necessary to prepare students for the GED examination.
14. The State of Texas Assessments of Academic Readiness (STAAR) identifies knowledge and skills of what Texas students should know and be able to do at every grade and in every course in the foundation areas such as

English language arts, mathematics, science, and social studies. (STAAR replaced TAKS Texas Assessment of Knowledge and Skills).

§348.208 PROGRAM REQUIREMENTS

(a) Special Education. (1) The JJAEP, in collaboration with the sending school district, must ensure that a student with a disability who receives special education services is provided educational services that will support the student in meeting the goals identified in the individualized education program established by a duly constituted admission, review, and dismissal (ARD) committee, in accordance with [Section 37.004, Education Code](#), and federal requirements. (2) The following ARD committee documentation must be maintained for each special education eligible student: (A) the most recent full and complete ARD meeting paperwork; (B) the manifestation determination ARD meeting paperwork; and (C) the most recent evaluation of eligibility for special education services.

POLICY

A school district may expel a student identified as a qualified disabled student under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (§504) only after a duly constituted Admission, Review, and Dismissal (ARD) or § 504 Committee determines that the alleged misconduct is not a manifestation of the student's disability. In collaboration with the referring district, the JJAEP Campus must ensure that a student with a disability who receives special education services is provided educational programming aligned with their Individualized Education Program (IEP), as determined by a duly constituted ARD Committee, in accordance with [Section 37.004, Education Code](#), and applicable federal law.

PROCEDURE

1. After the ARD or Section 504 Committee determines that the student's behavior is not related to their disability and documents that the Individualized Education Plan (IEP) has been fully implemented, the committee shall determine the length of placement at the JJAEP according to the District's Student Code of Conduct.
2. The referring school district may invite the JJAEP Administrator or designee to any Admission, Review, and Dismissal (ARD) committee meeting convened to discuss the expulsion of a student with a disability.
3. The local school district must provide written notice of the meeting at least five (5) school days before the meeting. A copy of the student's current individualized education program (IEP) must be provided to the JJAEP representative with the written notice.
4. If the JJAEP representative is unable to attend the ARD committee meeting, the representative must be given the opportunity to participate in the meeting through alternative means including conference telephone calls and virtual meetings.
5. The JJAEP representative may participate in the meeting to the extent that the meeting relates to the student's placement in the JJAEP and the implementation of the student's current IEP in the JJAEP.
6. If the manifestation ARD determines the student's behavior is due to the student's disability, the student may only be placed in the JJAEP for a maximum of forty-five (45) school days.
7. The following documents must be included in the expulsion packet for any special education student placed at the JJAEP:
 - a. Most recent full and complete ARD paperwork.
 - b. Manifestation Determination ARD meeting paperwork.
 - c. Most recent evaluation of eligibility for special education services.
 - d. Current IEP and Behavior Intervention Plan (BIP), if applicable.
8. The referring school district shall remain responsible for making available the services, if any, necessary to provide Free Appropriate Public Education (FAPE). Such services to provide a free and appropriate public education are the only services that the referring district is obligated to provide.
9. Should the proposed expulsion be under [Texas Education Code 37.007 \(a\), \(d\) \(mandatory expulsion\) or \(e\)](#), a representative of the JJAEP campus must be invited to the student's ARD committee meeting.

10. The JJAEP campus must receive reasonable notice of the meeting of the student's ARD committee to attend the ARD and may participate in the ARD meeting to the extent that the meeting relates to the student's placement in the JJAEP. The JJAEP campus will forward notice to the JJAEP Administrator if not included on notice from participating district.
11. Should the JJAEP campus suspects that a student may who qualify for services under IDEA but is not currently identified, the student will be referred to the home campus for possible evaluation.
12. Any student who does not meet the eligibility requirements of the JJAEP Interlocal Agreement is not entitled to educational services by the JJAEP.
13. Special Education services must continue to provide any-and-all related services as outlined in the student's Individualized Education Plan (IEP).
14. Texas Education Code 37.0021, requires a written parental notice each time a restraint is used on a student receiving special education. The existing rules mandate a good-faith effort to provide verbal notice on the day the restraint occurs and written notice within one (1) school day.

(b) English as a Second Language (ESL). (1) The JJAEP, in collaboration with the sending school district, must ensure that a student who is non-English speaking or who speaks English as a second language is provided ESL services and instruction appropriate to address his or her needs, as determined by a language proficiency assessment committee (LPAC). (2) Documentation of LPAC determinations must be maintained.

POLICY

The El Paso County JJAEP shall provide English as a Second Language (ESL) services and instruction to meet the needs of students who speak English as a second language or are non-English speaking. In collaboration with the sending school district, the JJAEP must ensure that students identified as Limited English Proficient (LEP) receives ESL services appropriate to their need, as determined by a Language Proficiency Assessment Committee (LPAC), in accordance with state and federal guidelines.

PROCEDURE

1. ESL certified teachers shall provide ESL services and instruction. The primary goal is to support students in developing English language proficiency through second language acquisition methodologies, with explicit instruction in speaking, reading, listening, and writing.
2. Participating Districts shall identify JJAEP students who are LEP or primarily Spanish-speaking during the JJAEP intake. This identification shall be based on documentation provided by the student's LPAC or as part of the student's academic records.
3. Participating Districts must ensure that instructional planning for LEP or primarily Spanish-speaking students placed at the JJAEP includes consideration of language acquisition needs, as required by the Texas Education Code and LPAC recommendations. Instruction shall align with state requirements for English language learners to ensure equitable access to academic content.

(c) Section 504-Eligible Students. (1) The JJAEP must ensure, in collaboration with the sending school district, that a student who is eligible for services under Section 504 of the Rehabilitation Act of 1973 is provided services and instruction appropriate to address his or her needs, as determined by a Section 504 committee. (2) Documentation of Section 504 eligibility determinations must be maintained. **(d) Standardized Testing Protocols.** (1) JJAEP policies and procedures must describe the safeguards the JJAEP will use to maintain the integrity of the standardized testing process and confidentiality of test results. (2) JJAEP policies and procedures must include the following requirements: (A) tests must be maintained in a secure setting (e.g., a locked file cabinet) so that staff and students do not have access to the test except while the test is being administered; (B) staff are prohibited from making copies of the test; (C) staff are prohibited from teaching the specific questions on the test; and (D) unauthorized persons are prohibited from receiving test results, whether hard copy or electronic. (3) For statewide standardized tests, the JJAEP must adhere to all testing protocols required by the Texas Education Agency. (4) The JJAEP must administer the standardized test selected by TJJD to measure progress in reading and mathematics for students who will be enrolled in the JJAEP for at least 75 school days. (A) The pre-test must be administered within 15 days after the student's enrollment. (B) The post-test must be administered no sooner than 60 days after the student's enrollment.

POLICY

It is the policy of the El Paso County JJAEP to comply with [Texas Administrative Code, Chapter 348.208 \(a\) and \(d\)](#), to offer a High School Equivalency Program course. This program is designated to prepare eligible students to take and pass the high school equivalency exam, supporting their transition to further education, employment, or vocational training.

PROCEDURE

1. All high school equivalency candidates will be enrolled in a high school equivalency preparation program. Attendance requirements will be the same as for student pursuing a traditional high school diploma.
 - a. The assigned Juvenile Probation Officer may submit a recommendation for high school equivalency testing for any JJAEP students under the jurisdiction of El Paso County 65th District Court.
2. Priority will be given to JJAEP students aged 16 or older who have earned four (4) or fewer high school credits and express interest in pursuing the high school equivalency path.
3. Students 18 years or older may proceed to testing once they meet the required scores on pre-tests.
4. Parents or guardians will be responsible for covering the cost of the five required tests and transportation to the testing site unless other arrangements are made and agreed upon by the assigned Juvenile Probation Officer and/or JJAEP Administrator.
5. YISD currently offers GED support and testing through its Ysleta Community Adult Learning Center (YCLC) located at 121 Padres Drive, El Paso, Texas 79907. YISD does not administer the official GED exam on campus, but prepares students for it.
6. The high school equivalency curriculum shall address the elements required to pass the high school equivalency test, but program components may be integrated into the regular program curriculum.
7. Candidates who do not master the practice tests will be required to continue to attend instruction integrated into the regular program in order to improve their skill level. Candidates who participate in the high school equivalency preparation program may retest when the teacher/instructor determines the student is prepared. Written permission from the teacher/instructor is required for re-testing.
8. When the student has mastered all five core-tests or a designated core-test, the student will be sent to the El Paso Community College (EPCC) or the respective certified high school equivalency ISD testing site within El Paso County to take final high school equivalency exams.
9. Scores or certificates will be mailed two or three weeks after the last test is taken. Once the certificate is received, arrangements will be made for the student to exit the JJAEP. Notification by the ISD will be provided to the JJAEP.
10. Prior to taking the final high school equivalency test, the student will have to get a TX ID and pay a cost for the high school equivalency the testing. The JJAEP will have to keep up with any cost changes to advise the family when the time comes for high school equivalency testing.
11. Verification documents at the time of a TJJD monitoring visit will include:
 - a. High school equivalency file;
 - b. High school equivalency class work;

- c. High school equivalency curriculum.
- 12. Other areas of verification for high school equivalency completion:
 - a. High school equivalency examinations results;
 - b. Testing documentation, if applicable.

(e) Counseling. Counseling services (individual or group) must be available to all students in attendance at the JJAEP.

POLICY

El Paso County JJAEP is committed to ensuring that any demonstrated social service or counseling needs of students are promptly addressed through appropriate referrals to qualified service providers. Counseling services shall be available to all students in attendance at the JJAEP. These services may be provided through contracts with community-based service providers. All subcontracted providers must successfully undergo and pass an NCIC/TCIC background check and attend JJAEP New Orientation Training (ANE portion only) prior to service provision.

PROCEDURE

1. The assigned Juvenile Probation Officer, along with any assigned school-based caseworker or social worker (whether contracted or employed by YISD), will utilize interviews, screenings, and/or assessments to identify the student's and family's needs.
2. The JJAEP campus and assigned Juvenile Probation Officer will collaborate to ensure both academic and emotional needs of the student are identified and addressed appropriately.
3. If student is referred to the Juvenile Justice System, the assigned Juvenile Probation Officer will provide a Pre-Pact assessment and/or Full-Pact assessment (as appropriate based on case status within Juvenile Justice System) and provide referrals based on youth's identified criminogenic risk factors and other identified needs.
4. For adult JJAEP students not under formal supervision, a social service assessment may be conducted by the assigned JPO, JJAEP Administrator, or Court Representative. Collaboration with school-based staff or Adult Supervision Officers will be coordinated for service linkage.
5. Students requiring social services will be referred to the appropriate social service agencies by the supervising Probation Officer (adult or juvenile), JJAEP Administrator, school counselor, social worker, or Community in Schools (CIS) caseworker. Social services may include:
 - a. Academic tutoring.
 - b. Mentoring services.
 - c. After-school activities.
 - d. Drug, gang, and violence prevention activities/counseling.
 - e. Career assistance and exploration.
 - f. Work experience opportunities.
 - g. Enrichment activities and field trips (includes restorative discipline circles, as appropriate).
 - h. Peer pressure, self-esteem, anger management programs, and cognitive skills.
 - i. Referrals to health clinics.
 - j. Referrals to family counseling (mental health professionals).
 - k. Referrals to Multisystemic Therapy (MST)
6. The Juvenile or Adult Probation Officer will refer the family to their department's service providers or other appropriate community-based social service providers to address the youth's needs. Families with private insurance may attain services through their own providers.
7. Some JJAEP facilities may have nurses, counselors, and caseworkers available such as Communities in Schools (CIS) caseworkers, or school counselors that may assist in determining other needs; they are available to make referrals for other services that are not provided by the school with outside agencies such as medical, teen pregnancy services, or vocational agencies.
8. If counseling services are deemed necessary due to the student's risk factors and the student is under the jurisdiction of the El Paso County 65th District Court, these services must be reflected in the disposition documentation.

9. Any therapeutic or counseling services will be provided through a qualified and/or credentialed service provider or the family's health provider.

(f) Meals. (1) Written policies and procedures must require that each student in attendance at the JJAEP is provided a lunch meal on each school day. (2) A student may not be denied a lunch meal as a disciplinary measure.

POLICY

It is the policy of the El Paso County JJAEP to ensure that all students are provided with at least one (1) nutritious lunch meal during the course of the school day. Mealtimes shall be conducted in an orderly, quiet, and respectful environment. Meals shall never be used as a disciplinary tool or withheld for behavioral reasons.

PROCEDURE

1. The YISD shall provide lunch for each student assigned to the JJAEP in accordance with the JJAEP Interlocal Agreement.
2. Students must be properly monitored during meal hours by JJAEP operational staff.
3. Meals shall not be withheld, delayed, or disrupted as a form of discipline or sanction against a JJAEP student for their behavior.
4. Every student will be provided with a food tray regardless of their preference or willingness to consume the meal.

(g) Medical. (1) Authorization to Consent to Treatment. The JJAEP must have on file for each student: (A) an authorization to consent to medical treatment in accordance with Section 32.001, Family Code, signed by the student's parent, guardian, or custodian; or (B) documentation indicating the parent, guardian, or custodian has refused to sign. (2) Medication Administration. The JJAEP must have written policies and procedures governing the administration of medication to students. The policies and procedures must: (A) specify which personnel are authorized to dispense medication to students; (B) identify requirements for the storage, use, and distribution of all medication provided to students; (C) require the student's parent, guardian, or custodian to provide a written request for the administration of the medication; (D) specify that the JJAEP will not accept medication unless it is in the original, properly labeled container; and (E) require that distribution of all medication be documented, including the date/time administered, name of the person who administered, student's name, type of medication, and dosage.

POLICY

El Paso County JJAEP shall comply with TJJD standards, applicable school district policies, and provisions of the Texas Human Resources Code regarding medical procedures. While the JJAEP does not offer an intensive physical education program, it will adhere to all guidelines concerning student health, medication administration, and medical emergencies.

PROCEDURE

1. The JJAEP campus shall obtain a Medical Release Form signed by the student's parent, guardian, or custodian as part of the initial intake process.
2. During intake, the school nurse will conduct a medical intake to determine if the student has any special health needs or medical conditions that may require staff awareness or accommodations.
3. A Medical Consent Form must be completed and signed. If the parent/guardian refuses to sign, the refusal must be documented and maintained in the student's file.
4. Students with existing medical conditions must notify the school nurse or JJAEP Administration.
5. Students taking medication must have a written order or prescription from a licensed Texas Physician.
6. Only the nurse or parent/guardian are permitted to administer medication.
7. All medication must;
 - a. Be stored in a locked cabinet in the nurse's office.
 - b. Be in the original, properly labeled container.
 - c. Be logged in a medication administration log that is maintained by the school nurse.

8. If a student presents with a condition that may require further evaluation, the school nurse shall refer the family to an appropriate medical provider. Failure to follow the nurse's recommendations may result in a DFPS report.
9. For students with chronic or life-long conditions (e.g., diabetes, seizures), the nurse will ensure that appropriate measures and accommodations are in place to safeguard the student's health while attending the JJAEP.
10. If a student is diagnosed with a cardiac or respiratory condition, the nurse may require written medical clearance before allowing participation in any physical activity or community service projects that involve exertion.
11. In instances of medication error, including but not limited to, ingestion of incorrect medication or overdose of medication, or if a student alleges to have ingested incorrect or overdose of medication; the following procedures must be adhered to immediately:
 - a. Contact poison control at 1-800-222-1222.
 - b. Contact nurse.
 - c. If nurse is not on duty, contact EMS.
 - d. Student should be transported immediately to the hospital.
 - e. Parents/guardians, district officials, and JJAEP Administrator/JPD officials should be contacted immediately.
 - f. A TJJD incident report must be completed within 24 hours of incident (Serious Injury and/or Supervisory Neglect).
 - g. If the nurse has any medical records that could be beneficial to emergency personnel or doctors, copies should be provided to emergency personnel.

(h) Programs that Include Intensive Physical Activity. (1) Weather-Related Policies. A JJAEP that has an intensive physical activity component must develop written policies and procedures regarding extreme weather conditions. These policies and procedures must address the following: (A) gradual acclimatization to hot weather; (B) student clothing for various weather conditions; (C) specific criteria for temperature and humidity level and other weather conditions that indicate when outside activity is not allowed; and (D) the provision of a water break to students at least once every 30 minutes during the intensive physical activity period. (2) Pre-Participation Physical Evaluation. (A) A student may not participate in intensive physical activity unless the student has received a pre-participation physical evaluation performed by a Texas-licensed: (i) physician; (ii) physician assistant; (iii) advanced practice registered nurse; or (iv) doctor of chiropractic. (B) The pre-participation physical evaluation must have been completed within one calendar year prior to the student's participation in intensive physical activity. (C) The pre-participation physical evaluation must indicate whether or not the student has any temporary or permanent physical limitations or conditions that would limit or prohibit participation in intensive physical activity. (D) The JJAEP must adhere to the limitations or prohibitions noted in the pre-participation physical evaluation report.

POLICY

The El Paso County JJAEP provides physical education and activities to all enrolled students as part of the instructional program. However, it does not include an intensive physical activity component at any of its facilities. Therefore, students will not be required to undergo physical activity screenings as part of their participation in physical education activities.

§348.210 STUDENT ATTENDANCE ACCOUNTING

(a) Administrator's Responsibility. The JJAEP administrator must ensure that attendance records for all students enrolled in the JJAEP are accurately documented, maintained, and reported to TJJD. **(b) Aggregate Attendance Accounting.** (1) The expulsion category of each student enrolled must be recorded on the student attendance records. (2) A specific character on the student attendance record must be used to identify a student's status as present, absent, or inactive. **(c) Student Entry and Exit Accounting.** (1) The student's recorded entry date is the first day the student is physically present at the JJAEP. (2) A student's recorded withdrawal date is the first school day on which the student is no longer enrolled in the program. The withdrawal date cannot be a date on which the student was present. (3) The JJAEP must maintain daily student sign-in sheets that contain each student's printed name and signature. (4) The time of entry or exit must be noted on the student sign-in or sign-out sheet for a student who arrives late or leaves early on any school day. (5) During the regular school year, a student must be present for at least four hours of the school day for it to qualify as an attendance day. **(d) Inactive Status.** (1) A student must be placed on inactive status if he or she: (A) is in juvenile detention and is not permitted to attend the JJAEP; (B) is in jail; (C) is a documented runaway; (D) is absent for a minimum of four consecutive school days due to an illness or other medical reason documented by a licensed physician, physician assistant, or advanced practice registered nurse; or (E) is absent for a minimum of 10 consecutive school days, which may roll over to the start of the next semester attended by the student. (2) Inactive status begins on the date the event resulting in placement on inactive status begins, as noted on the verification documentation. The documentation must be maintained in the student's file. If verification documentation is not provided, inactive status may not begin until the 11th consecutive school day of absence. (3) A student who is maintained on inactive status for 30 consecutive school days must be withdrawn on the 31st day of inactive status. A student may not be maintained on inactive status for more than 30 consecutive school days, which may roll over to the start of the next semester attended by the student. **(e) Reporting Absences.** The JJAEP must have written policies and procedures that specify which staff member is responsible for reporting absences to the sending school district, which must occur at least once per week.

POLICY

It is the policy of the El Paso County JJAEP to ensure the accurate verification and reporting of student expulsion categories, attendance records, including total days present and absent, and inactive status in accordance with applicable TJJD requirements and the JJAEP Interlocal Agreement executed with participating school districts.

PROCEDURE

1. Each JJAEP student shall sign in at the exact time of arrival and sign out at the exact time of departure to ensure accuracy and minimize errors on the monthly activity report. Sign-in sheets shall be completed daily and must include the student's printed name and legible signature.
2. Students must remain in attendance within the JJAEP for a minimum of four (4) hours of the school day during the regular school year to be considered present for JJAEP standards and reimbursement. However, for purposes of improved academic outcomes, JJAEP students should remain in attendance for the entire instructional day.
3. For purposes of attendance accounting, a student officially begins JJAEP on the first day the student is physically present in JJAEP course instruction for a minimum of four (4) hours. This does not include the JJAEP intake process unless the intake is followed by course instruction totaling four (4) hours or more.
4. The school attendance clerk or registrar for the JJAEP campus shall provide all student attendance records by the third (3rd) calendar day of each month in accordance with the JJAEP Interlocal Agreement related to the MAR process.
 - a. The school attendance record (covering the entire month) and the monthly sign-in sheet for each student must be submitted together as part of the Monthly Activity Report (MAR).
 - b. The JJAEP campus attendance clerk or registrar is required to notify the assigned Probation Officer or JJAEP Administrator of any student prolonged absences. In accordance with the Texas Compulsory Attendance Law, the JJAEP will comply with all related truancy reporting requirements, including timely referrals to the appropriate entity.
5. Absences extending beyond ten (10) consecutive school days will be recorded as "Inactive days" and must be supported by documentation attached to the monthly attendance records. Acceptable documentation includes confirmation that the student was detained, incarcerated, had runaway/absconded status, or experienced a documented extended illness or medical condition certified by a licensed physician or physician's assistant.
6. If it is determined that the student will not return, or has not returned, within thirty (30) consecutive school days, the JJAEP shall officially withdraw the student from the program on the 31st day. A student shall not be maintained on "Inactive Status" for more than thirty (30) consecutive school days. In the event the JJAEP

campus implements online instruction as part of their COOP plan due to extenuating circumstances, a youth who is unable to locate or become inactive may not be withdrawn or removed from JJAEP.

7. The official withdrawal date shall reflect the first full school day student is no longer enrolled in the program. This date is not the last the student attended JJAEP courses but the next full day of non-attendance.
8. YISD shall complete, review, approve, and sign the JJAEP Monthly Activity Report (MAR) (**APPENDIX K- JJAEP MONTHLY ACTIVITY REPORT**) each month and submit it, along with all required supporting documentation, to the JJAEP Administrator by the third (3rd) calendar day of the month. If the third calendar day falls on a weekend or holiday, the submission shall be due the following business day. Late or repeated inaccurate submissions may be considered non-compliant.
9. The identified Campus Administrator shall review and approve the MAR prior to its submission to JPD as part of JJAEP accountability quality assurance efforts. This will also assist to minimize errors on the MAR report.
10. The JJAEP Administrator retains the authority to reconcile any discrepancies. Any discrepancies, errors, or lack of supporting documentation originating from YISD that cannot be reconciled will be considered non-compliance and noted as part of the Compliance Monitoring Report, Annual Management Review and/or Annual Performance Review.
11. Upon final internal approval, the JJAEP Administrator will forward the Monthly Activity Report, attendance voucher and all supporting documentation to TJJD by the 10th calendar day of each operating month.
12. Late submissions are non-compliance and will require the JJAEP Administrator to send an email to the TJJD Performance Accountability Specialists and copy the Chief Juvenile Probation Officer specifying the reasons for lateness and action plan to submit MAR documentation as soon as possible.
13. Reimbursement to districts is done on a quarterly basis, however, voucher is submitted to TJJD on a monthly basis.

§348.212 INTER-LOCAL COOPERATION

Inter-Local Cooperation. (a) Parent, Guardian, or Custodian. (1) Progress reports must be given to the student and the student's parent, guardian, or custodian a minimum of once every 120 school days. (2) Except in cases where a parent, guardian, or custodian withdraws a student, the JJAEP must notify the student's parent, guardian, or custodian in writing of the student's withdrawal from the JJAEP prior to the withdrawal date unless the date is not known prior to the withdrawal. The JJAEP must maintain this documentation. (b) School District. (1) Student Entry and Exit Transition Plans. (A) For each student, the JJAEP must coordinate with the sending school district to develop a written transition plan for entrance into the JJAEP. (B) For each student, the JJAEP must develop a written exit transition plan, provide the plan to the receiving school district, and maintain written verification that the plan was sent. The exit transition plan must include all information regarding courses in progress or completed, current grades for courses in progress, and number of attendance days and absent days. (C) The JJAEP must provide the student and the parent, guardian, or custodian with a copy of the exit transition plan. (2) Student Assessment. All students enrolled in the JJAEP must take the statewide assessment as required under [Section 39.023, Education Code](#). The JJAEP must have policies and procedures addressing: (A) the delivery of testing materials to and from the JJAEP if the assessment is administered on-site; and (B) the administration of the statewide assessment to the students.

POLICY

Each school district's expelling entity shall notify the student's parent, guardian, or custodian, the JJAEP campus, and the JJAEP Administrator of the student's enrollment into and exit from the JJAEP. Strong emphasis shall be placed on parental engagement through the JJAEP intake and exit transition meetings, during which a regular educational review will inform parents/guardians of the student's academic standing. While the student is enrolled in the JJAEP, each participating district shall also provide academic progress reports to parents/guardians at least once per semester or earlier, if requested by the El Paso County 65th District Court.

PROCEDURES

A. JJAEP PROGRAM REFERRAL AND ENTRY:

1. Pursuant to [Texas Education Code §37.0081](#), the authority to expel and place a student in an alternative school setting rests with the school district's Board of Trustees or its designee.
2. The designated Behavior Coordinator on each campus/district shall carry out the responsibilities outlined in Texas Education Code, Chapter 37 before placing a student in a JJAEP, including cases where a student already enrolled in JJAEP becomes subject to in-school (ISS) suspension or out-of-school suspension (OSS).
3. The expelling school district must conduct an expulsion hearing and forward the final expulsion containing all required data including the TSDS number, to the JJAEP Administrator no later than three (3) business days after the final appeal hearing is concluded and decision to expel is upheld. Failure to provide this documentation will result in the student remaining in the district's disciplinary alternative education program (DAEP).
4. Days served in DAEP while a student awaits JJAEP placement will count toward the student's JJAEP expulsion term. The JJAEP Administrator has the authority to change/update the JJAEP estimated exit date.
5. Placement documentation submitted to the JJAEP Administrator will be reviewed to verify that eligibility criteria are met under [Texas Education Code, Chapter 37.007](#) and the Interlocal Agreement. Documentation must demonstrate:
 - a. The student's alleged offenses must be one that qualifies as a mandatory expulsion offense under in [§37.007 \(a\), \(d\), and \(e\) of the Texas Education Code](#). **(SEE APPENDIX L-JJAEP OFFENSE CODES)**. The conduct does not have to occur occurred on school property or while attending a school-sponsored or school-related activity to warrant placement in JJAEP.
 - b. If the offense is drug or alcohol related and is punishable as a felony, it **does not** have to occur on school property 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, whether on or off school property.
 - c. Participating Districts shall adhere to the guidelines established under Texas Education Code 37.302-.303, 37.304, 37.305, 37.306, 37.309-.310, 37.311 with regard to students placed in a JJAEP due to an offense which requires them to register as a sex offender. Participating Districts must adhere to expulsion term established guidelines as delineated in this policy and reflected on the JJAEP Interlocal Agreement.
 - d. The expelling school district **MUST** file a formal offense report with the appropriate law enforcement agency describing the conduct that led to expulsion.
 - e. The law enforcement agency **MUST** make a formal referral of the offense to the juvenile court or, for adult students, to the appropriate adult criminal justice system
 - f. Students referred to JJAEP must be expelled for a minimum of seventy-five (75) school days. The maximum term may not exceed one hundred eighty (180) school days, except in firearm-related cases, where the term may be extended to a maximum of one (1) calendar year.
 - g. In cases where student enrollment at the JJAEP nears capacity:
 - (i) YISD is not required to serve more than thirty (30) students placed at JJAEP concurrently. However, should special circumstances arise in the event that JJAEP enrollment reaches 90% of capacity, or if a single Participating District accounts for more than 67% of enrolled students. YISD may limit individual student placements to a maximum of 100 school days, and the standard 75-day placement review may be scheduled earlier, subject to district agreement.
 - (ii) A waiting list shall be initiated once JJAEP enrollment reaches 90% capacity. During this time, Participating districts are responsible for placing expelled students in their own DAEP.
 - (iii) Students shall be accepted into JJAEP from the waiting list in the order received, provided the student has at least forty-five (45) school days remaining in their expulsion term.
 - (iv) Student expelled for violent conduct or firearm-related offenses will receive priority placement up to full capacity.
 - (v) In the event a student enrolled in the JJAEP commits a disciplinary infraction that violates the YISD or the JJAEP Student Code of Conduct, disciplinary action may be taken, including the

extension of the expulsion term and JJAEP placement, as outlined in the Student Code of Conduct.

- (vi) The JJAEP will not accept referrals within the last three (3) weeks of YISD's instructional school year. Referrals received during this period, will be denied, and the referring district will be responsible for placing the student in its own DAEP through the end of the school year.
- h. Pursuant to [Section 37.011\(k\)\(3\) of the Texas Education Code](#), a student may be placed in the JJAEP if the student engages in serious misbehavior as defined in [37.007\(c\), TEC](#). However, El Paso County and YISD shall only accept students expelled for mandatory offenses as outlined in **EXHIBIT A** of the JJAEP Interlocal Agreement between the Juvenile Probation Department and the ISD's operating and participating in JJAEP services.
- i. In order to be accepted for placement in JJAEP, a student must be aged ten (10) and over and in grade 6 or higher and be expelled. The Participating District will fully consider all mitigating factors, exhaust all appeals and alternative DAEP placement before determination is made to place the student in JJAEP.
- (i) The Participating District is aware and agrees that such student shall be placed and will receive educational services with middle school students at Cesar Chavez Academy Middle School.
- (ii) Placement in JJAEP will not exceed twenty (20) school days, and enrollment of the elementary school student will not require YISD to add or reassign staff to meet teacher to student ratios on secondary levels.
- (iii) Participating districts acknowledge and accept that El Paso JJAEP may, but is not required to separate middle school students from high school students in accordance with the Interlocal Agreement.
6. Within three (3) business days of an expulsion hearing held under [§37.009 of the Texas Education Code](#), each Participating District must provide the El Paso County Juvenile Probation Department with a copy of the expulsion order, along with all required information under [§52.041 of the Texas Family Code](#). Failure to do so will result in the student remaining in the district's DAEP until proper notice is submitted.
7. The expulsion notice must also be provided to the parent/guardian, JJAEP Campus, and JJAEP Administrator, and must include:
- a. Student's full name and Date of birth.
- b. Mandatory offense and corresponding offense code.
- c. Expulsion term details:
- (i) Expulsion date
- (ii) Expulsion term expiration date
- (iii) Identified review date
- d. Texas Student Data System (TSDS) number.
- e. PIEMS number.
- f. Law Enforcement Agency (LEA) incident report number.
- g. If student is classified as special education and/or 504. Special education and 504 documents must be provided to the JJAEP Administrator alongside the expulsion notice package.
8. If the student receives special education services, the Participating District must provide a copy of the most recent and complete Admission, Review, and Dismissal (ARD) documentation, including the manifestation determination, current IEP, and eligibility assessment.
9. Each Participating District must provide a copy of the law enforcement report or "Notice of Delinquency" corresponding to the expellable offense at the time of expulsion letter submission.
10. For adult students with pending charges in the adult criminal justice system, the JJAEP Administrator may accept offense records obtained from On-Call Records (WebRMS) or Odyssey if verified to meet mandatory expulsion criteria and supported by probable cause.
11. Upon receipt of all required documentation, the JJAEP Administrator will issue a "REFERRAL ACCEPTANCE FOR JJAEP PLACEMENT" within three (3) business days to the referring school and campus administrator. (SEE

- APPENDIX M – JJAEP ACCEPTANCE FORM).** While the student may be accepted for placement, official enrollment in the JJAEP does not occur until the student’s first day of attendance.
12. If the offense or documentation fails to meet eligibility standards, the JJAEP Administrator will issue a “REFERRAL DENIAL” form to the referring school. **(SEE APPENDIX M-1 – JJAEP DENIAL FORM)**
 13. If a student fails to enroll in the JJAEP within ten (10) school days of the JJAEP acceptance (in which no appeal is pending), the placement will be rescinded.
 14. To ensure a smooth transition and compliance with [Texas Administrative Code 348.212](#), the sending campus must immediately provide a written transition plan, including transcripts, all required school and discipline records, and LEP or SPED documentation, to the JJAEP Campus.
 15. Upon issuing the JJAEP Acceptance Form, the JJAEP Administrator will also submit a JJAEP Request for School Records. The expelling district shall provide all necessary records within three (3) business days of the acceptance determination.
 16. School records must include:
 - a. The withdrawal form from the home school.
 - b. Complete transcripts and grades.
 - c. CUM file.
 - d. Special Education Records, if applicable to include ARD documentation such as the Manifest documentation and IEP upon exit.
 - e. Notification of Expulsion.
 - f. Immunization records.
 - g. Final credits earned.
 - h. State assessment results (SEE EXIT DATA REPORTING)
 17. The JJAEP Campus will schedule a JJAEP Intake appointment with the student and parent/guardian within seven (7) to ten (10) school days of JJAEP acceptance. If this timeline cannot be met, the JJAEP campus must communicate reasoning to JJAEP Administrator.
 18. Although a student may be accepted into JJAEP, enrollment in the JJAEP may be delayed due to capacity limits or other special circumstances.
 19. During the JJAEP intake, the student and their parent/guardian will receive a copy of the JJAEP Student Code of Conduct (SCC) and sign the **JJAEP STUDENT CODE OF CONDUCT ACKNOWLEDGMENT STATEMENT (APPENDIX N)** along with other JJAEP intake documents to include the **Abuse, Neglect and Exploitation Form (SEE APPENDIX S)**. An emphasis will be placed on the JJAEP’s policy regarding a zero-tolerance for sexual abuse, prevention of Abuse, Neglect or Exploitation and compliance with the Prison Rape and Elimination Act (PREA) for all juvenile justice programs, to include JJAEP.
 20. At the start of each school year, or as deemed appropriate, Participating Districts will conduct placement reviews for those expulsions carried over from the prior school year and who have reached or exceeded their 75th day placement day in JJAEP.
 21. If a student is accepted into the JJAEP but not enrolled due to voluntarily withdrawal by the parent/guardian, the student will remain eligible for JJAEP placement if re-enrolled in a participating district. However, the referring district must hold a new expulsion hearing and issue an updated expulsion term along with the required expulsion package.

B. PROGRESS REPORTS

1. Progress reports for students enrolled in the JJAEP shall be provided to the parent, guardian, or custodian and the JJAEP Administrator or assigned supervision officer at a minimum of once every 120 days or more frequently upon request by the JJAEP Administrator or the 65th District Court.

2. The JJAEP Campus shall regularly review the student's progress towards meeting adequate academic standards. The JJAEP Exit Transition Meeting shall be held prior to the student's return to the home campus to:
 - a. Review the student's academic and behavioral progress.
 - b. Discuss achievements and obstacles during JJAEP placement.
 - c. Develop a graduation or educational transition plan.
 - d. Identify necessary supports to help the student remain successful post-placement.

C. JJAEP EXIT CRITERIA

1. A student shall exit the JJAEP under the following conditions:
 - a. Upon completion of the expulsion term as stated in the student's official expulsion letter.
 - b. Upon completion of court-ordered or deferred supervision, or
 - c. At the discretion of the expelling school district, provided the district notifies the JJAEP Administrator in writing of its decision to end the placement. It is strongly recommended that districts expel students for a minimum of seventy-five (75) school days, which allows sufficient time for the student to demonstrate academic and behavioral progress and to complete the IOWA standardized post-test.
2. All Participating Districts provide an appeal process for expulsion decision. A school district retains the authority to make an administrative decision to remove a student from the JJAEP and either return the student to their home school or place them in the district's Disciplinary Alternative Education Program (DAEP). Written notification must be submitted to the JJAEP Administrator by the school district or its designee. This notification shall be documented in the student's JJAEP electronic file.
3. If an expulsion decision is overturned, the Participating District must notify the JJAEP Administrator on the same business day the decision is made.
4. Students who have been enrolled in the JJAEP for at least sixty (60) school days shall be administered the IOWA Post-Test prior to their projected exit date.
5. Assigned Juvenile Probation Officers must inform the JJAEP Administrator at least thirty (30) calendar days in advance if early termination of court supervision or deferred prosecution is being recommended. This advance notice is necessary to ensure that the student can be post-tested prior to exit from the program and reimbursement purposes. Failure to notify may result in missed testing if the student exits the program due to supervision ending.
6. When a student completes a legal supervision status (e.g., Deferred Prosecution (DP), Court Ordered Probation, Adult Community Supervision), or receives a Motion to Terminate, Review Hearing Order, or Letter of Closure/Completion, the JJAEP Administrator or designee shall promptly inform the JJAEP Campus and the student's home district of the change in legal status.
 - a. Following receipt of a legal status change, the school district shall determine whether to transfer the student to their Disciplinary Alternative Education Program (DAEP) or re-enroll the student at the home campus. turn the student to their home school.
7. If the student court disposition results in dismissal, not guilty, or prosecutorial decline the district must receive supporting documentation. Upon receipt, the districts shall determine disciplinary action.
8. The JJAEP Campus shall submit a Withdrawal Form or Universal Lever Form to the JJAEP Administrator within five (5) school days of exit from the program.
9. The JJAEP withdrawal packet will assure that that the home school receives all the necessary information needed for the student's continued success. **(APPENDIX O – EXIT DATA REPORTING FORM)**
10. Students exiting the JJAEP during the summer due to completion of supervision will be counted toward the prior school year's enrollment data. The cut-off date for summer exit reporting is the day before the start of the new school year.

D. EXIT TRANSITION MEETINGS

1. Upon receiving notice from the JJAEP Administrator that a student is exiting due to completion of the JJAEP term of termination of supervision, the JJAEP Campus Administrator will coordinate an Exit Transition Meeting with the student's home school.
2. The purpose of this meeting is to fulfill requirements under [Texas Administrative Code §348.212](#) and develop a plan that promotes academic success, social reintegration, and continued progress upon the student's return to their home campus.
3. Participants invited to the Exit Transition Meeting include:
 - a. JJAEP Campus Administrator.
 - b. JJAEP Campus Counselor.
 - c. Communities in Schools Coordinator (CIS)
 - d. JJAEP Campus Teachers or SPED Teacher (if applicable).
 - e. Home Campus Administrator
 - f. Home Campus Counselor
 - g. Assigned Juvenile Probation Officer or JPD Representative
 - h. Student and Parent/Guardian.
4. The meeting will include a review of the student's JJAEP placement, progress, and accomplishments, and will establish a graduation or educational transition plan. The following information shall be reviewed during the JJAEP Exit Transition Meeting:
 - a. Courses attended during JJAEP placement.
 - b. Credits earned and credits pending.
 - c. Disciplinary and behavioral progress.
 - d. Attendance record.
 - e. IOWA assessment pre and post test scores, if available.
 - f. STAAR or TAKS assessment scores.
 - g. Transcript and grades in progress.
 - h. Academic accomplishments and personal improvements.
5. At the time of official exit, the parent or guardian will receive a withdrawal packet from the JJAEP campus. This package includes, grades, credit earned, attendance records, and withdrawal forms.
6. The JJAEP will forward the student's official transcript to their home school campus for placement and reintegration purposes.
7. The JJAEP Registrar shall ensure that all grades and course credit earned are transferred to the sending school district at the time of reentry.
8. For graduating students, a transcript must be provided indicating that the student is being recommended for graduation.
9. If the student's court disposition or legal status changes such as charges (e.g., case downgraded, dismissed, reduced to a misdemeanor, or no disposition), it is the responsibility of the student's school district to determine whether the student will return to their home campus or be placed into the district's DAEP.
10. An Exit Transition Meeting should be conducted prior to a student's release from the JJAEP whenever practicable. However, an Exit Transition Meeting may not be required when a student's charges are declined, dismissed, or otherwise resolved, or when the student's supervision is terminated without timely notification being provided to the JJAEP Administrator.

E. STATEWIDE ASSESSMENT

1. It is the policy of the El Paso County JJAEP that all enrolled students shall participate in the State of Texas Assessment of Academic Readiness (STAAR) and the End-of-Course (EOC) exams in accordance with TEA guidelines and grade level.
2. Students enrolled in JJAEP will take the STARR assessment at their assigned grade level.
3. All testing personnel shall be trained in accordance with TEA guidelines through a pre-scheduled staff development session prior to test administration. 219

4. Each JJAEP campus shall appoint a designated testing coordinator (typically the school counselor) responsible for:
 - a. Maintaining test security,
 - b. Ensuring proper administration of assessments, and
 - c. Safeguarding the confidentiality of the testing materials.
5. Designated teachers may assist the principal or testing coordinator with verifying student grades, securing test materials, and administering the tests in full compliance with TEA requirements.
6. All state assessments scores shall be reported to the student's home school district as part of the JJAEP exit process.
7. Assessment scores will be retrieved by personnel with authorized access to TEA testing portal. These scores are required for inclusion in the TJJD Annual Performance Evaluation. **(SEE APPENDIX O – EXIT DATA REPORTING FORM)**
8. Students in JJAEP student who do not meet passing standards on STAAR (grades 3-8 or EOC) must receive accelerated instruction, which may include:
 - a. Instruction from a recognized, exemplary, or master-certified teacher, or
 - b. Supplement tutoring delivered before or after school, or embedded into the student's regular instructional schedule

(c) Juvenile Probation Departments. (1) The JJAEP and the local juvenile probation department must jointly coordinate the provision of needed social services for the students enrolled in the JJAEP. (2) Local juvenile probation departments must provide to the JJAEP information regarding the probation status of each student and the name of the student's juvenile probation officer. (3) The JJAEP must provide the local juvenile probation department with monthly attendance records of juvenile probationers enrolled in the JJAEP.

POLICY

The El Paso County Juvenile Probation Department shall collaborate with the JJAEP to ensure students have access to appropriate social services and support. JPD and the JJAEP Campus will coordinate and exchange necessary information regarding a student's probation status. In turn, the JJAEP Campus shall provide the JJAEP Administrator with monthly reports documenting each student's attendance, academic progress, and discipline records.

PROCEDURE

4. Within five (5) business days of a student's acceptance into the JJAEP, the JJAEP Administrator shall issue a JJAEP Collaboration and Status Notice to the JJAEP Campus and the assigned Juvenile Probation Officer. This notice shall include:
 - a. Student's JJAEP start and projected end date.
 - b. Eligible offense resulting in JJAEP placement.
 - c. Student's current court or supervision status.
 - d. Upcoming court dates, if disposition is still pending.
 - e. School record request and JJAEP Exit Transition Meeting information.
 - f. Name and contact information for the assigned Juvenile Probation Officer (if applicable).
 - g. Notification to the Juvenile Probation Manager and Director to ensure continuity of supervision and support.
 - h. Updates regarding any changes in court disposition or assigned probation officer.
 - i. Clarification on placement status if the academic year is concluding.
5. The JJAEP campus liaison shall provide the following documentation to the JJAEP Administrator or designee on a monthly basis. These records are critical for monitoring student progress and fulfilling court or supervision requirements:
 - a. Monthly Activity Report (MAR).
 - b. Student Roster/Spreadsheet - Identifies current enrollments and exit dates, submitted with MAR

- c. Attendance Records - Especially for students on court-ordered probation, as probation officers may need to request these for reporting or court hearings
- d. Grades in Progress and Discipline Referrals - Required for all significant behavioral incidents in violation of the JJAEP Student Code of Conduct. All disciplinary referrals, including minor infractions, should be included for comprehensive court documentation

§348.214 PHYSICAL PLANT

Physical Plant. (a) The JJAEP must conform to all applicable federal, state, and local ordinances and codes. Each JJAEP must have on file the most recent inspections (i.e., health and fire) conducted by the local governmental authority having jurisdiction. (b) The number of occupants in the JJAEP may not exceed the rated capacity as determined by the appropriate fire authority. The JJAEP must maintain documentation from the appropriate fire authority for the rated capacity of each classroom and for the entire building. (c) The classroom space and common areas must be adequate to meet the programmatic requirements for each student enrolled and in attendance in the JJAEP, including sufficient seating and desks or tables. (d) All fixtures, including any emergency lighting, must be in working order. (e) Repairs must be made promptly to all furniture, equipment, and fixtures currently in use that are not in safe working order.

POLICY

El Paso County JJAEP shall comply with all applicable federal, state, local building codes, ordinances, and regulations, as well as TJJD standards regarding physical plant operations and safety. To ensure compliance, the PHYSICAL PLANT COMPLIANCE MONITORING ASSESSMENT shall be utilized annually. This review will evaluate the status of health and fire inspections, occupancy signage in classrooms and common areas, and the adequacy of classroom spaces, fixtures, and common areas to meet the programmatic needs. **(SEE APPENDIX E AND E1 – PHYSICAL PLANT COMPLIANCE MONITORING ASSESSMENT).**

PROCEDURE

1. All emergency exits within each of the JJAEP buildings must be:
 - a. Properly located and accessible.
 - b. Clear from obstruction
 - c. Permanently marked and visible for evacuation during fire or other emergencies.
2. Places of assembly must have a minimum of two (2) operational exit options.
3. Occupancy limits for all facilities must be posted and established in accordance with guidance from the local Fire Marshal. These include:
 - a. Rated capacity for each classroom.
 - b. Rated capacity of the cafeteria (with or without tables).
 - c. Rated capacity of the gymnasium area (if applicable).
 - d. Overall facility capacity as determined by the local Fire Marshal.
4. The JJAEP Campus shall ensure that the JJAEP facility maintains:
 - a. Comprehensive property insurance.
 - b. General liability insurance.
 - c. Workers' compensation insurance, in accordance with applicable laws. A copy of the insurance policy may be obtained through the school district's central office.
5. Interior finish materials and furnishings in classrooms, exit areas, and public assembly areas must meet the National Fire Safety Codes (NFPA) standards and applicable codes.
6. The JJAEP Campus must maintain separate and secure space for all mechanical equipment, including HVAC, electrical systems, and other infrastructure.
7. The JJAEP Campus shall implement effective safety and security measures to:
 - a. Ensure the protection of students and staff.
 - b. Restrict access to unauthorized individuals or the general public. All visitors must check in with the campus front desk upon arrival and obtain appropriate authorization prior to entering the campus.

8. The JJAEP Campus must comply with all applicable federal, state, and local building codes. A valid "Certificate of Occupancy" issued by the City of El Paso must be maintained on site and available for all inspections.
9. To determine compliance with this standard, the following will be reviewed:
 - a. Fire Inspection Report – Must be posted in a visible area within the facility.
 - b. Health Inspection Report – If applicable, must be posted in the kitchen or food service area.
 - c. Food Handler Certifications – If applicable, must be posted in the kitchen or food service area.
10. The **JJAEP COMPLIANCE MONITORING ASSESSMENT-PHYSICAL PLANT** shall be conducted annually by JPD/JJAEP Administrator. Additional assessment may be conducted if repeated non-compliance is identified.
 - a. JJAEP Campus Administrators will be notified of discrepancies and provide two (2) weeks to correct the deficiencies per [Texas Administrative Code §348.214](#).
 - b. The Physical Plant Compliance Monitoring Assessment will be reviewed by the Director of Intake Services for approval and guidance on actions to be taken on any incidents of non-compliance found within any of the JJAEP facilities.
 - c. Compliance monitoring reports will also be forwarded to the Juvenile Chief Probation Officer for review. CJPO has the authority to communicate compliance, and non-compliance matters directly to district superintendents, school administrators, and other district officials overseeing alternative schools including JJAEP.

§348.216 SAFETY, SECURITY, AND EMERGENCY RESPONSE

(a) Security Plan. The JJAEP must have a written plan that addresses security: (1) within the JJAEP building(s); (2) on the JJAEP campus; (3) at JJAEP-sponsored events that take place off campus property; and (4) during transportation of JJAEP students; if applicable. **(b) Transportation** The JJAEP must have written policies and procedures that govern the use of motor vehicles to transport students enrolled in the JJAEP. The policies and procedures must address the following: (1) authorized methods of transportation; (2) security and supervision requirements; (3) authorized transport personnel; (4) procedures for responding to emergencies while transporting students; (5) a requirement to possess appropriate auto liability insurance when transporting students in personal vehicles, if allowed; and (6) circumstances under which a student is allowed to drive a personal vehicle to the JJAEP campus. **(c) Emergency Situations.** The JJAEP must have written policies and procedures regarding emergency situations. The policies and procedures must address the following: (1) emergency evacuation plans; (2) assignment of staff responsibilities; (3) notification of emergency services; and (4) procedures for specific emergency situations, including: (A) fire; (B) bomb threat; (C) hazardous weather conditions; (D) active shooter event; and (E) riot. **(d) Medical Emergencies.** The JJAEP must have written policies and procedures addressing medical emergencies. The policies and procedures must address the following: (1) obtaining medical assistance; (2) when emergency medical services must be called; (3) notification to appropriate staff and to the parent, guardian, or custodian of the student involved; and (4) documentation of the incident.

POLICY

The El Paso County JJAEP shall maintain a comprehensive security plan that ensures students and staff remain safely contained within the facility, prevents unauthorized access by the general public, and facilitates efficient communication and coordination among staff. The JJAEP Campus shall designate the front desk as the control area, which must be staffed during regular operational hours. Additionally, a written security plan shall be maintained for school-sponsored events held off campus and for transportation of JJAEP students.

CRISIS RESPONSE PROCEDURES

In the event of a crisis:

1. The first responder or designated person shall notify the front desk/control area.
2. Alarm systems may be activated to initiate lockdown or evacuation protocols.
3. Support staff using radios and security personnel will announce the designated emergency code (e.g., Code Red).
4. The JJAEP Campus Administrators and designated response team will report directly to the crisis location.
5. Fire drills shall be conducted at least twice (2) per academic year to evaluate response readiness. A fire drill code report and log must be completed by the JJAEP Campus Administrator or designee and submitted for review.

FRONT DESK/CONTROL AREA OPERATIONS:

1. Must be staffed by at least **one (1) staff member** during regular business hours.
2. JJAEP Campus Administrators will rotate monitoring duties if support staff are unavailable.
3. Phones at the control area are for official use only. Personal calls must be minimized to preserve campus security.

VISITOR CONTROL/GENERAL PUBLIC:

1. Visitors must report to the front desk, sign in, and declare the purpose of their visit.
2. No visitor shall pass the control area without prior authorization or clearance.
3. The public is prohibited from entering the main corridor, interior spaces, and classrooms without clearance.
4. Suspicious activity or unauthorized persons on campus grounds must be reported immediately to campus security including EPPD and the JJAEP Campus Administrators.

SCHOOL-SPONSORED EVENTS (OFF CAMPUS):

1. While off-campus school-sponsored events involving JJAEP students are rare, appropriate procedures and safeguards are in place to ensure student safety and compliance with all applicable standards in the event such activities occur.
2. JJAEP students must be supervised by an adequate number of authorized staff at all times.
3. Headcounts shall be conducted periodically throughout the event to ensure all students are accounted for.
4. Any staff member transporting students in a personal vehicle must have current liability insurance on file and maintain appropriate documentation.
5. A signed parental authorization form must be obtained prior to a student's participation in any off-campus activity.
6. In the event of a serious incident occurring during an outing, staff shall follow the same emergency procedures that apply on campus. Emergency services, JJAEP Campus Administrator, JJAEP Administrator, and TJJD shall be notified. A TJJD Incident Report must be submitted within 24 hours for any serious incidents or ANE allegations.

SCHOOL BUS TRANSPORTATION

The transportation of students attending the JJAEP is the sole responsibility of the student's sending school district. Neither the JJAEP, nor the Educational Fiscal Agent is responsible for arranging or providing transportation, including for students with disabilities who require transportation as a related service under federal or state law. Prior to placing an expelled student at the JJAEP, the Participating District shall access the student's access to transportation and must establish a documented transportation plan. If transportation challenges arise after placement, an emergency meeting with all involved parties, including the student's parents or guardians, shall be held. Should transportation become an ongoing barrier to regular attendance, the student may be exited from the JJAEP and return to the sending school district.

The Sending District's transportation plan must align with the YISD board-approved calendar, including all designated professional development days, early release days, holiday closures, inclement weather, intersession, Spring Break, and the beginning and end of the instructional year. Any conflicts between calendars must be addressed and resolved by the sending district through appropriate modifications to their transportation plans.

When transportation is provided by the Participating District, parents or another designated responsible adult is encouraged, whenever possible, to supervise their child at the bus stop, particularly during pick-up and drop-off times. However, it is recognized that many parents may have work or other obligations that prevent them from being physically present. In situations where, Participating District does not provide transportation, it becomes the responsibility of the parent or guardian to arrange reliable transportation to and from the JJAEP. Regardless of the method of transportation, students are expected to arrive at school on time each day. JJAEP personnel who are

authorized to transport JJAEP students in personal or district vehicles must possess a valid driver's license and maintain current proof of adequate auto liability insurance.

PROCEDURE

1. Before placing an expelled student at the JJAEP, the Participating District shall assess the student's access to transportation and develop a transportation plan to ensure consistent attendance.
2. If transportation challenges arise after placement, an emergency meeting with all involved parties, including the student's parent or guardian shall be held to identify a resolution.
3. Should transportation continue to be a barrier to consistent attendance despite efforts to address the issue, the student may be exited from the JJAEP and returned to the sending school district.
4. Participating Districts must align their transportation plans with the YISD board-approved calendar, including professional development days, early release days, holiday closures, inclement weather, intersession, Spring Break, and the beginning and end of the instructional year
5. Any serious incidents or negative behaviors involving a JJAEP student during transportation must be reported to the JJAEP Campus Administrator and the JJAEP Administrator.
6. Bus drivers shall follow their own district's policies and procedures for student transportation, vehicle safety, and maintenance.
7. Student misconduct on a school bus that poses a risk to others must be documented in an incident report. The report shall be submitted to the JJAEP Campus Administrator and forwarded to the JJAEP Administrator. Appropriate administrative or legal action may be taken based on the severity of the behavior.
8. A copy of all incident report will be forwarded to the JJAEP Administrator and maintained in the student's JJAEP/JPD case.
9. Emergencies occurring while transporting students must be handled appropriately and in accordance with established protocols, including notification of emergency responders (police, EMS) school administrators, parents/guardians, TJJD (if applicable), and the JJAEP Administrator.

EMERGENCY SITUATIONS

The El Paso County JJAEP shall maintain written policies and procedures regarding emergency situations, including protocols for evacuation, staff responsibilities, and emergency service notifications. Emergency procedures shall include, but are not limited to:

- A. Fire
- B. Bomb Threats
- C. Hazardous Weather Conditions;
- D. Active Shooter Event
- E. Riots
- F. Medical Emergencies

PROCEDURE

A. FIRE

1. The JJAEP shall implement fire prevention practices that prioritize the safety of staff, students, and visitors.
2. The El Paso Fire Department will respond to all fire-related emergencies.
3. The El Paso Fire Department shall inspect the JJAEP Campus fire safety plan annually, ensuring the proper placement of fire extinguishers, first-aid kits, and emergency exits.
 - a. Fire extinguishers will be inspected, tagged, and certified annually by an independent and authorized agent.
 - b. Any extinguishers used must be recharged and returned to full readiness as soon as possible.
4. The JJAEP Campus Administrator shall ensure that all staff receive training in the use of fire safety equipment and emergency procedures

Combustible Refuse:

All combustible refuse (e.g., rags used with flammable liquids) shall be disposed of immediately in exterior metal dumpsters. At no times will combustible materials such as this be kept or stored within the JJAEP campus facilities.

Fire Drill Procedures:

Fire drills must be conducted at least twice (2) per year, though individual school districts may require more frequent drills.

1. The JJAEP School Administrator or designee shall schedule and supervise the drills. Prior notification to students is discouraged to maintain realistic response times.
2. The alarm system will be activated by designated security personnel.
3. Students and staff will evacuate to the designated safe zone (staff parking lot).
4. A headcount will confirm all students are accounted for.
5. Once all staff and students are accounted for, and the "all clear" on the drill is issued, all persons shall return to the regularly assigned areas.
6. Fire drills will be timed, documented, and reviewed for effectiveness.
7. The JJAEP Campus Administrator or designee shall make entries of all fire drills conducted into a reporting form/log.
8. Records of all drills will be maintained and provided to the JJAEP Administrator.

Evacuation Plan:

JJAEP shall maintain and post emergency evacuation maps throughout the facility. The JJAEP Campus Administrator shall:

1. Ensure staff are trained on primary and secondary evacuation routes.
2. Maintain documentation logs of drills.
3. Review and update emergency plans accordingly.

Fire Prevention Practices:

Staff must regularly check for fire hazards, including:

1. Proper storage of combustible material.
2. Improper electrical wiring or overloaded outlets.
3. Expired extinguishers.
4. Cluttered storage or improper waste handling.
5. Use of fire-retardant furnishings where feasible.

Fire Response Procedures

Any staff member who first detects smoke or signs of a fire shall:

1. Attempt to extinguish the fire only if is small and controllable. However, the primary function of fire extinguishers is to assist evacuation, not to engage large or spreading fires.
2. Immediately notify the JJAEP Campus Administrator of the incident and request servicing and replacement of the used extinguisher.
3. Use the fire extinguisher following the "PASS" method:
 - P - Pull the pin.
 - A - Aim at the base of the fire.
 - S - Squeeze the handle.
 - S - Sweep from side to side.

Fire Plan Review

The JJAEP Campus Administrator shall review the fire and emergency plan with JJAEP staff annually and update the plan as necessary to remain in compliance with safety codes and best practices.

Fire Investigations

All reported fires, regardless of severity, must be investigated by the JJAEP Campus Administrator or by a qualified person designated to determine cause and appropriate follow-up actions.

Emergency Services and Firefighting Support

In the event of a fire emergency, 911 must be called immediately. The staff member making the call shall provide clear, complete information regarding the nature and location of the emergency.

Emergency Lighting

The JJAEP Campus shall maintain functional emergency lighting to ensure adequate illumination to exit areas during a power outage or emergency situation.

Fire Hydrants

Fire hydrants located on or near the JJAEP campus shall be:

1. Properly maintained in accordance with city codes.
2. Clearly identified for emergency use.
3. Included in staff and student orientation on safety equipment.

Fire/Smoke Detection System:

The JJAEP Campus shall be equipped with a comprehensive fire/smoke detection system, including:

1. Emergency pull stations.
2. Smoke detectors.
3. Fire extinguishers.
4. Audio/visual alarm indicators.

Emergency Pull Stations

Emergency pull stations may be utilized by staff when smoke or fire is detected prior to automatic system activation, or when immediate evacuation is warranted.

1. To activate: pull down on the handle to initiate the alarm.
2. Pull stations shall be tested annually for proper function.
3. Immediately report situation to the JJAEP Campus Administrator.

Trash Receptacles

To minimize fire hazards, all trash receptacles on campus must be:

1. Fireproof.
2. Readily accessible.
3. Emptied and cleaned daily.
4. In proper working conditions

Emergency Plans and Evacuation Maps

A copy of the facility's emergency floor plan and evacuation routes shall be posted in clearly visible locations throughout the JJAEP campus. Staff are expected to be familiar with evacuation procedures as part of regular training and orientation.

First Aid Equipment

JJAEP staff shall have access to emergency First Aid kits located throughout the facility. All JJAEP employees shall also receive periodic First Aid training as part of their ongoing professional development and compliance with JJAEP standards.

B. BOMB THREAT

Written Threats:

1. Preserve all written materials, including any envelopes, notes, or container.
2. Minimize handling to avoid disturbing possible fingerprints or evidence.
3. Immediately contact local law enforcement to assess the threat and intervene as needed.
4. After police are notified, contact the JJAEP School Administrator or designee and provide a full status update. All materials must be turned over to police upon their arrival at the scene.
5. Follow the district's policies and procedures in handling such threats.

Telephone Bomb Threat:

1. The staff member receiving a bomb threat call should refer to the Bomb Threat Checklist and attempt to gather the following details:
 - a. Exact wording of the caller.
 - b. Time the call began and ended.
 - c. Description of the caller's voice.
 - d. Key questions to ask, such as:
 - Where is the bomb located?
 - When will it go off?
 - What does it look like?
 - What kind of bomb it is?
 - What will make it explode?
 - Did you place the bomb?
 - Why?
 - What is your name?
2. Remain calm and courteous. DO NOT hang up, keep the caller on the line for as long as possible.
3. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify law enforcement.
4. If the phone has a display, copy the number on the display.
5. Report the call to the JJAEP Campus Administrator immediately when call is terminated.
6. Initiate evacuation by moving students and staff to a designated safe distance from the building.
7. Law Enforcement or proper emergency response authorities upon deciding that a search is warranted will conduct search of the premises.
8. If the facility is evacuated, only emergency personnel shall remain on-site. Reentry may occur only with approval from law enforcement or the Fire Marshal. The School Administrator and designated staff will coordinate the evacuation and reentry process.
9. Student's parents/guardians shall be contacted and advised on the status and condition of their child within four (4) hours of the "all clear" given by law enforcement via telephone.

C. HAZARDOUS CONDITIONS

In the event of a **SEVERE STORM ALERT**: Students, staff, and visitors shall be relocated to a designated interior safety zone, such as hallway or shelter areas. In case of a power outage, emergency lighting and backup systems will automatically through the facility's emergency power generator, ensuring continued operation of critical systems and safe evacuation if needed.

D. ACTIVE SHOOTER EVENTS

The JJAEP Campus shall maintain a clearly defined, accessible policy for responding to active shooter incidents. These procedures must be readily available to staff and regularly reviewed.

1. Drill shall be conducted in accordance with district policy, state law, and TEA requirements to ensure that students and staff are prepared to respond effectively.
2. At El Paso County JJAEP, active shooter response drills are referred to as lockdown drills and follow established campus procedures for securing students and staff in place.
3. Typically, a minimum of one (1) armed law enforcement officer is on duty at the JJAEP Campus during regular hours to support safety and emergency response.

E. RIOTS

1. In the event of a riot, fight, or hostage situation, on-campus police officers shall be notified immediately. The El Paso Police Department will assume command of the situation and will instruct JJAEP Campus Administrators of necessary actions.
2. Students not involved in the incident will be moved to a safe place where they can be supervised and accounted for.
3. Once the disturbance is under control a headcount of students will be made to assure that the facility is secure, that no one has escaped, or may be hiding.
4. Police will detain students participating in the event for further investigation.
5. Appropriate action, including detention or release, will be determined by law enforcement based on the outcome of the investigation
6. JJAEP Campus Administrators shall immediately report the incident to the JJAEP Administrator and submit a written incident report.
7. A copy of the incident report will be placed in the student's case.

F. MEDICAL EMERGENCIES

To ensure the safety and well-being of all JJAEP students, any medical emergencies involving illness or injury must be addressed immediately. The JJAEP Nurse or designated staff member shall contact 911 without delay in the event of a serious medical incident.

DEFINITION:

Emergency Care: An emergency refers to any serious illness, injury, or situation, which may require surgery and may or may not be life threatening. The following guidelines will be followed in an emergency health related situation that may present itself as a life-threatening situation:

1. The first staff member on the scene shall begin administering first aid. A second staff member shall contact 911, notify the JJAEP Campus Administrators, alert campus police, and call the student's parents/guardians.
2. If the incident is life-threatening, the student shall be transported by EMS to the nearest hospital, accompanied by the student's signed Consent for Medical Treatment
3. Once the student has been stabilized or transported, a designated JJAEP staff member shall:
 - a. Notify relevant personnel on the and await further instructions from the JJAEP Campus Administrators.
 - b. Ensure either the parent/guardian or a staff member is present at the hospital to support the student. If a parent/guardian is unavailable, the student may be returned to school or home after receiving medical clearance.
 - c. Seek immediate medical assistance if administrators are not immediately available, do not delay necessary care.
 - d. In non-life-threatening situations, a staff member or nurse will contact the parent to pick up the student.
4. All medical emergencies shall be documented. A TJJD Incident Report will be submitted when any medical treatment has been provided. If it is a serious incident, it shall be reported via a telephonic call within one (1) hour to police and within four (4) hours to TJJD. The ANE Incident Report must be submitted within twenty-four (24) hours of the incident.

(e) Cardio-Pulmonary Resuscitation(CPR) and First Aid. Each JJAEP must have at least two staff members certified in CPR and first aid on duty and in close proximity to the students at all times when students are present at the JJAEP campus. Proof of current certification must be maintained in personnel or training files. Documentation must reflect the day certification expires.

POLICY

In accordance with TJJD standards and the JJAEP Interlocal Agreement, a minimum of two (2) staff members who are certified in Cardio-Pulmonary Resuscitation (CPR) and First Aid must be on-site and in close proximity to students at all times during operational hours. While the use of substitute teachers is common, they are not considered regular status employees and therefore are not required to hold CPR/First Aid certification. The JJAEP Campus Administrators shall coordinate with the JJAEP Administrator to ensure that at least two (2) regular staff members who are working on-site and included in the daily student-to-staff ratio are properly certified.

PROCEDURE

1. The JJAEP Campus must have a minimum of two (2) CPR and First Aid-certified regular staff on duty during all instructional hours. As designated by JJAEP Campus Administrators, newly hired regular status employees must acquire their certifications (CPR/ First Aid and CPI) within 60 days of employment.
2. Certification documentation for all regular status employees will be submitted at least yearly as part of the **STAFFING AND CERTIFICATION LOG (APPENDIX F)**.
3. Certification logs will not contain names of short- or long-term substitutes. Valid certification cards, including expiration dates, must be submitted and kept on file with the JJAEP Administrator.
4. **Nurses** must maintain valid CPR/First Aid, and CPI certifications and must be identified in staffing plans as individuals who do not lapse in their required credential.
5. Communities Activities Officers (CAO) must be certified in Crisis Prevention Intervention and CPR/First Aid in order to be certified as a CAO and meet recertification requirements every two years thereafter as per TJJD standards. However, JJAEP staff are not required to obtain the CAO certification.

(f) Emergency Exit Drills. The JJAEP must conduct at least two emergency exit drills during the school year unless local fire codes or ordinances require these drills more frequently. At least one drill must be conducted during the first half of the school year (August–December) and at least one drill must be conducted during the second half of the school year (January–June). (1) Written documentation (e.g., fire drill log) of the emergency exit drills must be maintained. Documentation must include the date, time, and staff involved in the emergency drill. (2) The JJAEP must post emergency exit routes in all classrooms and common areas. **(g) JJAEP Closure.** The JJAEP must have written policies and procedures addressing the cancellation of classes due to an emergency situation. The policies and procedures must: (1) address the cancellation of classes due to inclement weather and/or emergency situations; (2) identify the individual responsible for making the decision to cancel classes; and (3) specify the method(s) by which the closure is to be communicated to the students and their parents, guardians, or custodians.

POLICY

Fire drills are required for safety exercises designed to ensure that students and staff are prepared to evacuate the building in case of fire or other emergencies. The JJAEP Campus shall conduct a minimum of two(2) fire drills per academic year. One (1) during the first semester (August-December) and one (1) during the second semester (January-May). The JJAEP shall also maintain written procedures for emergency closures, including inclement weather and other emergency-related disruptions.

PROCEDURES:

1. See also the Evacuation Plan for detailed fire drill steps.
2. The JJAEP fire prevention regulations and practices shall ensure the safety of staff, students, and visitors at all times.

3. The JJAEP Campus Administrators shall ensure that all staff is trained and knowledgeable in the use of all fire safety equipment and are familiar with written emergency plans and procedures.
4. A log shall be maintained documenting all fire, active shooter, and lockdown drills, including the date, time, outcome, and staff participation.

JJAEP CLOSURE POLICY AND EMERGENCY SITUATIONS

In the event of school closure due to emergency situations (e.g., inclement weather, health or safety threats), the following protocols apply:

1. Parents/Guardians, staff, and students shall be advised to monitor local media for closure announcements. The JJAEP Campus may also issue recorded phone messages to give further instructions or information on the closures, delays, or cancellations of classes.
2. In the event of hazardous weather during the school day, staff and students will be moved to a designated safe area. If power is lost, an automated emergency generator will provide critical lighting and system backup.
3. In an emergency situation occurs while school is in session, the campus will be secured and placed on lockdown. No entry or exit will be permitted until cleared by law enforcement or emergency responders.
4. The JJAEP may also be closed due to non-weather-related safety or health issues, as directed by the school district or public health authorities.
5. The JJAEP will make every effort to notify parents, guardians, or custodians about emergency closures and provide instructions as needed.
6. During the JJAEP Intake, parents/guardians must be advised to keep their contact information updated to ensure timely communication during emergency situations.

(h) Supervision Upon Removal From a Classroom. (1) The JJAEP must have written policies and procedures that ensure students removed from the classroom for disciplinary reasons and placed in isolation, administrative segregation, time-out, in-school suspension, or any other location are under continuous visual supervision by a JJAEP staff member. (2) Policies and procedures must prohibit: (A) use of a locked room for disciplinary removals; and (B) the use of electronic monitoring equipment as a substitute for continuous visual supervision. **(i) Searches.** (1) All students entering the JJAEP must be subjected to a pat-down search or a metal detector screening on a daily basis. (2) Searches must be conducted in accordance with written policies and procedures. The policies must: (A) address: (i) when a search is appropriate and/or required; (ii) who is authorized to conduct the search; (iii) what types of searches are permissible; (iv) how pat-down searches will be conducted, if applicable; and (v) what to do when contraband is found; (B) if pat-down searches are used, require that the staff member conducting a pat-down search is the same gender as the student unless an exception is approved and documented by the JJAEP administrator; and (C) prohibit strip searches and anal and genital body cavity searches.

POLICY

It is the policy of the El Paso County JJAEP that students receive continuous, adequate supervision at all times while on campus, on school grounds, at school-sponsored events, or during disciplinary removals (e.g., administrative segregation, time-out, or in-school suspension). Supervision shall be provided by designated staff including teachers, aides, security personnel, and caseworker. The use of locked rooms for disciplinary removals and electronic monitoring devices as a substitute for direct staff supervision is strictly prohibited. Any student removed from the classroom for disciplinary reasons must remain under uninterrupted visual supervision. JJAEP students shall never be left unsupervised inside or outside the facility.

GENERAL SUPERVISION AND MOVEMENT

JJAEP staff should always know the whereabouts of students, including off-site activities, meals, and daily routines. Staff may not leave their area of responsibility without notifying another staff member. and public safety, students will never be left unattended in any area inside or outside the facility. When a student leaves the JJAEP facility for any reason this action should be communicated to all appropriate staff. JJAEP staff should make periodic head counts to ensure the earliest possible detection of an absent student. While moving students from one area of the facility to another, staff should walk behind the group to avoid a student leaving the group. A headcount should be conducted when the group arrives at its destination.

GROUP MOVEMENT OFF CAMPUS:

1. JJAEP staff will explain behavioral expectations to students before going outside the facility on activities, field trips, or school sponsored events. General expectations of students outside the facility shall include, but not be limited to:
 - a. Participation in all activities.
 - b. Sit in assigned areas.
 - c. Remain with the group at all times.
 - d. Act and behave accordingly.
2. No less than two (2) JJAEP staff must monitor any outdoor activities with JJAEP students unless otherwise approved by the School Administrator or designee under special circumstances.
3. In the event that a student must be returned to the facility due to behavioral problems or other circumstance, one or more staff members leaving the group shall not compromise staff-to-student ratio. Either the whole group shall be returned, or the School Administrator or designee shall be contacted. Staff should use another staff member, or an administrative staff member to return the student to the facility.

STUDENT ARRIVAL AND DISMISSAL PROTOCOL:

Students arriving on campus by parent drop-off or district transportation will be supervised from the moment they arrive. Upon arrival, all students will be escorted to a designated search area. Students are searched both to ensure compliance with the JJAEP uniform policy and to prevent the introduction of contraband into the facility.

After searches, students may be directed to a designated waiting area. In some locations, students may wait near the cafeteria or in a classroom prior to breakfast. Depending on the site, students may either eat in a designated classroom or in the cafeteria at a time when DAEP students are not present.

At dismissal, students will be escorted to their morning arrival area to await parent pickup or transportation. Staff or law enforcement personnel will be present to supervise loading and departure. At no time are students to be left unsupervised.

STUDENT SUPERVISION RESPONSIBILITIES

At no time shall one or more students be placed in charge of supervising other students.

USE OF HANDHELD RADIOS BY STAFF:

1. It is the policy of the El Paso County JJAEP that staff responsible for supervising students in the JJAEP shall use handheld radios to ensure student safety, prompt staff response, and general order within the facility.
2. The El Paso County JJAEP utilize handheld security radios made available to all most staff responsible for supervision of JJAEP students.
3. Each supervisory staff shall be strictly responsible for maintaining control over their radio throughout the shift and at no time shall set down or leave the radio unaccompanied anywhere within or outside the facility.
4. Staff shall utilize the radios only for the express purpose of communicating pertinent information from one staff to another necessary to maintain general order, accountability, and control of the students within and outside the facility.
5. Staff shall be responsible for returning the radios to their designated area.
6. Any violation of this policy may result in disciplinary action against the staff member responsible as deemed appropriate by the Campus Administrator.

SEARCHES

It is the policy of the El Paso County JJAEP that all students shall be subjected to daily pat down/clothed searches by trained, authorized personnel for safety and security purposes. Searches shall only be conducted using approved

methods and must never be used as punishment. Strip searches and anal or genital body cavity searches are strictly prohibited.

SEARCH MODIFICATIONS

Search procedures may be adjusted in response to emergencies such as pandemics or natural disasters but must be reported to and approved by the JJAEP Administrator.

DEFINITIONS

Contraband: Property, merchandise, or personal belongings prohibited by facility policy or law in order to maintain proper care, control, and safety of all personnel and students within the facility and general program operations of the JJAEP Campus.

Metal Detector Wand: A metal detector wand may be utilized to detect any metal type weapon/object carried within or taped to the body. The wand will scan the entire body to include limbs and torso.

PURPOSES OF SEARCHES:

To prevent the introduction of weapons or other dangerous contraband, ensure compliance with the JJAEP dress code, and maintain student accountability and facility security.

SEARCH GUIDELINES

1. Be professional. Never use a search as a form of punishment or as a means of harassment. Always exhibit a professional demeanor while conducting a clothed search. This reduces hostility and opposition to the search and diminishes the threat of physical confrontation.
2. Stay focused. Complete the entire procedure and continue searching when you find something. Do not become distracted or discontinue your search. This may be a decoy to deter you from other contraband the student may be holding.
3. Be orderly and systematic in your approach. Security personnel/staff must conduct clothed searches in the same manner each time; always following policy and procedure. This requires discipline, concentration, and consistency each and every time.
4. Ensure all staff and following the same steps (There should be no difference between the procedure you use and another officer's procedure). Students recognize inconsistency and incompleteness immediately and your inability to follow procedure puts the security of the school at risk.
5. Use the squeeze method of search. Do not just pat the area being searched, but gently and firmly squeeze the clothing between your fingers and palms.
6. Start your search from top to bottom and back to front. If you remember this, you will remember the rest of the steps in the clothed search procedure.

PROCEDURE-CLOTHED/PATDOWN SEARCHES

All JJAEP staff participating in the mandatory pat down/clothed searches will be trained by the JJAEP Administrator or designated trainer. Pat downs/clothed searches will always be conducted in an area the line of sight of another staff member. **Searches will be conducted for safety and security reasons only.** At all times, efforts will be made to keep the student's dignity intact. Professional actions, language, and behaviors by staff towards the students during searches will be adhered to at all times. When clothed searches are being conducted there must always be a witnessing staff member present.

A. When searches are appropriate:

1. When a student arrives to school in the mornings;
2. Upon a student's return from an appointment outside the facility;
3. In the event that property or equipment cannot be located; and
4. In the event that there is reasonable suspicion or information has been received that a student may be in possession of a weapon or have contraband in their possession or on their person.

B. Components of a pat down search:

1. Searches must be systematic and orderly.
2. Searches must be conducted with care and attention.
3. The search must be conducted in an area providing distance away from other students to prevent distractions or the transference of contraband from one student to another.
4. Searches are conducted for security, never as discipline.
5. Staff members of the same gender will search students, no exceptions. Cross-gender pat searches are not permitted as per PREA 115.315 (f).
6. The searching staff must use verbal commands to instruct the student in his or her body movement. Searching staff should never use force or unnecessary physical contact to facilitate movement during a pat down search.
7. Oral cavity searches shall be conducted to prevent concealment of contraband (only ears, nostrils, and mouth).

C. Procedures for conducting an individual pat down search:

1. Metal detector will be used to scan the body. Outline the body with the wand and front and back of body. The metal detector technique will be performed by the same sex gender.
2. Always wear gloves when conducting pat down searches.
3. Advise the student on what is about to occur. Ask the student if he/she has any contraband. If the student admits being in possession of contraband, they should be instructed to remove it from their possession and turn it over to the searching staff.
4. Instruct student to pull out shirt and empty all pockets. NEVER reach inside a student's pockets. Instruct the student to turn their pockets inside out and place all contents in a pile on the floor in front of them. The items should include belt (if applicable), shoes, socks, and money if applicable.
5. Seasonal months may require students to wear layered clothing. Student will remove the layered clothing and instruct them to pile the clothing in front of them for inspection. Items may include jackets, sweaters, and gloves.
6. Clothing must be inspected by searching staff after the conclusion of the search. Inspect all outer garments carefully. Place them out of reach of the student, but within your sight. (Insoles, soles, and tongue of tennis shoes should be checked carefully). Shoes will be stomped together and inspect them for concealed contraband; check between insoles, rubber of soles, and between insoles.
7. Visually inspect the student's hair without touching it. Check head area for any concealed items. When applicable, have student run fingers through hair. Female students must remove any pins or bands in the hair. Never pull or tug the hair of a student.
8. Check the student's nostrils.
9. Visually inspect the ears by instructing the student to pull their ears forward so you can clearly see behind each ear and visually inspect the inside of each ear.
10. Visually inspect the mouth. Instruct the student to open his mouth, stick out their tongue and rotate their tongue and move it side to side, up and down. Instruct the student to pull his/her lower and upper lip away and down from his mouth.
11. Instruct the student to face the wall with palms on the wall to secure the body in a steady and balanced position.
12. During all pat down/clothed searches, the searching staff must give verbal commands for the students to follow and not physically touch the student beyond what is necessary to facilitate the actual search. Specifically, searching staff are not to give physical prompts for movement, examples are, but not limited to, slapping the thighs to instruct the student to raise a leg, tapping head to instruct student to move head forward or backward. All searches should be open handed, not closed fist or tight squeezed.
13. The searching staff shall be positioned behind the student with his right foot between the student's feet while searching the right side of the body.
14. Starting on the right side, inspect the clothing carefully with fingers spread. Pat down the shoulder the arm and check the arm pit carefully. Inspect the seams of the clothing carefully. Pat down the hollow of the shoulders and the small of the back. Then move down the sides of the upper torso to the belt line. Check the waist band from outside.
15. Move up the sides and back down across the front of the chest. Make sure you check the center of the chest.
16. Starting at the back of the waistline, move to the front and back again coming across the abdomen moving down the buttocks and around the front covering the lower abdominal area and zipper.

17. Examine the waistband closely feeling all along the outside of the waistband as this is an area where things can be hidden easily.
18. From the back of the waistline, proceed down the back and sides of the legs to the feet. Check the trouser cuffs, bottom of the feet.
19. Proceed back up the inside of the leg, and up to the mid-thigh.
20. Examine the other leg in the same manner.
21. When searching a female student instruct her to pull the center of her bra away from the skin in order to loosen any concealed items. Run your fingers in a crisscross motion to inspect the seams of the bra at the front and rear of the student. Pull the straps of the bra away from the body and run your finger under the bra straps. This step should be done in a private area.

Be thorough! Carefully inspect all seams, lapels, linings, hems, cuffs, collars, and zippers and use the squeeze method.

CONTRABAND

If contraband in the form of (weapons/drugs) are found, radio in for a police officer to take possession of the contraband. If no police officer is available, contraband must be bagged and labeled with student's name, date, time, and a thorough description of the item confiscated. The item should be locked in a secure place where no one can handle the item but you (chain of evidence) until it can be turned over to law enforcement. JJAEP students are not allowed to bring anything with them when they come to school. Students may bring in needed documents that should be turned over to the appropriate staff. The following items are considered contraband and not allowed in the facility:

1. Drugs, alcohol, or controlled substances.
2. Jewelry of any kind (males/females).
3. Any weapons or items that can be used as a weapon, including ammunition.
4. All tobacco products, including electronic cigarettes (vapes).
5. Lighters, matches or other incendiary devices.
6. Knives, box cutters or razors, to include pocketknives, keychain knives, letter openers and scissors not classified as "safety scissors".
7. Sprays of any kind or other chemical agents.
8. Glass containers or glass objects.
9. Food and drinks unless authorized by the JJAEP Campus Administrator or designee. Student may be under a specified diet.
10. Cell phones and electronics (except for volunteers, support, contract staff and employees).
11. Students requiring prescription medication while at school, must turn in those medications to the JJAEP nurse. Nurse may know or not know about the medication and its specific doses and will take the necessary action to contact parent regarding other information on the medication.

STRIP SEARCHES TECHNIQUES ARE PROHIBITED

Under no circumstances shall staff conduct strip searches. If there is reasonable suspicion that a student is concealing contraband beneath clothing, law enforcement shall be contacted immediately. If unavailable, the JJAEP Campus Administrator or designee shall be notified.

(j) Disciplinary Reports. (1) Written policies and procedures must require JJAEP staff to prepare a written disciplinary report for each incident occurring in the JJAEP that constitutes a major violation of the student code of conduct or of JJAEP rules. The policies must require that the written disciplinary report include: (A) details of the incident; (B) violation(s) that occurred; (C) action(s) taken by the staff member(s); (D) date and time of the incident; and (E) discipline imposed, if any. (2) The disciplinary report must be sent to the JJAEP Administrator no later than the next school day. Documentation that shows the date and time the disciplinary report was sent to the JJAEP Administrator must be maintained.

POLICY

Disciplinary reports must be submitted by the El Paso County JJAEP for any major violations of the Student Code of Conduct (SCC) or facility rules. Minor infractions may also warrant a disciplinary referral at the discretion of campus staff. All disciplinary referrals, whether for major or minor infractions must be submitted to the JJAEP Administrator and assigned Juvenile Probation Officer no later than the next school day. Disciplinary referrals resulting in out-of-school (OSS) or in-school suspensions (ISS) may also be considered violations of a Judgment of Probation Order. Because youth under JPD jurisdiction are entitled to due process, it is imperative that JJAEP staff provide thorough and accurate documentation.

PROCEDURE

1. Any violation resulting in a disciplinary referral must be documented, and the student's parent/guardian notified as soon as possible, but no later than twenty-four (24) hours after the incident. All referrals must be forwarded to the JJAEP Administrator.
2. If violation is also a serious incident as defined under TJJD guidelines (Youth sexual conduct, youth-on-youth physical assault, attempted suicide or reportable injury-restraint related or not restraint related) emergency units will be notified immediately but no later than one (1) hour. TJJD should be called within four (4) hours followed by an Incident Report within twenty-four (24) hours via e-mail or phone call.
3. The JJAEP Administrator and the assigned Juvenile Probation Officer should receive an incident disciplinary report no later than the next school day. JJAEP numbers are located on Incident Report forms. (Form can be found in the electronic storage device provided to the employee at the beginning of the school year and during JJAEP New Orientation training.)
4. Reports must include:
 - a. Full details of incident
 - b. Full name of student and date of birth.
 - c. Type of violation
 - d. Full name and title of referring staff
 - e. Actions taken by staff and administration
 - f. Time, date, and location of incident
 - g. Names of witnesses (staff/students)
 - h. Outcome of the incident
5. The JJAEP Administrator will provide a copy of the incident to the assigned Juvenile Probation Officer, if not already submitted, for consideration of court-related action if necessary.
6. Incident will be discussed with the JJAEP School Administrators to assure that all information was gathered and to see if any improvement or intervention can be made to facilitate handling the matter.
7. Parent will be contacted to discuss the student's behavior no later than twenty-four (24) hours after incident.
8. All disciplinary reports are subject to review by TJJD during monitoring visits.

MAJOR DISCIPLINARY OFFENSES

1. Possession of contraband (Weapons).
2. Possession of or being under the influence of drugs.
3. A threat that is perceived as imminent toward any student, teacher, or staff member.
4. Destruction of property (may require incident report to TJJD).
5. Sexual Misconduct (requires incident report to TJJD).
6. Assault (requires incident report to TJJD if against another student).
7. Sexual assault (requires incident report to TJJD).
8. Any incident involving a restraint (requires incident report to TJJD).
9. Any incident involving abuse, sexual abuse, neglect, or exploitation (requires incident report to TJJD).

10. Any incident that causes substantial disruption during school day, whether on or off school campus, this includes any cyber bullying that may have occurred off campus but is manifesting on campus (may require incident report to TJJD).
11. Any incident that may warrant an arrest or meets elements of a Class B misdemeanor or above may require incident report to TJJD).

NOTE: ANY SERIOUS INCIDENT INVOLVING RESTRAINT AND REQUIRING MEDICAL ATTENTION IS CONSIDERED A REPORTABLE CASE OF ABUSE, NEGLECT, OR EXPLOITATION UNDER TEXAS ADMINISTRATIVE CODE, CHAPTER 350 AND 358. IT MUST BE REPORTED TO TJJD WITHIN FOUR (4) HOURS.

MINOR DISCIPLINARY OFFENSES

1. Refusal to follow administrators/staff directives.
2. Verbal disrespect.
3. Derogatory or offensive language.
4. Antagonizing others.
5. Walking off campus.
6. Dress code violations.
7. Tardies or unexcused absences.

WEAPONS POLICY

The El Paso County JJAEP staff and Juvenile Probation Officers are prohibited from possessing weapons or chemical agents while on JJAEP property. Visitors are also prohibited from carrying firearms or other prohibited items. Active-duty law enforcement officers operating within their legal authority may carry weapons or chemical agents on campus. Pursuant to [Texas Penal Code, Chapter 46.03\(a\)\(1\)](#), a person may not enter El Paso County JJAEP Campus with a firearm, location-restricted knife, club, or prohibited weapons listed in section [46.05\(a\) of the Texas Penal Code](#).

NOTICE: A SIGN NOTIFYING THE PUBLIC OF THE WEAPON POLICY SHALL BE POSTED IN CLEAR VIEW AT THE FACILITY ENTRANCES.

§348.218 RESTRAINT REQUIREMENTS

RESTRAINT REQUIREMENTS. (a) The JJAEP must adhere to the restraint requirements set forth in Chapter 341, Subchapter G, of this title, except as noted in subsection (b) of this section. (b) Personal restraints may be used by any JJAEP staff member trained in the approved personal restraint technique in accordance with training requirements set forth in Chapter 341, Subchapter G, of this title.

POLICY

It is the policy of the El Paso County JJAEP that all JJAEP staff members adhere to the restraint requirements set forth in [Texas Administrative Code, Chapter 341, Subchapter G](#). Further, personal restraints may only be conducted by staff who are trained and certified in the approved personal restraint technique, in accordance with Texas Administrative Code and applicable YISD policies.

DEFINITIONS

The listed definitions and other relevant definitions to this policy shall be used to provide consistency for all staff members or involved others that may participate in a restraint.

(1) Approved Personal Restraint Technique--A professionally trained curriculum-based and competency-based restraint technique that uses a person's physical exertion to completely or partially constrain another person's body movement without the use of mechanical restraints. The approved personal restraint technique shall be approved for use by TJJD and adopted by the Juvenile Board.

- (2) Approved Mechanical Restraint Devices**--A professionally manufactured, and commercially available mechanical device designed to aid in the restriction of a person's bodily movement. The approved mechanical restraint devices shall be approved by TJJD. The following are TJJD approved mechanical restraint devices:
- (A) Ankle Cuffs**--Metal, cloth or leather band designed to be fastened around the ankle to restrain free movement of the legs;
 - (B) Anklets**--Cloth or leather band designed to be fastened around the ankle or leg;
 - (C) Handcuffs**--Metal devices designed to be fastened around the wrist to restrain free movement of the hands and arms;
 - (D) Plastic Cuffs**--Plastic devices designed to be fastened around the wrist or legs to restrain free movement of hands, arms, or legs;
 - (E) Waist Belt**--A cloth, leather, or metal band designed to be fastened around the waist used to secure the arms to the sides or front of the body;
 - (F) Wristlets**--A cloth or leather band designed to be fastened around the wrist or arm which may be secured to a waist belt.
- (3) Mechanical Restraint**--The application of an approved mechanical restraint device which restricts or aids in the restriction of the movement of the whole or a portion of an individual's body to control physical activity.
- (4) Personal Restraint**--The application of physical force alone, restricting the free movement of the whole or a portion of an individual's body to control physical activity.
- (5) Physical Escort**--Touching or holding a student with a minimum use of force for the purpose of directing the student's movement from one place to another. A physical escort is not considered a personal restraint.
- (6) Protective Devices**--Professionally manufactured devices used for the protection of students or staff that do not restrict the movement of a student. Protective devices are not considered mechanical restraint devices.
- (7) Restraint**--Application of an approved personal restraint technique, an approved mechanical restraint device, or chemical restraint to an individual to restrict the individual's freedom of movement or to modify the individual's behavior.

Other Relevant Definitions to This Policy

- (8) Physical Force**--Is defined as the use of any body part of staff to physically move or restrict movement of a child, including but not limited to grabbing a student with hands to restrict movement or carry a student, pushing/shoving to physically move a student, wrapping arms around a student to restrict movement or carry them, etc.
- (9) Excessive Physical Force**--Is defined as physical force used by staff wherein less appropriate restrictive attempts to deal with a situation were ignored or not attempted; and/or force used outside of proper training techniques resulting in an injury to the student.
- (10) Crisis Situation**--Is defined as a situation where an individual is at imminent risk of serious bodily injury to themselves or others.

MECHANICAL RESTRAINTS

El Paso County JJAEP staff do not utilize mechanical restraints. If mechanical restraints are necessary, it must be carried out by certified law enforcement officers or authorized personnel (e.g., Community Activities Officers or Juvenile Probation Officers).

PROCEDURE

1. Only certified law enforcement officers or authorized personnel may use mechanical restraints.
2. Restraints shall never be used as punishment, discipline, compliance, or intimidation by any law enforcement officers.
3. The use of any force by any law enforcement officer shall be fully documented and recorded by the JJAEP Campus Administrator or staff who witnesses restraint.

4. Any restraint conducted by a law enforcement officer requires a TJJD incident report form as case may also meet elements of a resisting arrest or other appropriate charge.
5. Restraint shall be terminated as soon as the student's behavior indicates that the threat of imminent self-injury or injury to others is absent.
6. Any restraint incident resulting in bodily injury or serious bodily injury to a student, as defined in the Texas Penal Code, shall be reported to the County Juvenile Board or its designee in writing within twenty-four (24) hours of the incident. The TJJD Incident Report will be utilized to report a restraint.

APPROVED PERSONAL RESTRAINT TECHNIQUE

It is the policy of the El Paso County JJAEP that only JJAEP staff trained and deemed competent in the approved personal restraint technique (Crisis Prevention Intervention) shall participate in any physical restraint of JJAEP students. Resource Officers-El Paso Police Department Officers and/or district campus police are also available during school hours to assist in any situation requiring law enforcement presence. YISD utilizes the Crisis Prevention Intervention (CPI) approved curriculum and has designated staff who are primarily responsible for searches and restraints. The JJAEP Campus also has staff certified in CPI such as Special Education personnel, nurses, or campus patrol. To ensure for the safety of both the staff and students, under no circumstances shall staff not trained nor deemed competent in the district's approved physical restraint technique participate in a restraint of a JJAEP student.

PROCEDURE

When physical intervention is used, the philosophy of the CPI model is to provide for the care, welfare, safety, and security of the students in our charge. As such, policies and procedures are developed in relation to the Crisis Prevention Institutes' curriculum of Non-violent Crisis Intervention as the goal is to eliminate the use of physical and mechanical restraints through effective verbal de-escalation techniques, whenever possible. In the case where certified JJAEP staff at the JJAEP campus, must engage in the use of force and a restraint, the following criteria shall be followed:

1. Certified ISD staff in the approved physical restraint technique shall only use the approved physical restraint technique (CPI). As taught and outlined in the YISD and JJAEP Student Code of Conduct (SCC) ISD staff who lapse in CPI certification throughout the year must not engage in a physical restraint of JJAEP youth. It will be the responsibility of the Campus Administrator to ensure that staff does not lapse in their certification and if a lapse occurs, staff are aware as to their limitations regarding restraints.
2. El Paso County Juvenile Probation staff working directly with JJAEP students at the JJAEP Campus shall be certified and maintain their certification in Handle with Care (HWC) technique accordingly.
3. At no time shall an employee of the El Paso County Juvenile Probation Department or JJAEP ISD be involved in or assist in a physical restraint of a student or use any physical force against a student unless the employee has been deemed competent through the certified physical restraint technique.
4. Restraints shall ONLY be used in instances of:
 - a. Threat of imminent self-injury.
 - b. Injury to others.
 - c. Serious property damage.
 - d. Restraints shall only be used as a last resort; and
 - e. Only the amount of force and type of restraint necessary to control the situation shall be used; and
 - f. Restraints shall be implemented in such a way as to protect the health and safety of the student and others; and
 - g. Restraints shall be terminated as soon as the student's behavior indicates that the threat of imminent self-injury, injury to others, or serious property damage has subsided.
5. Under no circumstances will physical force of any type be utilized or imposed on a student for the purposes of punishment, intimidation, or discipline; and
6. Students are strictly prohibited from assisting staff in the discipline or physical restraint of other students. Students may assist staff by seeking assistance when ~~238~~ if directed to do so by staff.

7. Texas Education Code 37.0021 requires a written parental notice each time a restraint is used on a student receiving special education. The existing rules mandate a good-faith effort to provide verbal notice on the day the restraint occurs and written notice within one (1) school day.

STAFF RESPONSE AGAINST SUDDEN ASSAULT:

Student-on-Staff Assault: If a staff member is attacked (e.g., choking, punching, tackled), they may use only the force necessary to escape and seek help. Staff must not use force to gain control or subdue the student alone.

Student-on-Student Assault: If a staff member cannot get immediate assistance and a student is in danger, they may intervene only to stop the harm or remove the endangered student. Use of force must cease once the immediate risk has ended. If alone and in imminent danger, staff may use force only to avoid, evade, or escape to get help.

REQUIRED ACTIONS FOLLOWING A RESTRAINT

1. The JJAEP Campus Administrators must be notified of the physical force/restraint used and an incident report shall be completed and submitted to TJJD within 24 hours of documented incident.
2. A copy of the report will be placed in the student's JJAEP case.
3. JJAEP Campus Administrators and JJAEP Administrator shall be informed of all incidents where staff has had to use force against a student.

Note: Allegations made by students against staff shall follow the procedures outlined in the Grievance Process and Student Code of Conduct.

MEDICAL TREATMENT FOLLOWING RESTRAINT:

1. Any staff or student injured during a physical restraint incident shall receive immediate medical attention and treatment using Standard First Aid Procedures.
2. If an emergency or life-threatening situation is apparent, contact EMS for assistance.
3. If serious injuries are suspected or detected, contact the JJAEP Campus Administrator and the JJAEP Administrator. The student or staff person will be transported to the nearest hospital facility by EMS.
4. All medical emergencies will be documented. After the incident has been controlled, all parties will complete and submit all appropriate documentation of the serious incident within 24 hours or by the end of the next working day documenting the nature of the injury.
5. All situations that meet criteria for serious incidents shall be reported to TJJD and law enforcement within required timeframes.

RESTRAINT PROHIBITIONS POLICY

The El Paso County JJAEP strictly prohibits the use of restraint techniques that violate student safety, dignity, or rights. The following restraint methods are expressly prohibited under this policy:

1. Restraints used for punishment, discipline, retaliation, harassment, compliance, or intimidation;
2. Restraints that deprive the student of basic human necessities including restroom privileges, water, food, and clothing;
3. Restraints that are intended to inflict pain;
4. Restraints that place a student in a prone or supine position with sustained or excessive pressure on the back, chest, or torso;
5. Restraints that place a student in a prone or supine position with pressure on the neck or head;
6. Restraints that obstruct the airway or impair the breathing of the student including a procedure that places anything in, on, or over the student's mouth or nose;
7. Restraints that interfere with the student's ability to communicate;
8. Restraints that obstruct the view of the student's face;

9. Any technique that does not require the monitoring of the student's respiration and other signs of physical distress during the restraint; and
10. Percussive or electrical shocking devices.

RESTRAINT DOCUMENTATION

It is the policy of the El Paso County JJAEP that restraints should only be used as a last resort, only when all other behavior management techniques have been exhausted or when a student presents an immediate danger to themselves or others. All restraint incidents must be fully documented, reported to the JJAEP Administrator and TJJD, and maintained in the student's case file. JJAEP staff members must follow both district policies and the JJAEP's more stringent standards where applicable. Restraints conducted by staff trained in approved personal restraints techniques must comply with [Texas Administrative Code §348.218\(b\)](#) and TJJD reporting requirements

All involved staff must complete and submit the **TJJD INCIDENT REPORT (SEE APPENDIX P)** within 24 hours and will follow all policies, procedures, and timelines to start the process of reporting a restraint. (**SEE APPENDIX Q - INTERNAL INVESTIGATION REPORT**) Only certified and properly trained Community Activities Officers (CAO) or Juvenile Probation Officers may use physical or mechanical restraints in a juvenile justice program. The exception in [Texas Administrative Code §348.218\(b\)](#) is that any JJAEP staff member who is trained in the approved personal restraint technique may use a personal restraint but not a mechanical restraint.

PROCEDURE

Each restraint incident must be documented through an Incident Report that includes the following information.

1. Full name and date of birth of the student involved.
2. Name and title of the staff member(s) who applied the restraint.
3. Date of the restraint.
4. Duration of the restraint including notation of the time the restraint began and ended.
5. Location where the restraint occurred.
6. Description of preceding activities.
7. Behavior prompting the restraint.
8. Type of restraint applied.
9. Efforts made to deescalate the situation and alternatives to restraint that were attempted.
10. Any injury that occurred during the restraint.
11. Other entities/persons that must be notified should include: the JJAEP Administrator; School District Administrators, and parents/guardians.

§348.220 SERIOUS INCIDENTS

Serious Incidents. The JJAEP must adhere to the requirements related to serious incidents set forth in chapters 358 of this title.

POLICY

It is the policy of the El Paso County JJAEP that the JJAEP Campus Administrator or designee shall report any of the following incidents that occur at the JJAEP campus:

1. Death of a student
2. Suicide or attempted suicide
3. Serious injury requiring medical treatment by a physician or physician assistant
4. Youth-on-youth assaults resulting in injuries requiring medical treatment.
5. Any incident involving sexual abuse, serious physical abuse, or neglect.

In all cases involving death, sexual abuse, or serious physical abuse (defined as an injury requiring medical attention), the following response and reporting protocol must be followed:

1. Emergency medical services and law enforcement must be contacted immediately, and no later than one (1) hour from the time of discovery.
2. The Texas Juvenile Justice Department (TJJD) must be notified by phone within four (4) hours; and
3. A written report, using the TJJD Incident Report Form (see Appendix P), must be completed and submitted within twenty-four (24) hours of the incident.

All reporting procedures, timelines, and documentation requirements must conform to the standards set forth in Texas Administrative Code Chapter 358, which governs the reporting of abuse, neglect, and exploitation of juveniles. Staff shall refer to the procedures outlined under §358 for additional guidance on mandatory reporting responsibilities.

§348.222 ABUSE, NEGLECT, AND EXPLOITATION

Abuse, Neglect, and Exploitation(a) The JJAEP must adhere to the requirements related to abuse, neglect, and exploitation set forth in the [Texas Administrative Code, Chapter 358](#) (b)The JJAEP must have zero-tolerance policies and practices regarding sexual abuse, as defined in [Chapter 358 of the Texas Administrative Code](#), that provide for administrative and/or criminal disciplinary sanctions.

358 ANE DEFINITIONS

NOTE: All abuse, neglect and exploitation definitions and standards found within Texas Administrative Code Chapters [350](#) and [358](#) were consolidated under this section to help ensure consistency and consolidate information under the JJAEP Policy, Procedures and Standards.

TAC 358.100 DEFINITIONS

(1) Abuse--an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a juvenile served by the juvenile justice facility or program. Abuse also includes the definition in Section 261.001, Family Code.

(2) Administrator--the chief administrative officer of a juvenile probation department, juvenile justice program, juvenile justice facility, or non-juvenile justice contract facility.

(3) Administrative Designee--the role assigned to the administrator when a preponderance of evidence determines that the proximate cause of the abuse, neglect, or exploitation was based on policies and procedures under the direct control of the administrator.

(4) Department--a juvenile probation department.

(5) Emotional harm--an impairment in the juvenile's growth, development, or psychological functioning that normally requires evaluation or treatment by a trained mental health or health care professional, regardless of whether evaluation or treatment is actually received. Sexual conduct between employees, volunteers, or contractors and juveniles is presumed to cause substantial emotional harm.

(6) Exploitation--the illegal or improper use of a juvenile or the resources of a juvenile for monetary or personal benefit, profit, or gain by an employee, volunteer, or other individual working under the auspices of a facility or program.

(7) Incident Report Form--the form used to report to TJJD allegations of abuse, neglect, or exploitation, the death of a juvenile, and serious incidents.

(8) Internal Investigation--a formalized and systematic inquiry conducted in response to an allegation of abuse, neglect, or exploitation or the death of a juvenile.

(9) Internal Investigative Report--the written report submitted to TJJD that summarizes the steps taken and the evidence collected during an internal investigation of alleged abuse, neglect, or exploitation or the death of a juvenile.

(10) Investigative Report--the written report prepared by TJJD detailing its investigation and findings.

(11) Juvenile--a person who is under the jurisdiction of the juvenile court, confined in a juvenile justice facility, housed in a non-juvenile justice contract facility pursuant to an order of the juvenile court, or participating in a juvenile justice program, including a prevention and intervention program, regardless of age.

(12) Juvenile Justice Facility ("facility")--a facility that is registered by TJJD pursuant to Sections 51.12, 51.125, or 51.126, Family Code.

(13) Juvenile Justice Program ("program")--a program or department that:

- (A) serves juveniles under juvenile court or juvenile board jurisdiction; or
- (B) is operated wholly or partly by the juvenile board or by a private vendor under a contract with the juvenile board. The term includes:
 - (i) A juvenile justice alternative education program;
 - (ii) A non-residential program that serves juvenile offenders under the jurisdiction of the juvenile court or juvenile board; and
 - (iii) A juvenile probation department.

(14) Medical Treatment--medical care, processes, and procedures that are performed by a physician, physician assistant, licensed nurse practitioner, emergency medical technician (EMT), paramedic, or dentist. Diagnostic procedures are excluded from this definition unless intervention beyond basic first aid is required.

(15) Neglect--a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including failure to comply with an individual treatment plan, plan of care, or individualized service plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a juvenile served by the facility or program. Neglect also includes the definition in Section 261.001, Family Code.

(16) Non-Juvenile Justice Contract Facility--a facility in which a juvenile is placed pursuant to a contract with a department, program, facility, or juvenile board, other than a facility registered with TJJD.

(17) Physical Injury--an injury that normally requires examination or treatment by a trained health care professional, regardless of whether examination or treatment is actually received.

(18) Preponderance of the Evidence--a standard of proof meaning the credible and reliable evidence establishes that it is more likely than not that conduct meeting the definition of abuse, neglect, or exploitation occurred.

(19) Reasonable Cause to Believe--a reasonable ground to suspect that a juvenile has been or may be abused, neglected, or exploited or that a juvenile's physical or mental health or welfare has been adversely affected by abuse or neglect.

(20) Report--formal notification to TJJD of alleged abuse, neglect, or exploitation, the death of a juvenile, or a serious incident.

(21) Serious Incident--an incident that meets one of the following definitions:

- (A) escape--the unauthorized departure of a juvenile who is in custody or the failure of a juvenile to return to custody following an authorized temporary leave for a specific purpose or specific, limited time period;
- (B) attempted escape--committing an act that amounts to more than mere planning but that fails to effect an escape;
- (C) abscond from a nonsecure facility--the unauthorized departure of a juvenile who has been placed in a nonsecure facility by the juvenile court or the failure of a juvenile to return to a nonsecure facility following an authorized temporary leave for a specific purpose or specific, limited time period;
- (D) attempted suicide--any voluntary and intentional action that could likely result in taking one's own life;
- (E) reportable injury--any physical injury sustained by a juvenile accidentally, intentionally, recklessly, or otherwise that:
 - (i) does not result from a personal, mechanical, or chemical restraint and requires medical treatment; or
 - (ii) results from a personal, mechanical, or chemical restraint and is a substantial injury.
- (F) juvenile sexual conduct--conduct between two or more juveniles, regardless of age, that is conduct described in paragraphs (25) and (28) of this section, regardless of whether the juveniles consented to the conduct; or
- (G) juvenile-on-juvenile physical assault--a physical altercation involving two or more juveniles that results in any of the involved parties sustaining an injury that requires medical treatment.

(22) Serious Physical Abuse--bodily harm or a condition that:

- (A) resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect, or exploitation; and
- (B) requires medical treatment.

(23) Sexual Abuse--includes sexual abuse (by contact or by non-contact) of a juvenile by an employee, contractor, or volunteer or by another juvenile.

(24) Sexual Abuse by Contact (employee, volunteer, or contractor)--any physical contact between an employee, contractor, or volunteer and a juvenile, with or without the consent of the juvenile that includes:

- (A) contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (B) contact between the mouth and the penis, vulva, or anus;

(C) contact between the mouth and any body part where the employee, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(D) penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the employee, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(E) any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the actor has the intent to abuse, arouse, or gratify sexual desire; and

(F) any attempt by an employee, contractor, or volunteer to engage in the activities described in subparagraphs (a) - (e) of this paragraph.

(25) Sexual Abuse by Contact (by another juvenile)--any of the following acts between juveniles, if the victim does not consent, is coerced into the act by overt or implied threats of violence, or is unable to consent or refuse, either actually or legally:

(A) contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

(B) contact between the mouth and the penis, vulva, or anus;

(C) penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and

(D) any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

(26) Sexual Abuse by Non-Contact (by employee, volunteer, or contractor)--any sexual behavior, conduct, harassment, or actions by an employee, contractor, or volunteer, which are exhibited, performed, or simulated in the presence of a juvenile or with reckless disregard for the presence of a juvenile but do not meet the definition of sexual abuse by contact, including but not limited to:

(A) any threat or request for a juvenile to engage in the activities described in paragraph (24) of this section;

(B) any display of uncovered genitalia, buttocks, or breasts in the presence of a juvenile;

(C) voyeurism, which means an invasion of privacy of a juvenile for reasons unrelated to official duties, such as peering at a juvenile who is using a toilet to perform bodily functions; requiring a juvenile to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a juvenile's naked body or of a juvenile performing bodily functions; and

(D) sexual harassment.

(27) Sexual Harassment (by employee, contractor, or volunteer)--repeated verbal comments or gestures of a sexual nature to a juvenile, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

(28) Sexual Harassment (by another juvenile)--any of the following directed by one juvenile to another juvenile: repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one juvenile directed toward another.

(29) Substantial Injury--an injury that is significant in size, degree, or severity.

(30) Subject--a person alleged or found to be responsible for the abuse, neglect, or exploitation of a juvenile through the person's actions or failure to act.

(31) TJJD OIG--TJJD Office of Inspector General.

(32) Victim--a juvenile who is alleged or found to be a victim of abuse, neglect, or exploitation.

POLICY

The El Paso County JJAEP serves youth under the jurisdiction of the El Paso County Juvenile Board and is designated a Juvenile Justice Programs. As such, it must adhere to all applicable laws and procedures, including those outlined in:

1. Texas Administrative Code (TAC), Chapter 358 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents;
2. Texas Education Code (TEC) and district-level policies regarding abuse and neglect; and
3. Texas Family Code §261.406 – Investigations in school settings under TEA jurisdiction.

The El Paso County JJAEP enforces a zero-tolerance policy for all forms of sexual abuse, physical abuse, neglect, and exploitation as defined in [Chapter 358 of the Texas Administrative Code](#). Allegations or incidents of abuse may result in administrative or criminal sanctions, in addition to any school-based disciplinary actions. The JJAEP Administrator shall oversee implementation of this policy and ensure periodic training is provided to staff, volunteers, and interns. All campus personnel are responsible for ensuring that students are protected from abuse, neglect, and exploitation.

§358.120 APPLICABILITY

Unless otherwise stated, this policy also applies to:

1. Allegations of abuse, neglect, or exploitation involving a juvenile and an employee, volunteer, or other individual working under the auspices of a facility, program, or non-juvenile justice contract facility, regardless of the physical location of the alleged abuse, neglect, or exploitation.
2. Serious incidents involving a juvenile that:
 - a. Occur on the premises of a program, facility, or non-juvenile justice contract facility: or
 - b. Regardless of the physical location, occur while in the presence of an employee, volunteer, or other individual working under the auspices of a facility, program (JJAEP), or non-juvenile justice contract facility.
3. A death of a juvenile that:
 - a. Occurs on the premises of a program, facility, or non-juvenile justice contract facility;
 - b. Results from an illness, incident, or injury that occurred, was discovered, or was reported on the premises of a program, facility, or non-juvenile justice contract facility
 - c. Regardless of the physical location, occurs while in the presence of an employee, volunteer, or other individual working under the auspices of a facility, program, or non-juvenile justice contract facility.

For purposes of this standard, "working under the auspices of a facility, program, or non-juvenile justice contract facility" includes providing a service to juveniles when that service is authorized by the juvenile board or pursuant to a contract for placement.

In all cases, the JJAEP Campus will also fully adhere to [Texas Family Code §261.406](#) regarding Investigations in Schools under TEA jurisdiction.

§358.210 INFORMATION ON REPORTING

As soon as practicable after a child is taken into custody or placed in a facility or program, the facility or program shall provide the child's parents with:

1. Information regarding the reporting of suspected abuse, neglect, or exploitation of a juvenile in a facility or program to TJJD; and
2. The TJJD toll-free number for this reporting.

The JJAEP shall take a proactive approach and prominently display signage provided by TJJD regarding a zero-tolerance policy concerning abuse of JJAEP students. The signage must be displayed in:

1. Lobby or visitation areas of the department, program, or facility to which the public has access.
2. Student common areas to include common educational areas, common medical treatment areas (nurse's office) and other common areas.
3. Signs must be posted in both English and Spanish.

§358.230 REPORTING ABUSE, NEGLECT AND EXPLOITATION

1. **Duty to Report:** Any employee, volunteer, or other individual working under the auspices of a JJAEP program must report an allegation of abuse, neglect, or exploitation to TJJD and local law enforcement if the person has reasonable cause to believe a juvenile has been or may be abused, neglected, or exploited or that a juvenile's physical or mental health or welfare has been adversely affected by abuse or neglect.

Non-Delegation of Duty to Report: The duty to report cannot be delegated to another person.

2. Reporting Time Frames:

Except sexual abuse or serious physical abuse: Upon receipt of an allegation/complaint of abuse, neglect, or other exploitation, the first person of knowledge must make a report to TJJD within twenty-four (24) hours from the time knowledge is gained or has a reasonable belief that allegation of abuse, neglect or exploitation has occurred.

Sexual abuse, serious physical abuse, or death: Upon receipt of an allegation of sexual abuse, serious physical abuse or actual death, a report must be made to law enforcement immediately, but no later than one (1) hour after the time a person gains knowledge or has a reasonable belief that allegation has occurred.

A report to TJJD must be made immediately, but no later than four (4) hours after the time a person gains knowledge of or has reasonable belief that alleged sexual abuse or serious physical abuse, or death has occurred.

3. **Methods for Reporting:** The JJAEP Campus Administrator, JJAEP Administrator or designee shall ensure that law enforcement is notified by telephone. The initial report to TJJD must also be made by telephone using the toll-free number designated by TJJD. Within 24 hours after the initial telephone report to TJJD, a completed Incident Report Form shall be submitted to TJJD via email.

§358.260 PARENTAL NOTIFICATION

JJAEP School Administrators shall notify, or diligent efforts to notify, must be made to the parent(s), guardian(s), and custodian(s) of a juvenile who has died or who is the alleged victim of abuse, neglect, or exploitation or was involved in a serious incident. The notice or efforts to notify required by subsection (a) of this section must be made as soon as possible, but no later than 24 hours, from the time a person gains knowledge of or has a reasonable belief that the allegation of abuse, neglect, or exploitation or the death of a juvenile occurred or that a serious incident has occurred.

1. Methods to contact parents are by phone, in writing, or in person.
2. All efforts to provide notification shall be documented on the TJJD Incident Report form and in the internal investigation report.

§358.270 REPORTING OF ALLEGATIONS BY JUVENILES

The El Paso County JJAEP is committed to maintaining a safe, abuse-free environment for all students. In alignment with the Texas Administrative Code §358 and PREA standards, the following measures shall be implemented to protect student rights, encourage reporting, and prevent abuse, neglect, or exploitation.

1. All JJAEP students shall be informed of their right to report allegations of abuse, neglect, exploitation, and the death of a juvenile directly to the Texas Juvenile Justice Department (TJJD).
2. During the JJAEP intake conducted at the campus, students and parents/guardians shall be provided with **APPENDIX R ANE and R1- ANE (SPANISH)** which include TJJD contact information and instructions for reporting allegations.
3. Both the student and parent/guardian shall sign acknowledgment forms upon receipt of the ANE information, and a copy will be provided to the family for reference.
4. The JJAEP Student Code of Conduct (SCC) will also advise the students of this right and information on reasonable, free, and confidential access to TJJD to report allegations.
5. If the family attends the JJAEP Family Program Orientation held at JPD, this information and contact number to TJJD will be provided to them as an additional layer of oversight.
6. JJAEP staff shall make every effort to maintain an environment free of coercion, abuse, neglect, exploitation, or any inappropriate conduct and shall remain vigilant for behaviors or indicators that may indicate abuse, neglect, or exploitation.

7. All students will be supervised by JJAEP staff to ensure that they are protected from sexual abuse. Security cameras can be utilized as additional security, but never as a substitute for face-to-face supervision.
8. If a student is identified as vulnerable to sexual abuse, reasonable steps shall be taken to ensure the student's safety, including but not limited to increased supervision, periodic check-ins, and follow-up by JJAEP staff.
9. JJAEP staff shall not be the sole supervisor of students of the opposite gender in situations where students may be vulnerable or exposed. This includes, but is not limited to, searches, restroom breaks, changing areas, or similar activities, except in emergency situations when no alternative supervision is immediately available.
10. Students with disabilities, including those who are deaf, hard of hearing, have speech impairments, limited English proficiency, or other communication barriers, shall be provided reasonable accommodations and unimpeded access to report allegations of sexual abuse through any effective means necessary to facilitate communication.
11. The YISD and Juvenile Probation Department shall not hire, transfer, promote, or permit any individual to have contact with JJAEP students if the individual has engaged in sexual abuse, been convicted of sexual abuse or inappropriate sexual conduct, or is currently under investigation for sexual abuse or inappropriate sexual conduct, consistent with applicable laws and district hiring practices..

§358.280 INTERNAL INVESTIGATION

In every case in which a report of the death of a juvenile or of an allegation of abuse, neglect, or exploitation has occurred, an internal investigation must be conducted. The investigation must be conducted by a person qualified by experience or training to conduct a comprehensive investigation.

INITIATION OF INVESTIGATION

The internal investigation must be initiated immediately upon the chief administrative officer or the private facility administrator or their respective designees gaining knowledge of the death of a juvenile or the allegation of abuse, neglect, or exploitation. However, the initiation of the internal investigation will be postponed if:

1. directed by local law enforcement;
2. requested by TJJD OIG, or
3. after consultation with local law enforcement or TJJD OIG, it is determined that the integrity of potential evidence could be compromised.

If the employee is a JPD employee, volunteer, or contracted provider, JPD Administration will assign an investigator(s) and the Department's Internal Investigation Protocol will be followed. There will be instances when the investigator is assigned from other sections of the department rather than the section from which the alleged perpetrator is assigned, to ensure the integrity of the internal investigation.

INTERNAL INVESTIGATION PROCEDURES

An internal investigation must be conducted and documents prepared and submitted in accordance with TJJD required timelines. **(SEE APPENDIX Q - INTERNAL INVESTIGATION FORM)**

1. The initiation or completion of an investigation may be postponed if directed by law enforcement, requested by TJJD or the integrity of potential evidence could be compromised.
2. School district officials, school administrators, and staff, to include interns and volunteers are required to cooperate with the TJJD investigators and law enforcement investigating the reported case of an alleged abuse neglect and exploitation matter.
3. All JJAEP staff members, school districts, and JPD officials are required to cooperate fully and truthfully with any investigation of alleged child abuse or neglect.
4. School Administrators will make every effort to identify and make available for questioning all people with knowledge of abuse, neglect and exploitation or death which is the subject of a TJJD investigation.
5. For complaints that meet the Texas Family Code definition of abuse, neglect or misconduct, investigator(s) will:

- a. Ensure that the JJAEP employee, intern, or volunteer who receives or witnesses the incident submits their report to TJJD within the required timeline.
 - b. Ensure that law enforcement and/or other relevant parties are notified, i.e., DFPS, parents of victim(s), victim(s), JJAEP Administrator, etc. (within six (6) hours of getting the assignment from their respective school district administration).
- 6. The JJAEP School Administrator or JJAEP/JPD designated officer in charge must always conduct a visual and verbal injury assessment after an incident or allegation of abuse and ensure it is documented on the incident report.
- 7. If any injury is reported or there is visual evidence of injury, the student must be seen by the nurse or physician immediately.
- 8. If a nurse or physician is not available, arrangements will be made for immediate transport to area hospital.
- 9. If a student makes an allegation of sexual abuse, the nurse or physician will immediately examine him or her.
- 10. A written medical assessment must be completed by the nurse or physician and made available to the investigating officer, including any other documentation or information that may be relevant to the investigation.
- 11. Contact the alleged perpetrator(s) and schedule a formal meeting within forty-eight (48) hours.
- 12. As per [Texas Administrative Code, Chapter 358.440](#) all persons must fully cooperate with any investigation of an allegation of abuse, neglect, or exploitation of the death of a juvenile.
- 13. An employee, intern or volunteer who has been identified as an alleged perpetrator has the right to refuse to be interviewed. However, the alleged perpetrator must cooperate with the investigation to the extent that the investigation does not violate individual rights against self-incrimination.
- 14. The alleged perpetrator(s) may have no contact with the alleged victim(s) or any other student served by the Juvenile Probation Department pending the conclusion of the internal investigation.
- 15. Collect and review all evidence related to the allegation. Include all documents, notes, receipts, computer printouts, chronological entries, grievances, incident reports, medical reports and video surveillance related to the allegations. All efforts will be made to collect written and oral statements from all persons with direct knowledge of the alleged incident.
- 16. A medical assessment must be completed if allegation is physical or sexual in nature or involves neglect or exploitation.
- 17. Schedule specific times for interviews with the complainant, sources of information, possible witnesses, and alleged offenders. Prepare questions sheet and all necessary forms beforehand.
- 18. If the JJAEP Administrator or Campus Administrator is the person alleged to have abused, neglected, or exploited a juvenile, the Juvenile Board Chair or School Board Chair or designees must place administrator on administrative leave or reassign him/her to a position having no contact with the alleged victim, relatives or the alleged victim or other juveniles.
- 19. An investigator will be appointed who is not the person alleged to have abused, neglected, or exploited the student, is not a subordinate of such person and is not a law enforcement officer currently acting as the criminal investigator for the same allegation.
- 20. Law enforcement may initiate a criminal investigation into the matter and report must be made to law enforcement, if deemed necessary by this standard.
- 21. An investigator will be appointed who is not the person alleged to have abused, neglected, or exploited the student, is not a subordinate of such person and is not a law enforcement officer currently acting as the criminal investigator for the same allegation.

OTHER: A Campus Administrator may also utilize ISD policy or Employee Code of Conduct as a guide to any misconduct or violation of policy on allegations, which do not rise to the defined level of serious physical abuse or sexual abuse made by students. Administrators have a duty to investigate conduct, which is the basis of the complaint made by students of unnecessary physical force or inappropriate contact or conduct (**SEE GRIEVANCE PROCESS**).

1. Areas to consider are whether incident was reported to administration, whether a discipline referral was made to include any witness statements to justify any use of force, inappropriate physical contact, or inappropriate conduct; and;
2. Whether any violation of JJAEP or ISD policy or Code of Ethics or Conduct occurred.

ALLEGATIONS AGAINST EMPLOYEES

If allegation against an ISD employee is disclosed to a JPD staff member, such information will be relayed in writing to the JJAEP Campus Administrator and District Associate Superintendent. Conversely, if an allegation against a JPD employee is disclosed to an ISD employee, such information will be relayed in writing to the JJAEP Administrator and JPD Chain of Command, if allegation is against the JJAEP Administrator.

WRITTEN AND ELECTRONICALLY RECORDED STATEMENTS

Diligent efforts shall be made to obtain written and electronically recorded statements from all persons with direct knowledge of the alleged incident.

ASSIGNMENT OR ADMINISTRATIVE LEAVE DURING INVESTIGATIONS

The JJAEP Campus Administrator has the discretion to either reassign or place person alleged to have abused, neglected, or exploited a JJAEP student on administrative leave or reassigned to a position having to contact with the alleged victim, relatives of the alleged victim, or other JJAEP students.

If alleged perpetrator(s) is/are not placed on administrative leave, then person must be reassigned within the district to a position having no contact with any students in the facility until the conclusion of the investigation. Employees placed on administrative leave may or may not be paid, at the discretion of the School District.

§358.290 CORRECTIVE MEASURES

At the conclusion of the internal investigation, the JJAEP Campus Administrations involved shall take appropriate corrective measures, if warranted, which may include, but not limited to:

1. Review policies and procedures pertinent to the alleged incident;
2. Revision/modification of any policies or procedures (as appropriate).
3. Administrative disciplinary action or appropriate personnel actions against all persons found to have abused, neglected, exploited a juvenile; or otherwise violated policy.
4. The provision of additional training for all appropriate persons to ensure the safety of the juveniles, employees, interns, volunteers, contractors, and service providers.

§358.300 INTERNAL INVESTIGATIVE REPORT

An internal investigative report must be completed at the conclusion of each internal investigation resulting from an allegation of abuse, neglect, or exploitation or the death of a juvenile. The internal investigative report must include:

1. the date the internal investigation was initiated;
2. the date the internal investigation was completed;
3. the date the alleged victim's parent, guardian, or custodian was notified of the allegation, or documentation that diligent efforts to provide the notification were made;
4. a summary of the original allegation;
5. relevant policies and procedures related to the incident;
6. a summary or listing of the steps taken during the internal investigation;
7. a written summary of the content of all oral interviews conducted;

8. a listing of all evidence collected during the internal investigation, including all audio and/or video recordings and polygraph examinations;
9. relevant findings of the investigation that support the disposition;
10. one of the following dispositions:
 - a. founded, which means the evidence indicates that it is more likely than not that the conduct that formed the basis of an allegation of abuse, neglect, or exploitation occurred or that other conduct constituting abuse, neglect, or exploitation occurred;
 - b. unfounded, which means the evidence indicates the conduct that formed the basis of an allegation of abuse, neglect, or exploitation did not occur and no other conduct constituting abuse, neglect, or exploitation occurred; or
 - c. inconclusive, which means the evidence does not clearly indicate whether or not the conduct that formed the basis of an allegation of abuse, neglect, or exploitation occurred or other conduct constituting abuse, neglect, or exploitation occurred.
11. the date the internal investigative report was completed;
12. the names of all persons who participated in conducting the internal investigation;
13. the name and signature of the person who submitted the internal investigative report; and
the administrative action, disciplinary action, or corrective measures taken to date, if applicable (e.g., terminated, suspended, retrained, returned to duty, or none).

If disciplinary action is imposed after the submission of the internal investigative report, the JJAEP Administrator or designee must notify TJJD of the disciplinary action no later than five calendar days after the disciplinary action is imposed.

CONCLUSION OF INVESTIGATIONS AND REPORTING OF FINDINGS:

1. All persons involved such as the alleged perpetrator, victim, and complainant, etc., must be informed that they will be notified of the outcome as soon as that is determined.
2. At the conclusion of the collection of evidence and interviews, the investigator will take the following steps:
 - a. Summarize the nature of the complaint and allegation against the alleged perpetrator.
 - b. Summarize the steps taken during the investigation.
 - c. Obtain and review material evidence.
 - d. Summarize findings and recommendations and take appropriate measures to provide for the safety of the children (use relevant laws, regulations, policies, and procedures). If it is found that a Code of Ethics violation has occurred and staff member is a certified Juvenile Probation Officer, a separate investigation will be reported to TJJD in accordance with TJJD standards §345.300.
3. The assigned disposition of the internal investigation report shall indicate: founded, unfounded or inconclusive.
4. The investigator(s) (consisting of a district investigator, JPD or a TJJD investigator) may need to submit his/her written report to their supervisor (only as appropriate) if agency policies require a final approval and may make additional necessary revisions or incorporate further recommendations.
5. The summary and all relevant documentation will be reviewed and approved by district officials and their respective HR, and General Counsel when necessary.
6. The investigator(s) will report findings to the ISD Superintendent, to TJJD, the JPD designated person and JPD Administration.
7. Final version of the internal investigation will be submitted to school district officials. The investigating staff will provide periodic status reports of the ongoing investigation to the district and JPD, as appropriate.
8. The conclusions will be discussed with all relevant parties (alleged victim(s) and perpetrator(s)). All disciplinary actions, if applicable, will be administered within 24-48 hours of approval of the investigation and findings.

9. TJJD will be faxed a written copy of the final report of the investigation within thirty (30) business days after the initial report to TJJD. This timeframe may be extended upon request. Completed report must be submitted within twenty-four (24) hours of the investigation's conclusion, and no more than five (5) calendar days later. The report will include all written statements, medical documentation, training records and any other pertinent information.
10. In case of the death of a student, an internal investigation report must be submitted to the State Attorney General's office within thirty (30) days and to the TJJD within ten (10) days of conclusion.

Other recommendations that may be considered (based on severity of case and appropriate factors) may be a review of pertinent policies, administrative disciplinary action (for affirmative findings of ANE or policy violations), and additional training of students, employees, interns/volunteers, contractors, and service providers. Administrators will take all ANE allegations seriously and provide necessary administrative action when violations of policy or affirmative findings occur to ensure for the ongoing safety of JJAEP students.

(SEE APPENDIX Q - INTERNAL INVESTIGATION FORM)

§358.310 SUBMISSION OF INTERNAL INVESTIGATIVE REPORT

Upon conclusion of the investigation, the report, outcome, and any recommendations will be forwarded to the JJAEP Administrator and ISD Associate Superintendent within five (5) school days.

The following documentation collected during internal investigation must be submitted to TJJD within thirty (30) days after initial report to TJJD:

1. Written statements.
2. Relevant medical documentation.
3. Training records, if applicable.
4. Any other documentation used to reach the disposition of the internal investigation.

§358.220 DATA RECONCILIATION

For all allegations of abuse, neglect, or exploitation, the death of a JJAEP student, and serious incidents occurring within the annual TJJD reporting period, the below data must be provided to TJJD via the ANE Reconciliation Data spreadsheet. The initial report will include the following information. The data must include:

1. name and Personal Identification Number (PID) of each alleged victim;
2. name and date of birth of each subject of investigation
3. date and time of alleged incident;
4. date the alleged incident was reported to TJJD;
5. type of alleged incident (i.e., abuse, neglect, exploitation, death, or serious incident);
6. type of injury, if applicable;
7. whether the alleged incident was restraint-related and, if so, what type of restraint was involved (i.e., personal, mechanical, or chemical);
8. disposition of internal investigation (i.e., founded, unfounded, or inconclusive); and
9. county-generated case identification number.

§348.224 STUDENT CODE OF CONDUCT

(a) Adoption. (1) The JJAEP student code of conduct must be adopted annually by the juvenile board and must describe and define in writing the JJAEP's behavior management system. (2) The JJAEP Administrator must: (A) conduct an annual review of the student code of conduct after the conclusion of each school year and before the beginning of the next school year; and (B) no later than October 1 of each year, submit to TJJD documentation verifying the review was completed. **(b) Notice to Students, Parents, and Staff.** (1) The JJAEP student code of conduct must be provided to each student and to the student's parent, guardian, or custodian upon the student's entry into the JJAEP. (2) The student code of conduct must be reviewed with each student and the student's parent, guardian, or custodian and must be translated if necessary to ensure understanding of the content by all parties. (3) Acknowledgment of receipt of the student code of conduct signed by the student and by his/her parent, guardian, or custodian must be maintained in each student's file. (4) No later than the first day of each school year, each JJAEP staff member must sign an acknowledgement that he/she has read and understands the student code of conduct. This acknowledgement must be maintained in the staff's personnel file. (5) The student code of conduct must be readily accessible to every JJAEP staff member. **(c) Discipline and Sanctions.** The student code of conduct must include the following: (1) prohibited conduct described as minor violations and major violations and the corresponding disciplinary consequences available for each violation; (2) a description of the disciplinary process, including safeguards designed to promote consistent application of the process; (3) circumstances that will allow a student's removal from the classroom with staff supervision; (4) circumstances under which a student may be placed into another educational setting; (5) due-process procedures; and (6) a prohibition on one student sanctioning another student. **(d) Prohibited Sanctions.** (1) The following sanctions are prohibited in the JJAEP, and their prohibition must be noted in the student code of conduct: (A) corporal punishment, physical abuse, humiliating punishment, and hazing; (B) physical exercises imposed for discipline or intimidation, except as allowed under paragraph (2) of this subsection; (C) deprivation of food and water; and (D) expulsion from the JJAEP. (2) Physical exercise may be used for discipline only if: (A) the JJAEP operates an intensive physical activity program; (B) the JJAEP has established written policies and procedures that include limitations on the types of physical activity that may be used for discipline; and (C) the physical exercise does not cause bodily duress (i.e., physical punishment to the body). **(e) Dress Code.** The student code of conduct may establish a dress code or require uniforms for students in attendance.

POLICY

It is the policy of the El Paso County Juvenile Board to adopt the **YISD STUDENT CODE OF CONDUCT (APPENDIX B)** for implementation within the El Paso County Juvenile Justice Alternative Education Program (JJAEP). This code outlines key student expectations and consequences and includes the following components:

- Discipline procedures and sanctions
- Prohibited disciplinary practices
- Dress code requirements
- Grievance procedures
- Sexual abuse prevention and reporting protocols

In accordance with the Prison Rape Elimination Act of 2003 (PREA) and applicable district policy, the Student Code of Conduct also details prevention, intervention, and reporting procedures for incidents involving sexual abuse. All students and their parents/guardians are required to sign an acknowledgement form upon receipt of the JJAEP Student Code of Conduct.

A. ADOPTION PROCEDURE

El Paso County JJAEP adopts the Ysleta Independent School District's Student Code of Conduct through formal approval by the Juvenile Board, thereby establishing the behavior management framework for the program. YISD has implemented an in-house suspension system, whereby out-of-school suspension will be considered a last resort if other forms of behavioral management have been ineffective, or infraction requires removal from the campus (out-of-school suspension). Disruptive students may be removed from the classroom and placed in SAC. Students will be monitored and have continuous visual observation by JJAEP staff while being placed in SAC or in-school suspension (ISS).

B. NOTICE TO STAFF, STUDENT, PARENT/GUARDIAN

1. Students, parents, guardians, or custodians will receive a JJAEP Student Code of Conduct (SCC) at the time of intake.
2. Upon receipt and review, a signature will be required on the Acknowledgment of receipt of the JJAEP Student Code of Conduct (SCC).

3. A copy of the Acknowledgment form will be placed in the student's JJAEP electronic case file.
4. Prior to the start of the school year at the JJAEP Annual Refresher Training and during New Orientation Training at JPD, JJAEP staff will be provided with an electronic storage device containing the JJAEP Student Code of Conduct (SCC), and other pertinent JJAEP documents. All JJAEP staff will be required to sign an acknowledgment which will be maintained in their personnel electronic file.

C. DISCIPLINE AND SANCTIONS

The JJAEP Student Code of Conduct (SCC) outlines sanctions and disciplinary procedures applicable to students for specific behaviors, ensuring due process protections. The JJAEP Student Code of Conduct (SCC) will include sanctions and disciplinary procedures, including prohibited behaviors and conduct, disciplinary consequences, circumstances for classroom removal, and conditions for placement in another educational setting. YISD has adopted the JJAEP Student Code of Conduct (SCC) as a supplement to its Student Code of Conduct (SCC).

D. DISCIPLINE MANAGEMENT TECHNIQUES

During the student's enrollment, discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary actions will be based on the professional judgment of teachers and administrators. Discipline shall be correlated to the seriousness of the offense/infracton, a disability that impairs the student's capacity to appreciate the wrongfulness of the student's conduct, the frequency of misbehavior, a student's disciplinary history, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent, or lack of intent at the time of the alleged incident of misconduct, and statutory requirements.

1. STUDENT WITH DISABILITIES

- a. Discipline for students with disabilities must comply with applicable state and federal laws, including the district's Student Code of Conduct.
- b. In accordance with the Education Code, students enrolled in Special Education programs (SPED) may not be disciplined for bullying, harassment, or making hit lists until an ARD meeting has been conducted to review the student's behavior.
- c. The JJAEP shall take into consideration a disability that substantially impairs a JJAEP SPED student's ability to understand the wrongfulness of their conduct.

2. MANAGEMENT TECHNIQUES

- a. Verbal correction (oral or written).
- b. Cooling-off time or "timeout".
- c. Seating changes within the classroom or bus transportation.
- d. Counseling by teachers, counselors, or administrative personnel.
- e. Parent/teacher conferences.
- f. Grade reductions for late assignments or academic dishonesty (including but not limited to cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination).
- g. Assignment of community service.
- h. Withdrawal of privileges, such as participation in extracurricular activities.
- i. In-School Suspension (ISS). The term of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities. ISS may exceed three (3) days if reviewed every ten (10) school days by the JJAEP Campus Administrator.
- j. Out-of-School Suspension (OSS) may be imposed only when behavior is repeated and significant or threatens safety.
- k. Call to law enforcement for new offense committed at the JJAEP.
- l. Restitution for damage.

- m. Notice of Absence will be issued for violation of the Texas Compulsory Attendance Law. In accordance with this law, referrals will be made, as required to school district employees, as necessary and ultimately to a Truancy Court which may assess a fine and impose other requirements to prevent truancy.
- n. Other strategies and consequences as determined by school officials.
- o. Due to JJAEP expulsion, further expulsion is not an option, and any of the above consequences may occur.
- p. Due to JJAEP status, for a student under formal or informal supervision under the 65th District Court, negative behavior (whether a disciplinary referral is given or not) is reported to the Juvenile Probation Department and may result in further consequences imposed by a Juvenile Probation Officer or the 65th District Court.

3. EXPECTATION OF JJAEP STUDENTS

- a. Demonstrate courtesy, even when others do not.
- b. Behave in a responsible manner, always exercising self-discipline.
- c. Attend all classes, regularly and on time.
- d. Meet district and campus standards of grooming and dress.
- e. Obey all campus and classroom rules.
- f. Respect the rights and privileges of students, teachers, administrators, district staff, and volunteers.
- g. Respect the property of others, including district property and facilities.
- h. Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- i. Adhere to the requirements of the JJAEP Student Code of Conduct.

4. BEHAVIOR COORDINATOR ROLE

- a. The responsibility of the Behavior Coordinator Role is taken by the principal of the JJAEP in El Paso County or designated person. Any inappropriate conduct that occurs is reported to the JJAEP Administrator and assigned Juvenile Probation Officer, who will document the conduct/incident.
- b. Consequences for any negative behavior are explained during the JJAEP intake to both the student and their parent/guardian; it is also outlined in the Student Code of Conduct and JJAEP Policies and Procedures.
- c. When a major infraction of the JJAEP Student Code of Conduct occurs or a serious incident (as defined by TJJD) occurs, the Campus Behavior Coordinator or designated person (if in a District of Innovation) must document the behavior through a disciplinary referral, noting any action taken. Notification to parent(s)/guardian(s) will be made as soon as possible, but no later than 24 hours after a disciplinary referral has been given or suspension or removal from the classroom into the In-School Suspension (ISS) occurs. The disciplinary referral must be submitted to the JJAEP Administrator and/or assigned Juvenile Probation Officer, who documents the incident in JMIS and uploads the referral into the youth's profile.
- d. Behavior management may involve counseling, suspension, conferences with parents/JPO or placement in ISS or OSS. If an arrest is warranted, further consequences may be incurred. Possible school-based consequences include the following:
 - i. **Suspension** – May be warranted in cases where there has been a serious violation of school rules/policies. The JJAEP Campus Administrator will have the discretion to suspend the student. Suspension is rare as sending the student home is not conducive to the JJAEP philosophy of maintaining the student in school.
 - ii. **In-School Suspension (ISS)** – When appropriate, will be used in place of suspension, particularly when the student engages in persistent class disruption. ISS may exceed three (3) days if reviewed every ten (10) school days by the JJAEP Campus Administrator.

- iii. **Arrest** – Warranted if an offense occurs on school grounds or during transport on a district school bus.
- iv. **Counseling** – Provided for any inappropriate conduct/incident where there may have been a display of anger, threats to cause harm to staff or students. Such action will help intervene and prevent further incidents.
- v. **Conferences** – Notification to parents, administrators, JJAEP staff, and Juvenile Probation Officers will be made when there is a serious incident or recurrent inappropriate behavior such as bullying, harassment, or making hit lists. Conferences will be held by some or all of the above parties to prevent more serious consequences.
- vi. **Juvenile Probation Officer/JJAEP Administrator** – Will address the behavior/incident with the student and will inform the court of incidents if applicable.
- vii. **Home Visits** – Will be conducted if there is persistent unexcused absences. JJAEP Campus Administrator, Case Managers, Counselors, and/or Juvenile Probation Officer may conduct the home visit.
- viii. **Court Ordered Counseling Services** – The student’s counselor/therapist may be contacted by the Juvenile Probation Officer to discuss behaviors displayed in the school setting.

E. PROHIBITED SANCTIONS

The JJAEP Student Code of Conduct lists prohibited sanctions including, corporal punishment, physical abuse, humiliating punishment, hazing, deprivation of food and water, allowing one student to sanction another, expulsion from a JJAEP or imposing physical exercises/activity as a form of discipline or intimidation.

F. DRESS CODE PROCEDURES

PURPOSE: The dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

1. UNIFORM APPEARANCE

- a. **Expectations:** Students are expected to arrive in school uniform and groomed in a manner that is clean and neat, that will not be a health or safety hazard to themselves or to others.
- b. **Compliance:** Students who are out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference.
- c. **Severe Violations:** Students with severe violations will be sent home to change into appropriate clothing and must return to campus immediately. Failure to return will result in an unexcused absence.
- d. **Continued Noncompliance:** May result in a disciplinary referral.
- e. **Assistance with Uniform Items:** Campus Administrators will communicate and work collaboratively with the JJAEP Administrator in the event a JJAEP student requires assistance in obtaining uniform items.

2. FACIAL APPEARANCE:

- a. **No facial hair is permitted.** Beards, goatees, and mustaches are not allowed. Non-complying students will be escorted to the restroom by parent/guardian to shave, and the parent/guardian will be required to provide razors.
- b. **Sideburns** are allowed down to mid-ear only and must be maintained at all times.
- c. **Cutting or shaving of eyebrows is NOT permitted.**
- d. **Tongue or facial piercings are NOT permitted.**

- e. All fingernails must be kept short and trimmed. Nail polish or artificial nails are not permitted. Nails must not extend beyond the tips of the finger.
- f. No makeup of any kind is permitted, including but not limited to lipstick, concealer, foundation, primer, lip gloss, ChapStick, blush, eyeliner, brow liner, eyeshadow, and mascara.
- g. Makeup will be confiscated and not returned.
- h. Non-compliant students will be escorted to the restroom to wash off makeup.

3. TATTOOS:

All tattoos on the arms and neck must be covered with a white long-sleeve undershirt or other approved items by the Campus Administrator.

4. HAIRCUTS:

- a. All students must maintain a clean appearance at all times.
- b. Hair must not cover face or eyes.
- c. No spiked hair (no more than 1 inch in length) or Mohawks allowed.
- d. Student's hair must be of a natural hair color (no colors that may cause a distraction).
- e. Hair should be shampooed regularly.

5. JEWELRY:

For security reasons, no jewelry is allowed. This includes watches, necklaces, rings, and body piercings. Any jewelry brought in will be confiscated.

6. SHIRTS:

- a. Forrest Green polo shirts are required for High School JJAEP students; Navy Blue polo shirts are required for Middle School JJAEP students.
- b. Shirts must remain tucked in at all times.
- c. Students must wear only plain white undergarments under their shirts. Females must wear a white bra under their shirt.
- d. Shirts must be kept clean at all times.
- e. Shirts must be well maintained, free from wrinkles, tears, or any other damage.
- f. Oversized shirts are not permitted.

7. PANTS/BELTS:

- a. Khaki pleated or straight-front Dockers-style or dress slacks are required.
- b. Pants must be worn at or above the waistline at all times.
- c. No baggy pants, bell-bottoms, cut pant legs, dragging pant legs, capris, hip huggers/low-rise, jeans, cargo pants, leggings, or side pockets are allowed.
- d. Pants must be the appropriate size for the student, not to exceed ONE INCH LARGER than their waist, and not excessively tight to avoid creating a distraction.
- e. Pant length should touch the top of the shoe's heel and not be frayed at the edges. Extra gym shorts under the pants will not be permitted.

8. SHOES:

- a. Black dress shoes or solid black tennis shoes with regular width black shoelaces are required.
- b. Thick or colored shoelaces are not allowed. Shoes must remain laced and tied properly throughout the day.
- c. Extra socks in shoes are not permitted.
- d. Open-toed shoes such as sandals or steel-toed shoes are not allowed.
- e. Socks must be plain WHITE without any visible logo or design.

9. WINTER CLOTHING:

- a. A matching colored hooded or regular sweatshirt is required for cold weather conditions. Uniforms are available with the school administration.
- b. Black or white sweatshirts must FIT the student. Oversized sweatshirts are not allowed.
- c. White long sleeve shirts may be worn under student's polo shirt.

10. ADDITIONAL ITEMS:

- a. Cell phones and pagers are strictly prohibited at all times.
- b. No electronic equipment of any kind is allowed, including electronic cigarette, toys, video games, tablets, laptops, smartwatch, headphones, etc.
- c. No weapons of any type are permitted, including small pocketknives and/or cutting instruments. Possession of certain illegal or location-restricted knives may result in criminal charges.
- d. Students shall not possess fireworks, smoke or stink bombs, or any other pyrotechnic device.
- e. Food, beverages, gum, and candy will be confiscated if brought onto the premises.
- f. Any loose items found in pockets or notebooks will be confiscated and not returned, including personal items.
- g. Students will not be allowed to enter the restroom while in possession of any type of writing utensil. Pens and pencils will be confiscated and not returned.
- h. Students will not be permitted to bring wallets, purses, or money.

(f) Grievance Procedures. The student code of conduct must state: (1) which issues are grievable and not grievable; (2) the process by which a student may submit a grievance; (3) the method(s) by which students may obtain and submit a grievance without the assistance or permission of staff; (4) that retaliation by staff against a student for submitting a grievance is prohibited; (5) that the student will receive a written response within five school days after submitting the grievance; (6) that, upon request, a student's parent, guardian, or custodian will be provided a copy of a grievance submitted by the student, including the response; (7) the deadline for submitting an appeal of the initial response, which must be no earlier than five school days after the student receives the initial response; and (8) that the student will receive a written response within 10 school days after submitting an appeal.

POLICY

GRIEVANCE PROCEDURES

- 1. The JJAEP shall maintain a grievance procedure to address complaints or concerns raised by students or parents/guardians regarding alleged mistreatment, instructional, or programmatic issues, or perceived violations of student's rights by staff members, JJAEP policies, procedures, or other students. Retaliation in any form against a student or parent/guardian who files a grievance or participates in the grievance process is strictly prohibited. The grievance procedure shall ensure that each student and parent/guardian is afforded at least one level of appeal for all grievance complaints. Complaints shall be reviewed and resolved in a fair, timely, and impartial manner, and documentation of all grievances and their dispositions shall be maintained by the JJAEP Administrator.
- 2. Upon request, a copy of each grievance submitted by a student shall be provided to the student's parent/guardian. **(SEE APPENDIX S – JJAEP STUDENT GRIEVANCE FORM)**
- 3. Students and parents/guardians may submit the grievance form to a staff member at the JJAEP Campus (Counselor, Administrator, CIS) or may go directly to YISD's Department of Student Services at 9600 Sims Drive, El Paso, Texas 79925 or 915-434-0743. Student or parent/guardian may also contact the assigned Juvenile Probation Officer or the Diversionary and JJAEP Programs Supervisor, Ramon E. Hernandez at 915-

273-3491 Ext. 2110 or by email at Ram.Hernandez@epcountytexas.gov to further discuss the issue or submit grievance.

COMPLAINTS

1. General complaints should be resolved at the lowest possible administrative level. General complaints or questions regarding campus level decisions should be addressed with the School Principal/Assistant Principal and/or the JJAEP Administrator. If student or parent/guardian does not believe a complaint or grievance was appropriately addressed, efforts should be made to discuss the complaint with the School Principal or Assistant Principal.
2. Students are encouraged to discuss and attempt to resolve problems directly with JJAEP operational staff whenever possible. The JJAEP staff will take reasonable and appropriate steps in an attempt to correct the problem. If unable to resolve the matter, students can report it to the JJAEP Administrator or School Principal/Assistant Principal verbally or in writing. A Student Grievance Form must be provided to the student upon request by school staff.
3. Grievance procedures shall ensure that each student is afforded one level of appeal on all grievance complaints. The JJAEP Administrator, Principal, or Assistant Principal will investigate the grievance and attempt to resolve it. Upon request, a student's parent/ guardian will be provided a copy of the Student Grievance Form, including the response within five (5) school days after submitting the grievance. Efforts to resolve the matter will be documented on a Student Grievance Review form, which will serve as verification as to what actions were taken by the administration to address the grievance. **(SEE APPENDIX – S1 JJAEP STUDENT GRIEVANCE REVIEW FORM FOR ADMINISTRATORS)**.
4. Copies will be forwarded to the JJAEP Administrator and uploaded in the student's file. Upon request, a student's parent/guardian will be provided with a copy of the Student Grievance Form, including the response and findings.
5. If not satisfied with the response provided by School Administrators or the JJAEP Administrator, students or parents/guardians have the right to appeal to YISD's Department of Student Services or the Juvenile Probation Department and appeal.
6. The deadline for submitting an appeal of the initial response must be no earlier than five (5) school days after receiving the initial response. The student will receive a written response within ten (10) school days after submitting an appeal.

GRIEVANCE FORM FOR PARENTS

El Paso County JJAEP facilities will respond quickly to all complaints/grievances from parents/guardians or members of the community against any employee of the Juvenile Probation Department and/or employees of the YISD. Corrective action will be taken if deemed necessary. Parents/Guardians must receive a copy of the JJAEP STUDENT GRIEVANCE REVIEW FORM FOR ADMINISTRATORS and will sign to acknowledge receipt. **(SEE APPENDIX S1 - GRIEVANCE REVIEW FORM FOR ADMINISTRATORS)**. A copy of the Student Grievance Form is attached to this Student Code of Conduct.

(g) Sexual Abuse. The student code of conduct must include information relating to the JJAEP's zero-tolerance policy for sexual abuse. The information provided must address the following: (1) prevention and intervention; (2) methods of minimizing risk of sexual abuse; (3) reporting sexual abuse and assault; and (4) treatment and counseling.

POLICY

SEXUAL ABUSE PROCEDURES

PRISON RAPE ELIMINATION ACT OF 2003 (PREA)

When sexual abuse or other related outcry is made or need determined, service referrals must be made to an appropriate school-based or community-based provider that can adequately address student's needs. Regarding sexual abuse, a referral to CENTER AGAINST SEXUAL AND FAMILY VIOLENCE would be appropriate.

§348.300 TJJD PERFORMANCE REPORTS

(a) TJJD completes a JJAEP performance assessment report as required by the General Appropriations Act (GAA). The report addresses factors identified by the GAA. TJJD provides each JJAEP administrator and each chief administrative officer with a copy of the report. (b) At mandatory JJAEPs (i.e., JJAEPs whose operation is required by law), the JJAEP Administrator must provide a copy of the report to the juvenile board and to the superintendent of each school district that participates in the JJAEP.

POLICY

In accordance with Texas Administrative Code and the Texas Juvenile Justice Department (TJJD) guidelines, it is the policy of the El Paso County Juvenile Justice Alternative Education Program (JJAEP) to utilize biennial performance data provided by TJJD to assess program effectiveness. The data evaluates each mandatory JJAEP across key measures to determine the extent to which the program is meeting its performance objectives.

PROCEDURE

1. Every two (2) years, TJJD publishes a statewide JJAEP Performance Report reflecting statistical and performance data from each county's JJAEP program.
2. Upon publication, the JJAEP Administrator will disseminate the report to the El Paso Juvenile Board, the Chairman of the YISD School Board, Superintendents of Participating Districts, JJAEP Campus Administrators, other relevant stakeholders participating in overseeing the JJAEP.
3. The report will provide a comparison of the El Paso County JJAEP's performance relative to other counties in areas including, but not limited to, student attendance, academic performance, behavioral outcomes, successful transition rates, recidivism rates, and compliance.

§348.400 FUNDING FOR JJAEPs

(a) Funding for JJAEPs is provided in accordance with requirements in the General Appropriations Act. (b) TJJD will not release funds to a JJAEP until it has received the following: (1) memorandum of understanding with completed signature page(s), as required by [Texas Administrative Code §348.200](#); (2) student code of conduct for the current school year; and (3) school calendar. (c) TJJD will not release funds to a JJAEP whose school calendar is not in compliance with [Section 37.011\(f\), Education Code](#), unless an application for a waiver has been approved by TJJD.

POLICY

The El Paso County JJAEP, in partnership with the Ysleta Independent School District (YISD) and other participating districts, acknowledges that the daily rate of compensation for educational services is determined by the State of Texas and may be adjusted during the fiscal year. In accordance with Texas Education Code §29.012 and §37.011, participating school districts that provide educational services to pre-adjudicated or post-adjudicated students confined by court order in a juvenile facility operated by a juvenile board are entitled to include those students in their Average Daily Attendance (ADA) for the purposes of Foundation School Program (FSP) funding.

JJAEP MISSION STATEMENT

The mission of the El Paso County Juvenile Justice Alternative Education Program is to provide a safe, structured, and academically enriching environment for students expelled from their home campuses under Texas Education Code, Chapter 37. The program is committed to enabling students to perform at grade level, fostering academic achievement and personal growth, and equipping students with the skills necessary to make responsible decisions, successfully reintegrate into their school communities, and become productive members of society.

**EL PASO COUNTY JUVENILE JUSTICE
ALTERNATIVE EDUCATION PROGRAM
STUDENT CODE OF CONDUCT
2026-2027 SCHOOL YEAR**



THE DISTRICT
YSLETA INDEPENDENT SCHOOL DISTRICT

Ysleta Independent School District

JJAEP STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT

Dear Student and Parent/Guardian,

The El Paso County Juvenile Probation Department provides this Student Code of Conduct to parents/guardians and students admitted to the Juvenile Justice Alternative Education Program (JJAEP). Your child has been placed in the JJAEP as a result of an expulsion for one of the mandatory expulsions listed in the table below. The purpose of this publication is to provide information regarding the general rules, expectations, and guidelines for attending and receiving educational services through the JJAEP operated by the Ysleta Independent School District (YISD).

Additionally, a JJAEP brochure is included with this document containing contact information for the participating school district's Campus Principal and Assistant Principals, as well as El Paso County Juvenile Probation JJAEP staff.

We encourage you to read this publication thoroughly and to discuss it with your family. If you have any questions regarding the information contained herein, please contact a Campus Administrator or the JJAEP Administrator for clarification. Students assigned to the JJAEP remain subject to the Ysleta Independent School District's Student Code of Conduct; however, this JJAEP Student Code of Conduct serves as a supplement and may contain additional rules, expectations, sanctions and procedures that must be followed.

Both the student and parent/guardian must sign in the spaces provided below and return this acknowledgment form to the school.

WE ACKNOWLEDGE THAT WE HAVE RECEIVED THE EL PASO COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM'S STUDENT CODE OF CONDUCT AND UNDERSTAND THAT WE ARE RESPONSIBLE FOR READING AND COMPLYING WITH THE INFORMATION CONTAINED HEREIN.

Student's Name: _____
(Please Print)

Student's Signature: _____ Date: _____

Parent/Guardian's Name: _____
(Please Print)

Parent/Guardian's Signature: _____ Date: _____

Home School: _____ Grade Level: _____

TABLE OF CONTENTS

MISSION STATEMENT	4
MANDATORY EXPULSION TABLE	5
ADOPTION.....	6
NOTICE.....	6
DISCIPLINE AND SANCTIONS	6
JJAEP CAMPUS ADMINISTRATOR ROLE	7
DRESS CODE.....	9
GRIEVANCE PROCEDURES	10
SEXUAL ABUSE POLICY.....	11
HIGH SCHOOL EQUIVALENCY	13
NOTICE TO THE PUBLIC REGARDING ABUSE, NEGLECT, AND EXPLOITATION.	16

MISSION STATEMENT

Academically, the mission of the JJAEP is to allow students to perform at grade level.

Mandatory Expulsion Table

Offense Description	Offense Type
Unlawful Weapon: Handgun [PC 46.02(a)]	Mandatory
Unlawful Weapon: Location-Restricted Knife [PC 46.02(a-4)] (For students who are under the age of 18)	Mandatory
Prohibited Weapon: Explosive Weapon [PC 46.05(a)(1)(A)]	Mandatory
Prohibited Weapon: Machine Gun [PC 46.05(a)(1)(B)]	Mandatory
Prohibited Weapon: Short-Barrel Firearm [PC 46.05(a)(1)(C)]	Mandatory
Prohibited Weapon: Armor-Piercing Ammunition [PC 46.05(a)(2)]	Mandatory
Prohibited Weapon: Chemical Dispensing Device [PC 46.05(a)(3)]	Mandatory
Prohibited Weapon: Zip Gun [PC 46.05(a)(4)]	Mandatory
Prohibited Weapon: Tire Deflation Device [PC 46.05(a)(5)]	Mandatory
Prohibited Weapon: Improvised Explosive Device [PC 46.05(a)(6)]	Mandatory
Aggravated Assault [PC 22.02]	Mandatory
Sexual Assault [PC 22.011]	Mandatory
Aggravated Sexual Assault [PC 22.021]	Mandatory
Arson [PC 28.02]	Mandatory
Murder [PC 19.02]	Mandatory
Capital Murder [PC 19.03]	Mandatory
Attempted Murder or Capital Murder [PC 15.01]	Mandatory
Indecency with a Child [PC 21.11]	Mandatory
Kidnapping [PC 20.03]	Mandatory
Aggravated Kidnapping [PC 20.04]	Mandatory
Robbery [PC 29.02]	Mandatory
Aggravated Robbery [PC 29.03]	Mandatory
Manslaughter [PC 19.04]	Mandatory
Criminally Negligent Homicide [PC 19.05]	Mandatory
Continuous Sexual Abuse of Young Child or Disabled Individual [PC 21.02]	Mandatory
Felony Drug Offense (excluding Marijuana or THC) [HSC 481]	Mandatory
Burglary [PC 30.02]	Mandatory
Assault Causing Bodily Injury to School Employee or Volunteer [PC 22.01(a)(1)]	Mandatory
Exhibit, Use, or Threaten to Exhibit or Use Firearm [PC 37.125]	Mandatory

JJAEP STUDENT CODE OF CONDUCT

A. ADOPTION

The Ysleta Independent School District (YISD) has adopted this JJAEP Student Code of Conduct as a supplement to the District's Student Code of Conduct. All students placed in the JJAEP are expected to comply with both the district-wide disciplinary procedures and the specific provisions contained in this JJAEP Student Code of Conduct.

B. NOTICE

Students and their parents, guardians, or custodians shall receive a copy of the JJAEP Student Code of Conduct (SCC) at the time of intake and shall acknowledge receipt by signing the designated form. As part of the student's placement in the JJAEP, families are encouraged to review the YISD Student Code of Conduct, available on the YISD website, which contains comprehensive policies regarding student behavior, expectations, and disciplinary procedures throughout the district.

C. DISCIPLINE AND SANCTIONS

The JJAEP Student Code of Conduct outlines sanctions and disciplinary procedures applicable to students assigned to the program while ensuring due process protections are upheld. The JJAEP Student Code of Conduct adopts and enforces all disciplinary provisions contained in the YISD Student Code of Conduct, while also applying additional guidelines necessary for maintaining a safe, secure, and structured alternative setting.

In accordance with the YISD Student Code of Conduct, all disciplinary action within the JJAEP shall be designed to improve student conduct and to promote positive engagement in the educational environment. Disciplinary consequences shall be determined based upon the professional judgment of teachers and administrators while considering the following factors: seriousness of the offense, student's age and grade level, frequency and nature of the misbehavior, student's attitude and response to correction, impact on the school environment, and statutory requirements. Prohibited student conduct is detailed within the YISD Student Code of Conduct. However, due to the nature of JJAEP placement, the following categories further distinguish major and minor violations.

D. DISCIPLINARY OFFENSES

MAJOR

- Possession of contraband (weapons).
- Possession of or being under the influence of drugs.
- Imminent threats toward any student, teacher, or staff member.
- Destruction of property (may require incident report to TJJD).
- Sexual misconduct (requires incident report to TJJD).
- Assault (requires incident report to TJJD if against another student).
- Sexual assault (requires incident report to TJJD).
- Any incident involving a restraint (requires incident report to TJJD).
- Any incident involving abuse, sexual abuse, neglect, or exploitation (requires incident report to TJJD).
- Any incident that causes substantial disruption during the school day, whether on or off school campus, this includes any cyberbullying that may have occurred off campus but is manifesting on campus (may require incident report to TJJD).
- Any incident warranting an arrest or meeting the elements of a Class B misdemeanor or higher (may require incident report to TJJD).

MINOR

- Refusal to follow directives from administrators, teachers, or staff.
- Verbal disrespect.

- Derogatory or offensive language
- Antagonizing others.
- Walking off campus.
- Dress code violations.
- Tardies or unexcused absences.

Note: In determining disciplinary consequences, the District shall consider mitigating factors such as self-defense, intent or lack of intent, the student's disciplinary history, and any disability that may impact the student's understanding of the behavior's wrongfulness.

DISCIPLINARY MANAGEMENT TECHNIQUES

Discipline for offenses, unless specified otherwise by law, may involve various techniques and responses, used alone or in combination, including but not limited to:

- Verbal correction (oral or written).
- Cooling-off time or "timeout".
- Seating changes within the classroom.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for late assignments or academic dishonesty (including but not limited to cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination).
- Assignment of community service.
- Withdrawal of privileges, such as participation in extracurricular activities.
- In-School Suspension (ISS). The term of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.
- Out-of-School Suspension (OSS).
- Call to law enforcement for new offense committed at the JJAEP.
- Restitution for damage.
- Notice of Absence will be issued for violation of the Texas Compulsory Attendance Law. In accordance with this law, referrals will be made, as required to school district employees, as necessary and ultimately to a Truancy Court which may assess a fine and impose other requirements to prevent truancy.
- Other strategies and consequences as determined by school officials.
- Due to JJAEP expulsion, further expulsion is not an option, and any of the above consequences may occur.
- Due to JJAEP status, for a student under formal or informal supervision under the 65th District Court, negative behavior (whether a disciplinary referral is given or not) is reported to the Juvenile Probation Department and may result in further consequences imposed by a Juvenile Probation Officer or the 65th District Court.

If a student is removed from the JJAEP and placed in another setting other than a Disciplinary Alternative Education Program (DAEP), the student will have to return to the JJAEP to complete the expulsion term upon re-enrollment. JJAEP students may have the opportunity to attend summer school, if applicable, to make up credits or fulfill STAAR/EOC testing obligations.

E. JJAEP CAMPUS ADMINISTRATOR ROLE

- Any inappropriate conduct occurring within the JJAEP shall be reported to the JJAEP Administrator and, when applicable, the assigned Juvenile Probation Officer, who will document the conduct/incident.
- Consequences for inappropriate conduct shall be explained during the JJAEP school intake to both the student and their parent/guardian. This information is incorporated in the Student Code of Conduct and Policies and Procedures for staff.

- When inappropriate conduct or an incident occurs, the JJAEP Campus Administrator must document the behavior through a disciplinary referral, noting any action taken. Parents or guardians shall be notified when a student is suspended or assigned to In-School Suspension (ISS). The disciplinary referral must be submitted to the JJAEP Administrator, who documents the incident in JMIS and uploads the referral into the youth's profile.
- Behavior management may involve counseling, suspension, conferences with parents/Juvenile Probation Officer, or placement in ISS. If an arrest is warranted, further consequences may be incurred. Possible school-based consequences include the following:
 - 1) **Suspension** – May be warranted when serious violation of school rules or policies occur. The JJAEP Campus Administrator shall have the discretion to suspend the student. Suspension is rare as sending the student home is not conducive to the JJAEP philosophy of maintaining the student in school.
 - 2) **In-School Suspension (ISS)** – ISS should be utilized whenever appropriate in lieu of suspension. ISS may be extended beyond prior limits, provided the campus conducts a formal review every 10 instructional days, documenting progress or required modifications in support plans
 - 3) **Arrest** – Warranted if an offense occurs on school grounds or during transport on a district school bus.
 - 4) **Counseling** – Provided for any inappropriate conduct/incident where there may have been a display of anger, threats to cause harm to staff or students. Such action will help intervene and prevent further incidents.
 - 5) **Conferences** – Notification to parents, administrators, JJAEP staff, and Juvenile Probation Officers will be made when there is a serious incident or recurrent inappropriate behavior such as bullying, harassment, or making hit lists. Conferences will be held by some or all of the above parties to prevent more serious consequences.
 - 6) **Juvenile Probation Officer/JJAEP Administrator** – May address behavioral concerns directly with the student and notify the court when appropriate.
 - 7) **Home Visits** – May be conducted if there is persistent unexcused absences. JJAEP Campus Administrator, Case Managers, Counselors, and/or Juvenile Probation Officer may conduct the home visit.
 - 8) **Court Ordered Counseling Services** – Service providers and therapists may be contacted to discuss behaviors observed within the educational setting and coordinate appropriate interventions.

F. EXPECTATIONS OF JJAEP STUDENTS

JJAEP students are expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, administrators, 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.

G. PROHIBITED SANCTIONS

The following disciplinary sanctions are strictly prohibited:

- Corporal punishment, physical abuse, humiliating punishment, or hazing.
- Deprivation of food and water.
- Allowing one student to sanction another.
- Expulsion from a JJAEP.
- Imposing physical exercises/activity as a form of discipline or intimidation.

H. DRESS CODE

The dress code is established to promote good grooming and hygiene, maintain safety and security, minimize disruptions to the educational environment, and encourage respect for authority.

Uniform Appearance:

- **Expectations:** Students shall arrive at school in proper uniform attire and groomed in a manner that is clean, neat, and does not present a health or safety hazard to themselves or to others.
- **Compliance:** Students who are out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference.
- **Severe Violations:** Students with severe violations will be sent home to change into appropriate clothing and must return to campus immediately. Failure to return will result in an unexcused absence.
- **Continued Noncompliance:** May result in a disciplinary referral.
- **Assistance with Uniform Items:** Campus Administrators will communicate and work collaboratively with the JJAEP Administrator in the event a JJAEP student requires assistance in obtaining uniform items.

Facial Appearance:

- **No facial hair is permitted.** Beards, goatees, and mustaches are not allowed. **Non-complying students will be escorted to the restroom by parent/guardian to shave, and the parent/guardian will be required to provide razors.**
- Sideburns are allowed down to mid-ear only and must be maintained at all times.
- Cutting or shaving of eyebrows is NOT permitted.
- Tongue or facial piercings are NOT permitted.
- **All** fingernails must be kept short and trimmed. Nail polish or artificial nails are not permitted. Nails must not extend beyond the tips of the finger.
- No makeup of any kind is permitted, including but not limited to lipstick, concealer, foundation, primer, lip gloss, ChapStick, blush, eyeliner, brow liner, eyeshadow, and mascara.
- Makeup will be confiscated and not returned.
- **Non-compliant students will be escorted to the restroom to wash off makeup.**

Tattoos:

- **ALL** tattoos on the arms and neck must be covered with a **white long-sleeve undershirt or other approved items by the JJAEP Campus Administrator.**

Haircuts:

- All students must maintain a clean appearance at all times.
- Hair must not cover face or eyes.
- No spiked hair (no more than 1 inch in length) or Mohawks allowed.
- Student's hair must be of a natural hair color (no colors that may cause a distraction).
- Hair should be shampooed regularly.

Jewelry:

- For security reasons, no jewelry is allowed. This includes watches, necklaces, rings, or body piercings. Any jewelry brought in will be confiscated.

Shirts:

- Forrest Green polo shirts are required for High School JJAEP students; Navy Blue polo shirts are required for Middle School JJAEP students.

- Shirts must remain tucked in at all times.
- Students must wear only **plain white undergarments** under their shirts. Females must wear a white bra under their shirt.
- Shirts must be kept clean at all times.
- Shirts must be well maintained, free from wrinkles, tears, or any other damage.
- Oversized shirts are not permitted.

Pants/Belts:

- **Khaki pleated or straight-front** Dockers-style or dress slacks are required.
- Pants must be worn **at or above the waistline** at all times.
- No baggy pants, bell-bottoms, cut pant legs, dragging pant legs, capris, hip huggers/low-rise, jeans, cargo pants, leggings, or side pockets are allowed.
- **Pants must be the appropriate size for the student, not to exceed ONE INCH LARGER than their waist, and not excessively tight to avoid creating a distraction.**
- Pant length should touch the top of the shoe's heel and not be frayed at the edges. Extra gym shorts under the pants will not be permitted.

Shoes:

- **Black** dress shoes or **solid black** tennis shoes with regular width **black** shoelaces are required.
- Thick or colored shoelaces are not allowed. Shoes must remain laced and tied properly throughout the day.
- Extra socks in shoes are not permitted.
- Open-toed shoes such as sandals or steel-toed shoes are not allowed.
- Socks must be plain WHITE without any visible logo or design.

Winter Clothing:

- A matching colored hooded or regular sweatshirt is required for cold weather conditions. Uniforms are available with the school administration.
- Black or white sweatshirts must FIT the student. **Oversized** sweatshirts are not allowed.
- White long sleeve shirts may be worn under student's polo shirt.

Additional Items:

- Cell phones and pagers are strictly prohibited at all times.
- Electronic devices, including electronic cigarettes, toys, gaming devices, tablets, laptops, smartwatches, headphones, and similar items are prohibited.
- No weapons of any type are permitted, including small pocketknives and/or cutting instruments. Possession of certain illegal or location-restricted knives may result in criminal charges.
- Students shall not possess fireworks, smoke or stink bombs, or any other pyrotechnic device.
- Food, beverages, gum, and candy will be confiscated if brought onto the premises.
- Any loose items found in pockets or notebooks will be confiscated and not returned, including personal items.
- Students will not be allowed to enter the restroom while in possession of any type of writing utensil. Pens and pencils will be confiscated and not returned.
- Students **will not** be permitted to bring wallets, purses, or money.

I. GRIEVANCE PROCEDURES

The El Paso County JJAEP provides a grievance procedure to address complaints or concerns from students and parents/guardians regarding mistreatment, instructional concerns, programmatic issues, or alleged violations of student's rights by staff, policies, or another student. Retaliation in any form against a student who files a grievance is strictly prohibited. A copy of the grievance form is attached to this packet. Students and parents/guardians may submit the grievance form to any JJAEP staff member, Counselor, Campus

Administrator, or directly to the YISD's Department of Student Services located at 9600 Sims Drive, El Paso, Texas 79925 or 915-434-0743. Student or parent/guardian may also contact the assigned Juvenile Probation Officer or the Diversionary and JJAEP Programs Supervisor, Ramon E. Hernandez at 915-273-3491 Ext. 2110 or by email at Ram.Hernandez@epcountytx.gov to further discuss the issue or submit grievance.

General complaints should be resolved at the lowest possible administrative level. General complaints or questions regarding campus level decisions should be addressed with the School Principal/Assistant Principal and/or the JJAEP administrator. If student or parent/guardian does not believe a complaint or grievance was appropriately addressed, efforts should be made to discuss the complaint with the School Principal or Assistant Principal.

- **Initial Discussion** = Students are encouraged to discuss and attempt to resolve problems directly with JJAEP operational staff whenever possible.
- **Reporting to Administrators** = If unable to resolve the matter, students can report it to the the JJAEP Administrator or School Principal/Assistant Principal verbally or in writing. A Student Grievance Form must be provided to the student upon request by school staff.
- **Investigation and Response** = The JJAEP Administrator, Principal, or Assistant Principal will investigate the grievance and attempt to resolve it. The student will receive a written response within five (5) school days after submitting the grievance.
- **Documentation** = Efforts to resolve the matter will be documented on a Student Grievance Review Form for Administrators. Copies will be forwarded to the JJAEP Administrator and uploaded in the student's file. Upon request, a student's parent/guardian will be provided with a copy of the Student Grievance Form, including the response and findings.
- **Appeal Process** = If not satisfied with the response provided by School Administrators or the JJAEP Administrator, students or parents/guardians have the right to appeal to YISD's Department of Student Services or the Juvenile Probation Department and appeal.
- **Deadline for Appeal** = The deadline for submitting an appeal of the initial response must be no earlier than five (5) school days after receiving the initial response. The student will receive a written response within ten (10) school days after submitting an appeal.

COMPLAINTS & GRIEVANCES FROM PARENT/GUARDIAN

The El Paso County JJAEP shall promptly respond to all complaints or grievances submitted by parents/guardians or members of the community against any employee of the Juvenile Probation Department and/or employees of the YISD. Corrective action will be taken if deemed necessary. Parents/Guardians must receive a copy of the JJAEP STUDENT GRIEVANCE REVIEW FORM FOR ADMINISTRATORS and will sign to acknowledge receipt. A copy of the Student Grievance Form is attached to this Student Code of Conduct.

J. SEXUAL ABUSE POLICY

The El Paso County JJAEP is committed to maintaining a safe, secure, and supportive educational environment for all students. The following requirements are intended to reduce the risk of sexual abuse, neglect, or exploitation, and other forms of physical or emotional abuse.

PRISON RAPE ELIMINATION ACT OF 2003 (PREA)

The El Paso County JJAEP adheres to the Prison Rape Elimination Act of 2003 (PREA), a federal law aimed at preventing sexual abuse in both adult and juvenile facilities, including JJAEP and community correction programs. Across all JJAEP facilities operated by the El Paso County Juvenile Probation Department and the Texas Juvenile Justice Department (TJJD), a strict zero-tolerance policy is maintained in conjunction with PREA, addressing all forms of sexual abuse. To ensure compliance of this policy, school administrators, staff, and JJAEP personnel are designated as coordinators, tasked with overseeing the implementation and adherence.

All JJAEPs are mandated to adopt zero-tolerance policies and practices regarding sexual abuse in accordance with the Prison Rape Elimination Procedures Act of 2003 (Texas Administrative Code §358.500). These policies include administrative sanctions as outlined in §348.224 of the JJAEP Policies and Procedures manual.

§358.300 SERIOUS PHYSICAL ABUSE AND SEXUAL ABUSE – (PREA) Prison Rape Elimination Act

- Any JJAEP staff personnel who witnesses, learns of, receives an oral/written statement from a student or other person with knowledge or reasonable belief of an occurrence of alleged serious physical abuse of sexual abuse involving a student shall follow JJAEP school protocol of informing their Principal or Assistant Principal and subsequently reporting to the TEXAS JUVENILE JUSTICE DEPARTMENT (TJJD) and local law enforcement. **The JJAEP facilities will maintain a zero-tolerance policy in conjunction with PREA regarding all forms of sexual abuse. The JJAEP Administrator and Campus Administrators (Principal and Assistant Principals) shall oversee the implementation and adherence to the zero-tolerance policy. (All volunteers, interns, and staff shall be trained regarding Abuse, Neglect and Exploitation (ANE) and PREA standards).**
- No officer, volunteer, counselor, teacher, visitor, student shall engage in any conduct of a sexual nature. There is no “consent” allowed for any juvenile under the care and/or control of the Department as well as juveniles previously under the care and/or control of the Department. All students will be supervised by JJAEP staff to ensure that they are protected from sexual abuse. Security cameras will also be utilized as additional security, but never as a substitute for face-to-face supervision.
- Identification of students vulnerable to sexual abuse, prompts immediate steps to ensure their safety, including additional supervision, referral to school counselor to discuss possible issues, and notification to Juvenile Probation Officer (if applicable) to also assist in identifying any problems.
- JJAEP staff shall never be allowed as the sole supervisor of students of the opposite gender. (This includes searches, restroom breaks, or any function of the program where students are vulnerable or exposed).
- Students with disabilities, including students who are deaf or hard of hearing, shall be afforded reasonable accommodations to ensure meaningful access to reporting mechanisms and protective services.
- YIS and the Juvenile Probation Department shall not knowingly hire, promote, or retain individuals who have engaged in sexual abuse or inappropriate sexual conduct. All employees, staff members, or substitute teachers have passed a background check by the ISD or Juvenile Probation Department to ensure the continued safety of the JJAEP students.
- YISD and the Juvenile Probation Department shall make every effort to provide an environment that is free of coercion or any inappropriate conduct of any kind.
- All students thought to be victims of sexual assault shall be examined at the earliest time possible after the allegation, by a licensed physician. The examination taken by the physician may be used as evidence in an investigation.
- All allegations shall be investigated thoroughly by a neutral party, and all shall be reported to Local Law Enforcement.
- All students may report in writing (grievances) by telephone, face to face, or another means that will allow for their privacy and protection.
- If a student does not feel comfortable reporting to anyone in the JJAEP they may contact a third party (Law Enforcement, TJJD, Juvenile Probation Department, CPS, etc.) directly.
- Attached to this Student Code of Conduct is the Abuse, Neglect and Exploitation Form with the phone number to call if there is a concern or complaint regarding the health and safety of a juvenile in a Juvenile Justice Alternative Education Program.
- The TJJD’s investigation is limited to whether an allegation or incident of abuse, neglect, or exploitation occurred based on the statutory definitions of abuse, neglect, and exploitation.

PROCEDURES TO TAKE IN THE EVENT OF AN ALLEGED SEXUAL ABUSE INCIDENT

JJAEP personnel shall report any type of abuse immediately to School Administrators, JJAEP Administrator, Law Enforcement, Texas Department of Family and Protective Services, and the Texas Juvenile Justice Department within 24 hours. The below persons must receive a notification or report regarding allegation:

- School Administrators.
- School Nurse.
- Law Enforcement – 911.
- Parent/Guardian.
- Texas Department of Family and Protective Services - 1-800-252-5400
- Texas Juvenile Justice Department - 1-877-786-7263; submit TJJD Incident Report to abuseneglect@tjjd.texas.gov
- JJAEP Administrator - 915-273-3491 Ext. 2110

Depending on the nature, source, or circumstances surrounding the abuse, staff may be directed to:

- Have the student examined by Nurse and/or Physician.
- Make referral to local law enforcement agencies.
- Contact parents/guardians and advise them of incident.
- Gather as much relevant information as possible pertaining to the sexual assault.
- Student and family should be referred to sexual abuse counseling as soon as possible.
- Service referrals may be to school contracted service providers or any community-based service provider capable of handling the referral and providing appropriate services (such as the Center Against Sexual and Family Violence).

K. HIGH SCHOOL EQUIVALENCY

Students placed in the JJAEP who have experienced difficulties within the traditional school setting may have the opportunity to participate in a High School Equivalency Program. This is an option available for any student of the JJAEP and requires pre-testing and possible remedial assistance to get student prepared for the official test. Students interested in this option should first consult with their parents/guardians, Juvenile Probation Officer, and guidance counselor to ensure they meet the following criteria:

- Student must be at least 16 years old to participate in pre-testing and remedial preparation, and have a court order authorizing pursuit of the high school equivalency final testing and certificate; or
- Candidates who are 17 years old must have parent/guardian signature for taking the official testing.

JJAEP students who have earned fewer than 4 high school credits may be given priority consideration for participating in a High School Equivalency Program.

L. CONSIDERATION OF REMOVAL OF A CHILD

Consideration will be given as a factor in each decision concerning suspension, removal to a Disciplinary Alternative Education Program, expulsion, or placement in a Juvenile Justice Alternative Education Program, regardless of whether the decisions concern a mandatory or discretionary action, to a student's status in the conservatorship of the Texas Department of Family and Protective Services or a student's status as a student who is homeless.

M. TRANSITION FROM AN ALTERNATIVE EDUCATION PROGRAM TO REGULAR CLASSROOM

As soon as possible after an alternative education program determines the date of a student's release from the program, the alternative education program administrator (Cesar Chavez Academy), shall provide written notice of that date to the student's parent or a person standing in the parental relation to the student and the administrator of the campus to which the student intends to transition to. YISD and receiving district will jointly develop an appropriate written exit plan *from* the JJAEP and transition plan *to* the home school. An academic review will be provided to include a review of courses attended, credits earned, credits pending, discipline and behavior progress or follow up areas, state assessment and/or IOWA skills test scores (Pre and Post), and

attendance records for JJAEP term through the JJAEP Exit Transition Meeting facilitated by Cesar Chavez Academy.

In order to promote successful transition and long-term success, said exit transition meeting will occur prior to a youth's withdrawal from the JJAEP and will include the home school (returning), Campus Administrator or designee, assigned Juvenile Probation Officer or JPD representative, the student and the student's parent or guardian. The JJAEP Exit Transition Meeting must take place no later than five (5) instructional days after the date of the student's release from an alternative education program (JJAEP).

N. CONTINUED EDUCATIONAL SERVICES AND ON-LINE INSTRUCTION/ VIRTUAL SETTING

YISD agrees to continue the provision of personnel and services necessary to operate the JJAEP and implement a Continuity of Operations Plan (C.O.O.P) for online instruction that can provide educational services in accordance with the Texas Education Code, Texas Education Agency, Texas Administrative Code (Chapter 348) and the Texas Juvenile Justice Department. Such C.O.O.P. must address any changes to the JJAEP educational components in the event of a pandemic, natural disaster, or other emergency situation.

Searches shall be conducted solely for safety and security purposes. Search procedures may be modified when necessary to ensure the safety and security of JJAEP students and staff in light of a pandemic, natural disaster, or similar emergency. Any modifications to search procedures shall be noted and reported to the JJAEP Administrator.

In accordance with Texas House Bill 6, the JJAEP may utilize DAEP placement only when:

1. No physical JJAEP placement is available due to capacity or extenuating circumstances.
2. The virtual education placement provides instruction equivalent to in-person services.
3. Documentation is maintained that clearly demonstrates the necessity of the virtual placement and educational equivalency.



EL PASO COUNTY JUVENILE PROBATION DEPARTMENT

JJAEP STUDENT GRIEVANCE FORM

This form is to be completed if you believe you or another student has been treated unfairly or in a manner that violates the Student Code of Conduct. Once completed, please submit this form to the Assistant Principal. **If the grievance involves the Assistant Principal, submit it directly to the Principal.**

JJAEP FACILITY (Select One):

- ☐ CCA HIGH SCHOOL
☐ CCA MIDDLE SCHOOL

Student's Name: _____ Date & Time: _____

Description of Complaint or Concern:

(Please provide as much detail as possible, including names of any individual involved, date(s) of the incident(s), and what you believe was unfair or inappropriate.)

Check this box if additional information is written on the back of this form: ☐

Student's Signature: _____

Grievance Received By: _____ Date & Time: _____

Copies of all Student Grievances and Grievance Reviews are to be forwarded to the Diversionary and JJAEP Programs Supervisor, Ramon E. Hernandez at Ram.Hernandez@epcountytx.gov



NOTICE TO THE PUBLIC REGARDING ABUSE, NEGLECT AND EXPLOITATION

The TEXAS JUVENILE JUSTICE DEPARTMENT investigates allegations of abuse, neglect and exploitation in juvenile justice facilities operated wholly or partly by the juvenile board or by a private vendor under a contract with the juvenile board or county that serves juveniles under juvenile court jurisdiction, including: public or private short-term juvenile pre-adjudication secure detention facilities (holdovers); public or private juvenile pre-adjudication secure detention facilities; public or private juvenile post-adjudication secure correctional facilities, except for a facility operated solely for children committed to Texas Youth Commission; public or private non-secure juvenile residential treatment facilities that are not licensed by the Texas Department of Family and Protective Services or Department of State Health Services.

The TEXAS JUVENILE JUSTICE DEPARTMENT investigates allegations of abuse, neglect and exploitation in juvenile justice programs (such as the JJAEP) operated wholly or partly by the juvenile board or by private vendor under a contract with a juvenile board that serves juveniles under juvenile court jurisdiction, including juvenile justice alternative education programs and non-residential programs that serve juvenile offenders under the jurisdiction of the juvenile court.

If you are a member of the public and you have a concern or complaint regarding the health and safety of a juvenile in a juvenile justice facility or program, please contact The TEXAS JUVENILE JUSTICE DEPARTMENT at the following TOLL FREE number:

1-877-786-7263
(1-877- STOP ANE)

The TJJD's investigation is limited to whether an allegation or incident of abuse, neglect or exploitation occurred based on the statutory definitions of abuse, neglect and exploitation. Investigators will not address the appropriateness of a disposition by the juvenile court and do not have the authority to override an order issued by a juvenile court.

For more information, please contact an investigator at the TEXAS JUVENILE JUSTICE DEPARTMENT at (512) 424-6700.

Legend
 ✓ = Compliant
 ✗ = Non-Compliant
 ∅ = Not Applicable

**EL PASO COUNTY JUVENILE PROBATION DEPARTMENT
 JJAEP PERSONNEL RECORDS REQUEST
 Chapter 348 Juvenile Justice Alternative Education Programs**

HR Reviewer's Name: _____ Print Name and Title _____ Signature _____ Date: _____ THE ABOVE SIGNATURE CERTIFIES THAT THE LISTED JJAEP EMPLOYEES HAVE ALL THE ABOVE INFORMATION ON FILE AS REQUIRED BY THE TEXAS JUVENILE PROBATION COMMISSION.				Education and Certification Personal Records Policies and Procedures																		
	EMPLOYEE NAME	POSITION	JJAEP START DATE	Bachelor's Degree	Proof of licensing or certification verification	College or University Accreditation	College, High School Diploma, Certificate or Home School Transcript	Teacher Certification	Special Ed Certification	Job Description	Criminal History Records Check – NCIC/TCIC	LOCAL SEX OFFENDER CHECK	FAST-FINGER PRINTS	FIRST AID	CPR	CPI, IF APPLICABLE	Applicable Certification Verification	Applicable Personnel Actions	Documentation of Employee Qualifications	Certified Letter from the Employing School District's HR, if applicable	New Orientation & JJAEP Policies and Procedures	Documentation of Receipt of the Student Code of Conduct
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						



INCIDENT REPORT FORM

Administrative Investigations Division

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

Fill out both sides of form and submit completed form and any additional documentation to:

Email: abuseneglect@tjjd.texas.gov

REPORTER'S INFORMATION				
Form Completed By Name/Title		Phone #	Fax #	Email Address
First Person of Knowledge Name/Title		Phone #	Email Address	
County Case ID #	County	Incident Date	Incident Time	

LOCATION OF ALLEGED INCIDENT				
Name of Department/Program/Facility				Type of Program/Facility (check one): ☐ Pre-Adjudication (Detention) ☐ Post-Adjudication (Secure) ☐ Post-Adjudication (Non-Secure) ☐ Probation ☐ JJAEP ☐ Day Reporting Program
Address	City	State	Zip	
Administrator's Name/Title		Phone	Fax	

LAW ENFORCEMENT NOTIFICATION				
Law Enforcement Agency Name			Person Notified	
Phone	Fax	Report Number	Date Notified	Time Notified

SERIOUS INCIDENTS -- Report to TJJD within 24 Hours						
☐ Attempted Escape ☐ Escape ☐ Escape-Furlough ☐ Youth Sexual Conduct ☐ Youth-on-Youth Physical Assault						
☐ Attempted Suicide: Referred for Mental Health Services? ☐ Y ☐ N						
☐ Reportable Injury: Restraint related? ☐ Y ☐ N If yes, what type? ☐ Mechanical ☐ Physical ☐ Chemical						
YOUTH INVOLVED	Name		DOB	Age	Race	Height
	Weight	Gender ☐ M ☐ F	Placing County	PID	Current Location of Youth: ☐ Facility ☐ Residence ☐ Other	
	Name of Parent/Guardian		Phone	Date Notified	Time Notified	
	Parent/Guardian's Address		City	State	Zip	

ABUSE, NEGLECT, EXPLOITATION, OR DEATH	
Report to TJJD and Law Enforcement within 24 Hours : ☐ Exploitation ☐ Emotional Abuse ☐ Verbal Abuse ☐ Neglect: ☐ Medical ☐ Supervisory ☐ Physical Abuse Restraint related? ☐ Y ☐ N If yes, what type? ☐ Mechanical ☐ Physical ☐ Chemical	Report to Law Enforcement within 1 Hour and TJJD within 4 Hours ☐ Death: ☐ Suicide ☐ Non-Suicide ☐ Sexual Abuse: ☐ Contact ☐ Non-Contact ☐ Serious Physical Abuse (injury that requires medical treatment): Restraint related? ☐ Y ☐ N If yes, what type? ☐ Mechanical ☐ Physical ☐ Chemical

STAFF-ON-YOUTH ALLEGATIONS ONLY									
ALLEGED VICTIM: YOUTH	Name			DOB	Age	Race		Height	
	Weight	Gender ☐ M ☐ F	Placing County		PID		Current Location of Youth: ☐ Facility ☐ Residence ☐ Other		
	Name of Parent/Guardian			Phone		Date Notified		Time Notified	
	Parent/Guardian's Address			City		State	Zip		
ALLEGED PERPETRATOR: STAFF	Name / Title			DOB	Gender	Re-Assigned	Resigned	Suspended	Terminated
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐

YOUTH-ON-STAFF ASSAULTS ONLY				TJJD will <u>not</u> investigate these incidents; however, it is important that we collect this data. Please report all assaults on staff to local law enforcement <u>and</u> TJJD.			
ALLEGED VICTIM: STAFF	Name / Title			DOB	Race		Gender ☐ M ☐ F
	Was the staff injured? ☐ Y ☐ N						
	If Yes: Was medical treatment needed? ☐ Y ☐ N Briefly describe any injuries:						
SUSPECT: YOUTH	Name			DOB	Age	Race	
	Gender ☐ M ☐ F	Placing County			PID		
	Name of Parent/Guardian		Phone		Date Notified		Time Notified
	Parent/Guardian's Address			City		State	Zip

DESCRIPTION OF INCIDENT
• THIS SECTION MUST BE COMPLETED. Supplementary attachments may <u>not</u> replace the narrative. • The details of the incident should include <u>who</u>, <u>what</u>, <u>when</u>, <u>where</u>, <u>why</u>, and <u>how</u>, including a description of any injuries and the type of medical treatment provided. Use additional pages if necessary. • NOTE: If the first person of knowledge is not the person who is submitting this form, the first person of knowledge must attach a signed, dated statement.

APPROVAL		
I do hereby attest that the information I provided is true and correct to the best of my knowledge.		
Printed First and Last Name	Signature X	Date

277



Internal Investigation Report Form

Administrative Investigations Division

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

In accordance with Texas Administrative Code Section 358.800, an Internal Investigation Report (IIR) shall be completed at the conclusion of all internal investigations resulting from alleged abuse, neglect, exploitation or death of a juvenile.

GENERAL INFORMATION

TJJD Case Number:	County Case ID#:	County:	Department / Program / Facility:
Date of Alleged Incident:	Alleged Victim(s):	Alleged Perpetrator(s): #1: #2: #3: #4:	
Alleged Perpetrator's Current Mailing Address (including address, city, state and zip code):		First Person of Knowledge:	
Perpetrator #1:		Date Allegation Reported to First Person of Knowledge:	
Perpetrator #2:		Date Allegation Reported to TJJD:	
Perpetrator #3:			
Perpetrator #4:			

LAW ENFORCEMENT INFORMATION

Name of Law Enforcement Agency:	Date Reported to Law Enforcement:	Law Enforcement Report Number:
---------------------------------	-----------------------------------	--------------------------------

DEPARTMENT / PROGRAM / FACILITY EMPLOYMENT SEPARATION

In accordance with Texas Administrative Code Section 358.720, if during the internal investigation the Subject of Investigation resigns or is terminated from employment, the TJJD shall be notified no later than the second business day after the resignation or termination:

Perpetrator #1:	Type: ☐ Resignation ☐ Termination	Date of Resignation / Termination:	Date TJJD Notified:	Name of Individual Who Notified TJJD:
Perpetrator #2:	Type: ☐ Resignation ☐ Termination	Date of Resignation / Termination:	Date TJJD Notified:	Name of Individual Who Notified TJJD:
Perpetrator #3:	Type: ☐ Resignation ☐ Termination	Date of Resignation / Termination:	Date TJJD Notified:	Name of Individual Who Notified TJJD:
Perpetrator #4:	Type: ☐ Resignation ☐ Termination	Date of Resignation / Termination:	Date TJJD Notified:	Name of Individual Who Notified TJJD:

WITNESSES

In accordance with Texas Administrative Code Section 358.740, diligent efforts shall be made to obtain written or electronically recorded oral statements from all persons with direct knowledge of the alleged incident.
If more space is needed for additional witnesses, please include in the "Additional Information" section on Page 2.

Please provide a list of all persons who provided a written and/or oral statement.

Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written

INTERNAL INVESTIGATION REPORT

In accordance with Texas Administrative Code Section 358.820, the Internal Investigation Report (IIR) shall include the following.

Date Internal Investigation Initiated:	Date Internal Investigation Completed:	Date Alleged Victim's Parent/Guardian was Notified of Allegation:
--	--	---

Summary of Original Allegation:

Relevant Policy and Procedure Related to the Alleged Incident: *(Please also note any changes to policies and procedures that occurred as a result of this incident.)*

Summary of Steps Taken During the Internal Investigation:

Written Summary of All Oral Interviews Conducted:

List of All Evidence Collected During the Internal Investigation (i.e. audio and/or video recordings, polygraph examinations, etc.):

Relevant Findings of the Investigation that Support the Disposition (i.e., an analysis of the evidence):

Additional Information:

Assigned Disposition:

☐ Founded ☐ Unfounded ☐ Inconclusive

Perpetrator #1 Administrative Disciplinary Action / Corrective Measures Taken to Date:

☐ Termination ☐ Suspension ☐ Retrained ☐ Returned to Duty ☐ None

Perpetrator #2 Administrative Disciplinary Action / Corrective Measures Taken to Date:

☐ Termination ☐ Suspension ☐ Retrained ☐ Returned to Duty ☐ None

Perpetrator #3 Administrative Disciplinary Action / Corrective Measures Taken to Date:

☐ Termination ☐ Suspension ☐ Retrained ☐ Returned to Duty ☐ None

Perpetrator #4 Administrative Disciplinary Action / Corrective Measures Taken to Date:

☐ Termination ☐ Suspension ☐ Retrained ☐ Returned to Duty ☐ None

Names of All Persons Who Assisted in Conducting the Internal Investigation:

PARENT / GUARDIAN INFORMATION

Name of Parent or Guardian:

Current Mailing Address (*including address, city, state and zip code*):

ADDITIONAL INFORMATION

Please include any additional information you think is pertinent to this investigation that has not already been detailed. This includes any additional witnesses that you were unable to list on Page 1:

COMPLETED BY

Printed Name of Person Who Completed the Internal Investigation Report:

Date Completed:

Signature:

In accordance with Texas Administrative Code Section 358.840, please submit the Internal Investigation Report and copies of the following documents to the TJJD within five calendar days following its completion.

- Written statements;
- Relevant medical documentation, if the release is authorized by law;
- Training records, if applicable; and
- Any other documentation used to reach the disposition of the internal investigation

* Please note that although some of the contents of this form are required by administrative rule, the form has been provided for your convenience and its use is not mandatory.



July

1-3 District Holiday
13-22 Student Registration
20-22 New Teacher Induction
23-31 Professional Development
24 Teacher Prep Day

August

3 1st Instructional Day/1st Day of the 1st Semester
24 Parent Conference/Full Day Instruction (HS)
25 Parent Conference/Full Day Instruction (MS)

September

7 Labor Day/District Holiday
15 Parent Conference/Full Day Instruction (ES)
25 End of 1st Nine Weeks
28-30 Fall Intersession

October

1-2 Fall Intersession
5-9 Fall Break
12 Professional Development/No Students

November

11 Veteran's Day/District Holiday
23-27 Thanksgiving Break

December

1-3 STAAR/EOC Testing
18 Early Release/Students Half-Day (4 hrs)
End of 1st Semester/End of 2nd Nine Weeks
21-25 Winter Break
28-31 Winter Break

January

1 Winter Break
4 Professional Development
5 1st Day of 2nd Semester/ Students Report Back to School
18 Martin Luther King Jr. Day/ District Holiday

February

22 Parent Conference/Full Day Instruction (HS)
23 Parent Conference/Full Day Instruction (MS)
24 Parent Conference/Full Day Instruction (ES)

March

5 End of 3rd Nine Weeks
8-12 Spring Intersession
15-19 Spring Break
22 Professional Development/No Students/
Inclement Weather Make-Up day
26 Good Friday/District Holiday
29 Easter Monday/District Holiday/
Inclement Weather Make-Up Day

April

6-9 STAAR Testing
13-16 STAAR Testing
20-23 STAAR Testing

May

31 Memorial Day/District Holiday

June

4 Early Release/Students Half-Day (4 hrs)
End of 2nd Semester/Last Instructional Day
15-17 STAAR/EOC Retest
18 Juneteenth/District Holiday

Teacher Work Days
187

Instructional Days
1st Semester **82** 2nd Semester **94**

- Holiday / Non-Duty Day
- Beginning/End of Semester
- End of Grading Period
- Student Registration
- Intersession
- Early Release
- Professional Development
- STAAR/EOC Testing
- Inclement Weather Make-Up Day
- Parent Conference

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

ATTEST:

SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

By: _____
Board Secretary

By: _____
Mr. Eduardo Chavez, Board President

Date: _____

Date: _____



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Stephanie Ruiz – Coordinator - Human Resources
Subject: Workers' Compensation Renewal Addendum with Claims Administrative Services (Year 2 of 5) and associated purchase Over \$25,000
Date: August 12, 2026

HISTORY: The original Interlocal Agreement with Claims Administrative Services (CAS) was approved for a 5-year plan, by the Board of Trustees on August 13, 2025.

RATIONALE:

The district has a long relationship with CAS, and they have proven to be an excellent partner. Some of the services they provide are:

- Loss Control Services: safety inspections, safety training, free safety videos
- Aggressive, effective claims services: return to work programs that lower claim costs, proper medical care for injured employees, case managers available to monitor the treatment and care for injured employees
- Electronic filing of claims

BUDGET IMPACT:

Fixed cost amount of \$92,291 paid from the self-funded workers' compensation fund.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the Workers' Compensation Renewal Addendum with Claims Administrative Services (Year 2 of 5) and associated purchase.

For Approval? ☒ Yes ☐ No

If not, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

San Elizario Independent School District



Workers' Compensation Renewal 09/01/2026 to 09/01/2027

Phillip Briscoe

Laura Lopez, CISR

Senior Account Representative: Anapaula Rodriguez

Date Prepared: July 29, 2026



Table of Contents

About USI Insurance Services	3
Service Team	4
Premium Summary.....	5
Workers' Compensation	6
Agency Bill Payment Options and Procedures	7
USI Disclosures	8
USI Privacy Notice	9
InsurLink Client Portal	10
CertVault SM for Certificate Delivery	11
Insurance Carrier Ratings	12
Required Signatures Page	13

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.



About USI Insurance Services

USI is one of the largest insurance brokerage and consulting firms in the world, delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects together over 10,500 industry leading professionals across ~200 offices to serve clients' local, national and international needs. USI has become a premier insurance brokerage and consulting firm by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts best-in-class industry talent with a long history of deep and continuing investment in our local communities. For more information, visit usi.com.

The USI ONE Advantage

What truly distinguishes USI as a leading insurance brokerage and consulting firm is the USI ONE Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE® represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.

Omni – USI's Proprietary Analytics

Omni, which means “all,” is USI's one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 500,000 clients, thousands of professionals and over 150 years of business activity through our acquired agencies into targeted, actionable solutions across property & casualty, employee benefits, personal risk and retirement. Omni features over a thousand solutions, case studies, work products and detailed analysis across industry verticals in a single dashboard. USI consultants input the client's personalized data into Omni – highlighting their business, employees, and risks. The results feature client specific recommendations with quantified financial impact and the ability to analyze alternative scenarios with the touch of a button.

Network – USI's Local and National Resources

USI has made a very large investment in local resources and technical expertise, with more than 10,000 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

Enterprise – USI's Team Based Strategic Planning

USI's enterprise planning is a disciplined, focused, analysis centered on our client's issues and challenges. Highly consultative meetings integrate USI's Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our Omni knowledge engine, with our Network of local and national resources, delivered to our clients through our Enterprise planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients.



This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Service Team

USI Insurance Services, LLC

303 N. Oregon, Ste 310, El Paso, TX 79901

(915) 544-3111 www.usi.com

Producer

Your **Producer** is **Phillip Briscoe**

Direct Number: (915) 534-9412

E-Mail: Phillip.Briscoe@usi.com

Account Management Team

Your **Sr Account Manager** is **Laura Lopez**

Direct Number: (915) 534-9406

E-Mail: Laura.Lopez@usi.com

Your **Sr Account Representative** is **Anapaula Rodriguez**

Direct Number: (915) 534-9424

E-Mail: Anapaula.Rodriguez@usi.com

Additional USI Contacts

Your **Claims Specialist** is **Kyna Santiago**

Direct Number: (915) 534-9476

E-Mail: Kyna.Santiago@usi.com

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.



Premium Summary

Coverage	Expiring Term Premium	Proposed Term Premium
Workers' Compensation (5-Year Plan)	\$107,838	\$92,291

Binding Requirements:

- “Client Authorization To Bind” signed by the insured
- Signed A.M. Best JUA and Unrated Notification - CAS
- Signed CAS Addendum Agreement – *Begin New 5-year Plan or Continue Current Plan*

Payment Terms:

- CAS – Direct Bill
 - Full Payment – Due on 09/01 of Each Year

Note:

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.



Workers' Compensation

Policy Term: 09/01/2026 to 09/01/2027

Coverage Description	Limit
Employers Liability - Each Accident	\$1,000,000
Employers Liability - Disease (Policy Limit)	\$1,000,000
Employers Liability - Disease (Each Employee)	\$1,000,000

Coverage is not automatic in all states. Please notify us immediately if you begin operations in another state.

Workers' Compensation Schedule of Exposures – State: TX
Estimated Total Annual Payroll
\$25,639,591

Class Code	Classification Description	Estimated Annual Payroll
7380	Drivers	\$811,472
8810	Clerical Employees	\$748,566
8868	Professional	\$21,057,677
9101	All Other Employees	\$3,021,876

Audit Provisions

Description	Audit Term
Audit Based on Payroll	At Expiration

Excluded coverage or other coverages sought may be available: please discuss with USI

Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Agency Bill Payment Options and Procedures

We appreciate the opportunity to service your insurance needs. We believe good credit relationships are established by making our clients aware in advance of the terms of our payment procedures.

Our basic payment policy is that all payments are due on or before the effective date of coverage. The following Agency Bill payment methods are available.

- Check prior to effective date
- Online payment through ePayPolicy prior to effective date
- Insurance Company payment plan, if available

Additional premium invoices during the policy term are payable upon receipt. (Additional premiums may be premium financed under certain circumstances, please contact your insurance representative to determine eligibility).

You will receive a monthly statement of your account. Client statements are processed and mailed on the 15th of each month. Policies with payments past due are subject to cancellation for non-payment of premium. This is a serious situation as your insurer may refuse to reinstate coverage even if payment is made after cancellation.

Accounts are subject, but not limited to, reasonable attorney fees, interest, collection fees and/or court costs incurred in connection with collection of past due balances.

Payments: To ensure accurate application of all premiums, return the remittance copy of the invoice with your payment or use [ePayPolicy](#) to electronically send your payment. If we cannot identify the applicable invoice being paid, payments will be left unapplied or applied to your oldest balance.

Credits: After USI receives the return premium from the carrier(s), the funds can be applied to your account or returned to you. If your account is premium financed and the contract has not been paid in full, the funds will be returned to the Premium Finance Company. Receipt of funds from the carrier(s) can take up to 90 days.

These payment procedures will apply for all policy renewals or future business written.

If you have any questions concerning our payment procedures or any other matters pertaining to account payments, please feel free to contact our Regional Accounts Receivable Staff Accountant at 855-874-0004.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

USI Disclosures

Direct Bill DISCLOSURE: The Insurance Company operates independently for the financing of your insurance premium. Your agreement to finance this premium is directly with the insurance company and not USI Insurance Services.

If payment is not received by the due date, the insurance company could cancel your insurance policy(s) for non-payment of premium. The insurance company has the right to honor the cancellation date and **NOT** offer reinstatement or rewrite the insurance coverage.

We are not in a position to make monthly reminders or verify that your payment was received. Please take the necessary action to avoid possible cancellation of your insurance policy(s) which you are paying directly to the insurance company.

Information Concerning Our Fees: As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. Our compensation for placement of insurance coverage, unless otherwise specifically negotiated and agreed to with our client, is customarily based on commission calculated as a percentage of the premium collected by the insurer and is paid to us by the insurer. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

Document Delivery DISCLOSURE: USI strives to make your interactions with us easy and efficient. Therefore, we intend to deliver your policy and all policy-related documents electronically through our InsurLink client portal or through email. If you do not wish to receive these documents electronically or if you would like a paper copy of any or all documents at no cost to you, please notify your client service representative in writing. If your email or electronic contact information changes, please notify your client service representative in writing.

Reviewing Client Contracts DISCLOSURE: As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.



USI Privacy Notice

Our Privacy Promise to You

USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the “protected information”) that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

What types of information will we be collecting?

USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called “cookies.”

What will we do with your protected information?

The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

Our Security Procedures

At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

Our Legal Use of Information

We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

Your Right to Review Your Records

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.



InsurLink Client Portal

InsurLink, USI's secure, interactive portal for client collaboration and self-service resources, helps streamline the administration of your insurance program with efficient, environmentally friendly, paperless transactions.

InsurLink enables you to manage your program online in seamless collaboration with your USI service team 24 hours a day, 7 days a week.

With our user-friendly, intuitive software you can:



View and reprint Certificates of Insurance.



View policies, endorsements and other key documents.



Generate and issue Certificates of Insurance quickly and accurately.



Share documents with your USI service team



Reprint and replace Auto ID cards.*

For more information about InsurLink, contact your USI service representative.

Get our mobile app for Android or Apple and access your InsurLink client portal on the go!

**Limitations in NY and NJ*

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

293

Proposal date: 07/29/2026 Prepared for San Elizario Independent School District
Confidential. © 2026 USI Insurance Services. All rights reserved.



CertVaultSM for Certificate Delivery

USI utilizes CertVaultSM, a cloud-based system for storage and secure delivery of certificates of insurance to your certificate holders.

Benefits of CertVaultSM

- ✓ Supports USI's go-green initiative by eliminating printed and mailed certificates.
- ✓ Provides faster delivery than standard printing and mailing.
- ✓ Reduces your contact with Holders by providing them with self-service access to obtain issued certificates.
- ✓ Provides USI with a reliable reporting mechanism to identify Holders that have taken delivery of certificates, as well as Holders that have not retrieved their issued certificates. *(This data can be used to facilitate a review of the Holder list prior to renewal).*
- ✓ Protects your information by delivering your certificates securely with Blockchain Technology to ensure authenticity.



Certificate Delivery Process for Holders

When USI issues a certificate for one of your Holders, they are sent a CertVaultSM registration letter via email or regular mail.

After registration is completed, the Holder representative can view only their certificate on the CertVaultSM platform.



Client Copies of Certificates

You will continue to receive copies of certificates issued on your behalf via the method requested (email or regular mail).



For More Information

If you have any questions, please contact your USI Account Management Team.

For more information about CertVaultSM, contact your USI service representative.

"CertvaultSM" is a service mark of Patra Corporation

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review, therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

A. M. BEST RATINGS

A++ & A+	Superior	D	Poor
A & A-	Excellent	E	Under Regulatory Supervision
B++ & B+	Good	F	In Liquidation
B & B-	Fair	S	Rating Suspended
C++ & C+	Marginal	NR	Not Rated

FINANCIAL SIZE CATEGORY

(In \$ Thousands)

Class I	Less than	1,000
Class II	1,000	to 2,000
Class III	2,000	to 5,000
Class IV	5,000	to 10,000
Class V	10,000	to 25,000
Class VI	25,000	to 50,000
Class VII	50,000	to 100,000
Class VIII	100,000	to 250,000
Class IX	250,000	to 500,000
Class X	500,000	to 750,000
Class XI	750,000	to 1,000,000
Class XII	1,000,000	to 1,250,000
Class XIII	1,250,000	to 1,500,000
Class XIV	1,500,000	to 2,000,000
Class XV	2,000,000	to or greater

RATING "NOT ASSIGNED" CLASSIFICATIONS

NR-1 Insufficient Data

NR-3 Rating Procedure Inapplicable

NR-5 Not Formally Followed

NR-2 Insufficient Size and/or Operating Experience

NR-4 Company Request

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.



Required Signatures Page

Client Authorization to Bind

Important Information - Coverage cannot be bound when severe weather is threatening regardless of the expiration date.

After careful consideration of your proposal dated July 29, 2026, we accept your insurance program as presented with the following exceptions, changes, and/or recommendations:

Workers' Compensation Renewal

- Begin New 5 Year Plan (Year 1) ☐ Please Bind
- Continue Current 5 Year Plan (Year 2) ☐ Please Bind

Client Signature

Date Signed

San Elizario Independent School District

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

296

Proposal date: 07/29/2026 Prepared for San Elizario Independent School District
Confidential. © 2026 USI Insurance Services. All rights reserved.



A.M Best JUA and Unrated Notification - CAS

The events of 2001 have brought many changes and challenges to the international insurance market. These changes in the market have affected the ability of all brokers to locate insurance coverage at a scope and cost of insurance placed in prior years. In addition, insurance carriers have suffered significant losses that may jeopardize their financial stability.

As a matter of policy, USI endeavors to obtain quotations and indications from insurance companies who meet or exceed the USI minimum guidelines for A.M. Best Ratings of companies. Due to the current insurance market conditions, USI has increased its minimum standard for insurers to A-. A.M. Best's current rating scale is attached.

USI bases its guidelines upon ratings issued by A.M. Best company ("Best"). Best is a recognized publisher of information concerning insurer financial conditions. It rates insurers based on many factors, including financial stability. An insurance company's financial condition, can of course, affect its ability to pay claims.

You are insured with CAS. However, CAS is not rated by Best. We are providing you with this information so you can make an informed buying decision as to whether you wish to place your coverage with State Fund.

Please sign below and return to us to acknowledge your agreement to placement with CAS.

If you would prefer to explore possible placement with another carrier, please contact our office immediately. Please be advised that another carrier may have more restrictive terms, increased premium, increased deductibles or other terms not present with your current carrier.

San Elizario ISD, has reviewed and acknowledged the above.

By: _____ Date: _____

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.



Workers' Compensation | Renewal Addendum

2026-2027 Contract Term - Year 2 of 5

Renewal Based on Estimated Payroll of \$25,639,591

With over 30 years of experience and more than 25 service location across the state, CAS is deeply rooted in Texas and committed to serving its communities. San Elizario ISD is one of more than 300 school districts and colleges across every region of Texas that benefit from our expertise and dedication to workplace safety. We look forward to continuing this partnership and supporting your organization's needs through the renewal of our services.

As your trusted partner in safety and loss control, CAS is proud to offer a full suite of services designed to protect your staff while maximizing cost savings. Your comprehensive contract services include:

Fixed Cost

\$92,291

\$137,759

Loss Fund Maximum

As a CAS client, you can count on receiving the same exceptional service you have come to expect from our experienced team.

Additionally, your fixed costs cover:

Claims Administration

- Administering Benefits Timely
- Airfare (Except Extraordinary)
- Annual State Reports
- Answering WC Legal Questions
- Check Stock & Issuing Checks
- Communicating with Doctor & Employee
- EDI Requirements for Insurance Carrier
- Excess Carrier Reporting
- Express Mail (Except Extraordinary)
- Filing of 1099's & State Forms
- Initial Contact with Claimant, Doctor, & Insured
- Litigation Management
- Loss Runs
- Mileage (Except Extraordinary)
- Monitoring medical treatment
- Obtain Records (Except Extraordinary)
- Photographs
- Recorded Statements
- Regular Meetings with Client
- Reviewing claims with Clients
- Setting Independent Medical Exam Appointments
- Standard & Custom Reports
- Subrogation Management
- Supervisor Review of Claims
- Phone Calls & Faxes
- Travel Expenses
- Visits by Adjuster

Excess Insurance

Online Risk Management System

Record Keeping

Safety & Loss Control

Your loss fund is used to pay incurred claims and expenses related to those claims including:

Allocated Expenses

- Attorney Fees & Court Costs
- Bank Account Maintenance Costs
- Cost for Photography, Preparation of Maps, Diagrams, or Physical Analysis
- Cost of Employing Experts' Testimony
- Costs of Obtaining Public or Medical Records
- Extraordinary Travel Expenses
- Independent Medical Examination
- Interest Paid as Result of Litigation
- Medical Opinions
- Occupational Rehabilitation Costs
- Property Damage Appraisal Fees
- Witness Fees & Travel Expense

Cost Containment

- Ancillary Services | 9% of Savings
- Field Case Management | \$90/hour + Mileage
- In-house Attorney Representation at Hearings \$175.00/hour
- Investigation Services \$35 for Initial Database Research \$90/hour for Surveillance
- Medical Bill Negotiations | 25% of savings
- Medical Necessity Review \$125 Coordination Fee + Cost
- Pharmacy Network | 9% of Savings
- Pre-Authorization | \$150 Flat Rate per Request
- Rehabilitation/Vocational Case Management \$90/hour + Mileage
- Section 111 Reporting \$10.00/submission (Query is at No Charge)
- Specialty Bill Review | 25% of Savings
- Subrogation | No charge if handled in-house, or at cost in the event of a complex case that would be better represented by an attorney.
- Telephonic Case Management | \$90/hour



Plan Sponsor: San Elizario ISD

Workers' Compensation | Renewal Addendum

2026-2027 Contract Term - Year 2 of 5 Renewal Based on Estimated Payroll of \$25,639,591

To help San Elizario ISD plan with confidence, we are pleased to offer the option to extend your current agreement through a new five-year contract. This new multi-year term allows you to lock in your current, fixed-cost rate for the extended duration of the contract, providing predictable budgeting and long-term cost stability. This is a straightforward way to continue receiving the same high-quality services without concern for annual rate changes.

If you are interested in securing your current, fixed-cost rate through a new multi-year contract, or you prefer to continue the existing contract term, **please select ONE of the options below, complete the payment processing section, and return your signed renewal to CAS by June 30, 2026.**

Renewal Options | Please Select One

INITIAL

Option 1 | Begin New 5 Year Plan - Year 1**Fixed Cost | \$92,291**

By intialing Option 1 above, the Plan Sponsor agrees to extend the term of this agreement for an additional five (5) years, which must be completed before an exit option is available. The Plan Sponsor further acknowledges that this agreement guarantees only the Fixed Cost and Loss Fund Rates and does not guarantee the Fixed Cost or Loss Fund Amounts. **Please ensure you are not under any obligation to other carriers prior to extending a multi-year option.**

Option 2 | Continue Current 5 Year Plan - Year 2**Fixed Cost | \$92,291**

By intialing option 2 above, the Plan Sponsor agrees this agreement continues for Four (4) more year(s), which must be completed before an exit option is available. The Plan Sponsor further acknowledges that this agreement guarantees only the Fixed Cost and Loss Fund Rates and does not guarantee the Fixed Cost or Loss Fund Amounts. **Fixed Cost Rate subject to change at end of contract term.**

Payment Processing | Please Select One

Draft Our W/C Fund Bank Account For:

INITIAL

Total Fixed Cost Amount**Quarterly Payments**

Plan Sponsor authorizes payment by draft on the due date for any and all billings. Plan Supervisor will provide copy of Draft Invoice prior to due date. Total Payment due on 9/1, or Quarterly Payments due on 9/1 (40%), 12/1 (20%), 3/1 (20%) and 6/1 (20%).

Invoice San Elizario ISD For:

INITIAL

Total Fixed Cost Amount**Quarterly Payments**

Initial Invoice will be issued prior to 8/1/26, payable on 9/1/26. Quarterly invoices will be emailed to Plan Sponsor prior to and payable on 9/1 (40%), 12/1 (20%), 3/1 (20%) and 6/1 (20%).

Certification of Authority to Execute

I represent that I am expressly and duly authorized by San Elizario ISD to execute this agreement and legally bind my employer as set forth in this agreement. I acknowledge that San Elizario ISD wishes to continue the agreement as previously approved by the Board of Trustees, the governing body of San Elizario ISD. As the designated employee of San Elizario ISD, I am exercising the authority conveyed by the Board of Trustees to extend the term of this agreement for an additional five years ____, or continuing current plan ____ which must be completed before an exit option is available. I further acknowledge that this agreement guarantees only the Fixed Cost and Loss Fund Rates and does not guarantee the Fixed Cost or Loss Fund Amounts. It is understood that Fixed Cost and Loss Fund Amounts are subject to change each year of the agreement based on the actual payrolls of San Elizario ISD. **Effective start date of this plan addendum is September 1, 2026.**

Signature | Designated Employee

Title

Date



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Stephanie Ruiz-Coordinator-Human Resources
Subject: Renewal of TASB Risk Management Insurance provider and associated purchase over \$25,000 (Year 3 of 3)
Date: August 12, 2026

HISTORY: The current contract for commercial insurance coverage was approved by the Board of Trustees on September 17, 2024, for the three-year period of 10/1/24 through 9/30/27 and was awarded to TASB. The insurance premium cost for year two (10/1/25 – 9/30/26) was \$401,799.

RATIONALE: The renewal contract reflects a decrease of .64% for year three of the contract. Premiums are based on claim history and new assets insured have increased year by year. The tabulation are as follows:

Coverage	Limits	Deductible	Contribution
PROPERTY			\$335,307
All perils except weather perils:	\$202,632,000	\$50,000	
Weather Perils except Named/Numbered Windstorm:	\$202,632,000	1% Minimum \$100,000 Freeze \$100,000	
Named/Numbered Windstorm:	\$50,000,000	1% Minimum \$100,000	
Flood-Annual Aggregate	\$5,000,000	\$50,000	
Earthquake-Annual Aggregate Limit	\$5,000,000	\$50,000	
Crime:	\$100,000	\$5,000	
Equipment Breakdown:	\$100,000,000	\$50,000	
Coverage	Limits	Deductible	Contribution
AUTOMOBILE			\$43,300

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

Automobile Liability	\$100K Person Bodily / \$300k Occurrence Bodily / \$100k Occurrence Property	\$1,000	
Automobile Physical Damage – Collision	Actual Cash Value	\$1,000	
Automobile Physical Damage - Comprehensive	Actual Cash Value	\$1,000	
Automobile Physical Damage – Catastrophic	Actual Cash Value	\$25,000	
SCHOOL LIABILITY			\$15,109
Professional Legal Liability Subject to \$1,000,000 Maximum Annual Aggregate	\$1,000,000	\$2,500	
General Liability	\$1,000,000	\$0	
Employee Benefits Liability	\$100,000	\$0	
Privacy & information Security	\$500,000	0	\$5,500
		Total Contribution	\$399,216

BUDGET: The budget impact for this would be \$399,216 to be funded from the general fund.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the renewal of TASB Risk Management Insurance provider (Year 3 of 3) and associated purchase as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!



July 24, 2026

Stephanie Ruiz

San Elizario ISD

Dear Stephanie Ruiz,

The TASB Risk Management Fund is pleased to provide the following proposal for renewing coverage with the Fund for the coming year. The proposal reflects the Fund's ongoing commitment to the risk-sharing partnership among its more than 1,000 members.

The Fund is the oldest and largest governmental risk pool serving Texas public schools. A 21-member board comprised of school board members, superintendents, and administrators from member districts governs the Fund. The Fund's board of trustees ensures the Fund remains financially strong and responsive to member needs. Fund programs and coverages continue to respond to the risks shared by Fund members and reflect the challenges Fund members face today.

The coverage proposal on the following pages includes terms and contribution amounts for the programs in which your organization participates. A summary of changes and updates to the Fund's Coverage Agreements is included in this proposal. You can also access coverage agreements on the Fund's website.

Please review all terms, provisions, and features of this renewal proposal. When ready, you may accept this renewal proposal by signing the Contribution & Coverage Summary (CCS) and returning it by email to me or TASBRMF@tasbrmf.org. You may also complete the electronic acceptance using the link in the renewal email sent to the designated Program Contact. All provisions and terms of this CCS, including contribution amounts, are offered by the Fund in total as indicated only; if not accepted by the member in total, please contact your underwriter for other pricing and options.

Please note that if you take no action, coverage will automatically renew under the terms of this renewal proposal. If you wish to terminate coverage, the Fund must receive written notice of termination at least 30 days prior to your renewal date. If you are unsure of your plans to renew or have questions about this renewal proposal or any aspect of your Fund membership, please contact Brian Patterson or any member of TASB's Underwriting or Marketing teams at 800.482.7276.

Thank you for your membership in the TASB Risk Management Fund and participation with all Fund members. The Fund is proud to be your partner in managing risk and serving the students and staff in your community.



TASB Risk Management Fund
P.O. Box 301, Austin, Texas 78767-0301 • 800-482-7276
12007 Research Blvd., Austin, Texas 78759-2439 • tasbrmf.org
Administered by the Texas Association of School Boards

Sincerely,
Brian Patterson
Senior Marketing Consultant
Division of Risk Management Marketing & Strategic Partnerships
Texas Association of School Boards, Inc.

TASB Risk Management Fund
12007 Research Blvd., Austin, Texas 78759-2439
P.O. Box 301, Austin, Texas 78767-0301
Toll-Free: 800.482.7276 | Austin area: (512) 505-2843

CC:

Notification of Coverage Changes and Language Refinements Effective July 1, 2026

As part of the annual coverage review, the TASB Risk Management Fund (Fund) implemented the following coverage changes and language refinements ***for all renewals taking effect on or after July 1, 2026***. This document is a summary of changes and refinements only; please carefully review the full text of all Fund Coverage Agreements and any applicable Contribution and Coverage Summary (CCS).

Automobile Liability & Physical Damage Coverage Agreement

- Under Section 3.4, revised the language regarding a non-owned automobile being maintained or operated to include the term “use.”
- Under Section 3.5, expanded the definition of Covered Person to include the scenario of members loaning vehicles to other districts. This activity is allowed under Section 4, but this update provides additional clarity.
- Under Section 4, clarified the second sentence that grants liability coverage to non-owned autos
- Described in 3.4(B), which addresses leased, rented, and borrowed vehicles and (D), which addresses automobile career and technology programs.

School Liability Coverage Agreement

- Revised the Chapter 118 endorsement to state that losses under the endorsement do not erode the aggregate limit for other types of professional legal liability claims.
- Increased Chapter 118 limits to \$1,000,000 per claim and \$2,000,000 annual aggregate, with options to purchase higher limits, up to \$5,000,000, for additional contribution.
- Under the Chapter 118 Endorsement, revised the position of words for clarity.
- Renamed the Chapter 118 Endorsement to Chapter 118: Employment Practices – Student Abuse and Reporting Endorsement.

Property Coverage Agreement

- Removed the single-ply membrane sublimit and replaced it with actual cash value (ACV) valuation for single-ply membrane roofs that are over seven years old. The ACV limitation will not apply to Very Severe Hail-rated single-ply membrane roofs.
- Reduced the deductible for motor-driven equipment from the all-other-perils (AOP) deductible to \$2,500.
- Added language to the Flood Endorsement to describe how coverage applies when covered buildings are sited in Locations with more than one flood zone.
- Removed the application of the percentage deductible to covered property under \$100,000, making this property subject to the Occurrence Minimum Deductible only.
- Under Section 7, increased the base supplemental coverage limit for Extra Expense & Loss in Revenue to \$1,000,000 from \$500,000.
- Increased the base sublimit for the Flood and Earthquake Endorsements to \$5,000,000 from \$2,000,000.
- Establish a maximum Weather Perils Deductible for freeze losses. The maximum deductible would be \$1,000,000 or less depending on member size.
- Under Section 5, add language to indicate that all limitations to damage payments apply to aesthetic impairment payments as well, and that acceptance of an aesthetic impairment payment must be no later than 90 days from the determination that the loss to covered property resulted from aesthetic impairment.

- Under Section 3.4, update the definition of occurrence to improve clarity and incorporate a recommendation from the Fund’s property reinsurance panel.
- Under Section 4, clarify that an increased degree of damage later discovered does not alter a previous election for payments for repairs or for ACV for the *same* property. Repair or ACV elections for unrelated damage, such as to a separate building, are not affected.

Cyber Liability & Security Coverage Agreement

- No changes.

Violent Act Coverage

- No changes.

San Elizario ISD

Contribution & Coverage Summary (CCS) Participation Period: 10/1/2026 through 9/30/2027

The following is a summary of coverage and contribution amounts. More information about coverage, limits, deductibles, terms, and conditions can be found on the following pages and is part of this CCS. Please review all pages of this CCS document and associated Fund Coverage Agreements.

This document is not a declarations page. The Fund is not insurance but a self-insured risk pool through which members agree to share risk and actively participate in their contractual obligations as a member of the Fund.

Coverage	Contribution
Property	\$335,307
Automobile Liability	\$29,883
Automobile Physical Damage	\$13,417
School Liability Including Professional Legal, General Liability, Employee Benefits Liability, & Chapter 118: Employment Practices - Student Abuse and Reporting Endorsement	\$15,109
Cyber Liability & Security	\$5,500
Violent Act	No Cost
Total Contribution	\$399,216

THIS IS NOT AN INVOICE. The TASB Risk Management Fund will issue an invoice when coverage is accepted by the member. Total Contribution is an estimate and is subject to exposure audit.

All provisions and terms of this CCS, including contribution amounts, are offered by the Fund in total as indicated only; if not accepted by the member in total, please contact your underwriter for other options and updated pricing.



San Elizario ISD

Property Coverage Summary

Participation Period: 10/1/2026 through 9/30/2027

Total Property Contribution: \$335,307

The following is an overview of the limits and deductibles for risk of Direct Physical Loss to Covered Property. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period. All limits are per Occurrence unless otherwise shown.

Total Covered Value: \$202,632,000

Blanket Replacement Cost

Coverage	Limit	Deductible
All Perils except Weather Perils	\$202,632,000	\$50,000
Weather Perils except Named/Numbered Windstorm	\$202,632,000	1% Minimum \$100,000 Freeze \$100,000
Extra Expense & Loss in Revenue	\$1,000,000	Included
Named/Numbered Windstorm Endorsement	\$50,000,000	1% Minimum \$100,000
Terrorism Endorsement	\$202,632,000	\$50,000
Crime & Employee Dishonesty Endorsement	\$100,000	\$5,000
Flood Endorsement (Annual Aggregate Limit)	\$5,000,000	\$50,000
Earthquake Endorsement (Annual Aggregate Limit)	\$5,000,000	\$50,000
Equipment Breakdown Coverage	\$100,000,000	\$50,000

Other Coverage Limits & Deductibles	Limit per Occurrence	Deductible
Aesthetic Impairment (metal roofs only)	50% cost to repair/replace, maximum \$1,000,000	Peril Deductible
Animals (livestock only)	\$25,000	Peril Deductible
Art, statues, or antiques	\$100,000	Peril Deductible
Code compliance	Up to 10% of the Loss amount, maximum \$1,000,000	Peril Deductible
Debris removal	Up to 25% of the Loss amount	Peril Deductible
Electronic data replacement	\$50,000	Peril Deductible
Food spoilage	\$100,000	Peril Deductible
Landscaping	Up to \$1,000 per tree, shrub, or landscaping plant, maximum \$25,000	Peril Deductible
HVAC units	Actual Cash Value	Peril Deductible
Motor-driven Equipment Coverage Deductible	Coverage Limit	\$2,500 per piece of equipment
New construction or renovation by employees	\$1,000,000	Peril Deductible
Pollutant clean-up	\$100,000	Peril Deductible
Single-ply roof upgrade	Up to 125% cost to repair/replace, maximum \$250,000	Peril Deductible
Temporary repairs	Up to 10% of Building Damage	Peril Deductible
Vital documents and records	\$50,000	Peril Deductible

Property Coverage Provisions

Weather Perils: Weather Perils is an Occurrence of wind, hail, convective storm, or freeze. The Weather Perils Limit and Deductible shown on this CCS will apply to Loss (including ensuing Loss) by a Weather Peril. Weather Perils does not include Named/Numbered Windstorm.

Named/Numbered Windstorm: Named/Numbered Windstorm (NWS) is an Occurrence of hurricane, typhoon, tropical cyclone, tropical storm, or tropical depression (but not other convective storms) that is designated by name or number by the National Weather Bureau, National Hurricane Center, or any recognized meteorological authority, including any related wind-driven rain, flood, tidal water or wave, storm surge, wave wash, surface water, overflow of bodies of water, or spray from any of these conditions. The NWS Limit and Deductible indicated on this CCS will apply to Loss (including ensuing Loss) by an NWS.

However, any flood-related Loss (including ensuing Loss) during an NWS Occurrence will be considered a separate Flood Occurrence with a Flood Limit as indicated on this CCS. For all other NWS Loss (including ensuing Loss) during this combined perils event, the NWS Limit indicated on this CCS will apply. Only the higher deductible of the two perils will apply during this combined perils event.

Percent Deductible/Occurrence Minimum Deductible: General. When Covered Property sustains a Loss caused by a Weather Peril or NWS, the Fund Member's deductible will be a Percent-based Deductible or an Occurrence-based Minimum Deductible. For Covered Property of \$100,000 or over, the higher deductible applies. For Covered Property under \$100,000, the Occurrence Minimum Deductible applies only.

Deductible calculation. The Percent Deductible amount will be calculated based on the designated percent, as shown on the CCS, applied to the Total Covered Value of a Loss-affected Covered Property (including Personal Property contents) in the Statement of Values schedule, which is considered a part of this CCS. This designated percent is reflected on the schedule as the deductible dollar amount listed under a Loss-affected Covered Property's deductible column.

Covered Property that does not appear on the Statement of Values schedule and sustains a Loss will be subject to the applicable deductible based on its Total Covered Value at the time of the Loss.

Multiple-Covered Property Loss. In the case of multiple \$100,000 or over Loss-affected Covered Properties, the member will incur a Percent Deductible for each property, calculated the same as one Loss-affected Covered Property only. These Percent Deductible amounts will be added to determine the Total Percent Deductible amount for comparison with the Occurrence Minimum Deductible amount. (However, for payment purposes, the Total Percent Deductible calculation below will not affect the Percent Deductible application to each Covered Property.)

To determine whether the Total Percent Deductible amount or the Occurrence Minimum Deductible amount applies when multiple Covered Properties are Loss-affected, only the actual Loss amount within each property's Percent Deductible amount will apply toward the summed Total Percent Deductible amount, which is then compared with the Occurrence Minimum Deductible amount; the higher deductible applies.

Payment obligation. For Covered Property \$100,000 or over, if the Fund has any payment obligation above the Occurrence Minimum Deductible, this payment will be based on the Loss amount for each Covered Property exceeding that property's scheduled or determined Percent Deductible amount.

For Covered Property under \$100,000, if the Fund has any payment obligation, this payment will be based on the Loss amount exceeding the Occurrence Minimum Deductible.

Occurrence Minimum Deductible—General. Regardless of the Total Percent Deductible, the amount of Loss sustained, the number of Loss-affected Covered Properties in an Occurrence, or any other factor, in no event will the member's Percent Deductible obligation (Total or individual) be less than the Occurrence-based Minimum Deductible listed on the CCS.

Location: A Location is a single street address that is the site of the Covered Property. Locations may have multiple Covered Properties, including structures.

Flood Zone Exclusions: The Fund Member's Covered Property (as defined in the Coverage Agreement) is excluded from coverage under the Flood Endorsement of the Coverage Agreement if more than 15% of the Location subject to loss is located in any Special Flood Hazard Areas (SFHA) beginning with 'A' or 'V' as identified on the most recently published pre-Loss FEMA Flood Insurance Rate Map (FIRM).

Other Limits: If more than one Per Occurrence Limit may be applicable, the Fund will determine which limit or limits will apply.

Statement of Values: The Statement of Values schedule will be provided to the Fund Member before the beginning of the Participation Period and is considered incorporated into the Agreements between the Fund and the member. The Fund Member agrees to allow the Fund to conduct property appraisals of the Fund Member's property periodically and agrees to accept values provided by the Fund. The Fund reserves the right to adjust the Fund Member's contribution for newly-constructed Buildings or Other Structures that are Covered Property and accepted within the Participation Period based on the certificate of occupancy date. The Fund reserves the right to adjust the Fund Member's contribution for newly-acquired Buildings or Other Structures that are Covered Property and acquired within the Participation Period based on the acquisition date.

Salvage: The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

Single Ply Membrane: 'Single Ply Membrane' is a synthetic roofing material that includes EPDM, TPO, and PVC membranes.

Fund Member Mitigation: As indicated in the Property Coverage Agreement, including Sections 9.29 and 12.5, the Fund Member must preserve Covered Property before and after Loss, or the Fund may exclude coverage.

Fund Member Notice: As indicated in the Property Coverage Agreement, including Section 13.1, time is of the essence for the Fund Member to give notice of a claim for all Loss. Coverage is only available if the Fund Member reports all Loss within 365 days of an Occurrence.

Limit Elimination: The Fund may reduce all Property limits to zero and cease all payments (promised or otherwise) to the member for any claim under this CCS if the Fund's applicable property reinsurance coverage exhausts during the Participation Period through any property claim payment to any Fund Member.

San Elizario ISD

Automobile Coverage Summary

Participation Period: 10/1/2026 through 9/30/2027

Total Automobile Contribution: \$43,300

The following is an overview of the limits and deductibles for risks associated with the ownership, maintenance, or use of Covered Automobiles. The Fund's Coverage Agreement includes additional coverages, limits, exclusions, and terms for this Participation Period.

Coverage	Limit	Deductible
Automobile Liability – Split Limits Bodily Injury Per Person/Bodily Injury Per Occurrence/Property Damage Per Occurrence	\$100K / \$300K / \$100K	\$1,000
Automobile Physical Damage - Collision	Actual Cash Value	\$1,000
Automobile Physical Damage - Comprehensive	Actual Cash Value	\$1,000
Automobile Physical Damage - Catastrophic See Auto Liability & Physical Damage Coverage Agreement Part C 12.3	Actual Cash Value	\$25,000
Supplemental Coverage – Private Passenger Rental Expense (Theft only) See Auto Liability & Physical Damage Coverage Agreement Part C 9.3	\$50 per day up to \$1,500 total	Included
Non-Owned Auto	Automobile Liability Limit	Automobile Liability Deductible

Automobile Coverage Provisions

Statement of Values: The Fund Member has provided the Fund with the most complete and accurate listing of vehicles owned and leased by the Fund Member and will make this listing current throughout the Participation Period. The Fund Member agrees to allow the Fund to conduct vehicle appraisals of the Fund Members' fleet periodically and agrees to accept values provided by the Fund, if any.

Salvage: The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

Excluded Vehicles: Vehicles specifically listed on this CCS are excluded from all Automobile coverage as noted under 'Exclusion.'

San Elizario ISD

School Liability Coverage Summary Participation Period: 10/1/2026 through 9/30/2027 Total School Liability Contribution: \$15,109

The following is an overview of the limits and deductibles for legal, general, and other liability risks. The Fund's Coverage Agreement includes additional coverages, limits, exclusions, and terms for this Participation Period.

Coverage	Limit	Deductible
Professional Legal Liability	\$1,000,000 Limit Per Claim \$1,000,000 Maximum Annual Aggregate	\$2,500
General Liability	\$1,000,000	\$0
Employee Benefits Liability	\$100,000	\$0
Chapter 118: Employment Practices – Student Abuse and Reporting Endorsement	\$1,000,000 Limit Per Claim \$2,000,000 Maximum Annual Aggregate	\$2,500

School Liability Coverage Provisions

Known Prior Wrongful Acts: As indicated in the School Liability Coverage Agreement, including Section 4.1, the Fund Member agrees that all known prior Wrongful Act (including previously reported acts) that may result in a legal claim against the Fund Member have been fully disclosed to prior carriers, including the Fund, and no coverage will apply to these acts under this CCS. However, this CCS does not void coverage afforded to the Fund Member under any previous CCS.

Fund-requested Settlement Contributions: As indicated in the School Liability Coverage Agreement, including Section 4.6, the Fund may request a monetary or non-pecuniary contribution from the Fund Member to address the portion of a Claim that is not covered by the Coverage Agreement so that the Fund can settle the Claim in its entirety. Any refusal by the Fund Member to contribute to the settlement as requested by the Fund will result in the Fund Member being responsible for further defense costs and indemnity payments other than what the Fund would have paid.

Chapter 118: Employment Practices – Student Abuse and Reporting Endorsement Coverage: As indicated in the School Liability Coverage Agreement Chapter 118: Employment Practices – Student Abuse and Reporting Endorsement, the Fund will provide limited coverage for K-12 school districts for Claims arising from allegations under Chapter 118 of the Texas Civil Practice and Remedies Code. This endorsement excludes coverage under the General Liability Coverage and provides claims-made coverage under the Professional Legal Liability Coverage. The coverage for state court Chapter 118 Claims only (those Claims that are filed and adjudicated in, or remanded to, the state courts of Texas) will have Claim Expense within the CCS-indicated per Claim and annual aggregate limits of liability.

Non-Chapter 118 Professional Legal Liability Claims: The aggregate limit for non-Chapter 118 Professional Legal Liability Claims will not decrease due to any Damages or Claim Expense arising from Chapter 118 Claims.

San Elizario ISD

Cyber Liability & Security Coverage Summary **Participation Period: 10/1/2026 through 9/30/2027** **Total Cyber Liability & Security Contribution: \$5,500**

The following is an overview of the limits and deductibles for cyber liability & security risks. The Fund's Coverage Agreement includes additional coverages, limits, exclusions, and terms for this Participation Period.

Coverage	Aggregate Limit Per Event	Deductible
Cyber Liability & Security	\$500,000	\$0

Coverage Lines and Sub-lines Subject to Sub-limits	Sub-limit Subject to the Aggregate Limit Per Event	Deductible
Fraudulent Instruction	\$100,000	\$0
Funds Transfer Fraud	\$250,000	\$0
Telephone Fraud	\$250,000	\$0
Criminal Reward	\$100,000	\$0
Cryptojacking	\$250,000	\$0
Invoice Manipulation	\$100,000	\$0

Cyber Liability & Security Coverage Provisions

No Known Losses: Fund Member certifies that all known or reported events occurring prior to the effective date of this coverage, as applicable, which it is reasonably believed may result in a claim under this coverage have been fully disclosed or reported.

Program Coordinators

The Fund Member is required to designate a Program Coordinator (Coordinator) with express authority to represent and bind the Fund Member in all program matters. Below are the current Coordinators associated with the Fund Member. After the proposal is bound by the Fund, an email will be sent to the Program Coordinators listed below with instructions for confirming or updating Fund Member contact information. If the Coordinator listed has changed or the Coordinator's name and email address are not listed, please follow the instructions in the email.

Current Program Coordinators

Program	Name	Title	E-mail
TASB RMF - Property	Stephanie Ruiz	Coordinator, Human Resources	sruiz@seisd.net
TASB RMF-Auto	Stephanie Ruiz	Coordinator, Human Resources	sruiz@seisd.net
TASB RMF-Liability	Stephanie Ruiz	Coordinator, Human Resources	sruiz@seisd.net



Contribution & Coverage Summary General Provisions

Coverage: This CCS, the Fund's corresponding coverage agreements and their endorsements, the Fund Member's questionnaire, the Interlocal Participation Agreement (IPA), and the documents incorporated by reference into any of those documents, all for this Participation Period, outline the coverage terms and limits.

Claims Reporting: The Fund Member will provide timely notice of all claims to the Fund as required in the IPA, the applicable Fund coverage agreement, and this CCS. The lack of timely notice may result in a loss of coverage.

Definitions: Any terms not defined in this CCS will use the definition for that term from the corresponding Fund Coverage Agreement.

Payment: The Fund Member agrees to pay contributions based on a plan developed by the Fund. All contributions are payable upon receipt of an invoice from the Fund. The Fund will determine the contribution for each program and how each contribution is applied.

Termination: In addition to any CCS-specific provisions, the IPA outlines the termination-related provisions that govern this CCS. These provisions include the following: this CCS may be terminated by either party, with termination effective at the end of the Participation Period, by giving written notice to the other party no later than 30 days before the end of the Participation Period. If the Fund Member ceases to be an Active or Associate member of the Texas Association of School Boards, Inc., this CCS will terminate at the end of the Participation Period, and the Fund will not offer a renewal CCS. If neither party terminates this CCS, any renewal CCS offered by the Fund becomes effective based on the terms of the renewal CCS and will bind the Fund Member.

Fund Member Authorization:

I have read, approved, and agreed to this Contribution and Coverage Summary (CCS) and certify that this information is correct. I affirm that I am duly authorized to approve this CCS and understand that my signature below contractually binds the entity I represent to this CCS and any other coverage-related or Fund participation agreements.

Authorized Signature

Date

Printed Name

Title



Proof of Auto Liability Coverage

THIS GOVERNMENT VEHICLE IS EXEMPT FROM THE MOTOR VEHICLE SAFETY RESPONSIBILITY ACT. Liability coverage in effect meets the minimum limits required by Texas law.

Member: **San Elizario ISD**
Contract Number: **P071904-2026-001**
Contract Period: **10/1/2026** through **9/30/2027**

If you have an accident, please notify the TASB Risk Management Fund at 800.482.7276.

Coverage is applicable to all vehicles owned by the above-named entity. Coverage remains in effect only if contribution has been paid.



Proof of Auto Liability Coverage

THIS GOVERNMENT VEHICLE IS EXEMPT FROM THE MOTOR VEHICLE SAFETY RESPONSIBILITY ACT. Liability coverage in effect meets the minimum limits required by Texas law.

Member: **San Elizario ISD**
Contract Number: **P071904-2026-001**
Contract Period: **10/1/2026** through **9/30/2027**

If you have an accident, please notify the TASB Risk Management Fund at 800.482.7276.

Coverage is applicable to all vehicles owned by the above-named entity. Coverage remains in effect only if contribution has been paid.

WHAT TO DO IF YOU HAVE AN ACCIDENT

(Keep this Card in Vehicle at all times)

- Move vehicle to the side of the road if drivable.
- Call 911 immediately. Have driver's license and this card ready to give to police.
- Help the injured by making them comfortable and providing emergency first aid. Call for medical help and provide requested information.
- Report the accident to your supervisor as soon as possible. If you have been injured, notify your supervisor.
- Do not discuss blame or fault. Discuss accident only with the police.
- Collect names, insurance, and other driver's license number. If there are witnesses, collect their names and contact information and give the information to the police and your supervisor.
- Do not sign any documents except as requested by law enforcement.

WHAT TO DO IF YOU HAVE AN ACCIDENT

(Keep this Card in Vehicle at all times)

- Move vehicle to the side of the road if drivable.
- Call 911 immediately. Have driver's license and this card ready to give to police.
- Help the injured by making them comfortable and providing emergency first aid. Call for medical help and provide requested information.
- Report the accident to your supervisor as soon as possible. If you have been injured, notify your supervisor.
- Do not discuss blame or fault. Discuss accident only with the police.
- Collect names, insurance, and other driver's license number. If there are witnesses, collect their names and contact information and give the information to the police and your supervisor.
- Do not sign any documents except as requested by law enforcement.

San Elizario ISD
Statement of Values
As of date: 7/24/2026
Participation Period: 10/1/2026 through 9/30/2027

Covered Property valued under \$100,000 is not shown and is subject to the Minimum Weather Peril Deductible.

Campus Name – Site Address	Building ID	Building Name	Total Covered Value	Weather Percent Deductible
ALARCON ELEMENTARY SCHOOL, 12501 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4628	CAFETERIA BUILDING	\$2,878,000	\$28,780
ALARCON ELEMENTARY SCHOOL, 12501 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4630	CLASSROOM BUILDING #1	\$3,672,000	\$36,720
ALARCON ELEMENTARY SCHOOL, 12501 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4629	CLASSROOM BUILDING #2	\$1,811,000	\$18,110
ALARCON ELEMENTARY SCHOOL, 12501 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4631	CLASSROOM BUILDING #3	\$3,437,000	\$34,370
ALARCON ELEMENTARY SCHOOL, 12501 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4627	CLASSROOM/ GYMNASIUM BUILDING	\$5,104,000	\$51,040
ALARCON ELEMENTARY SCHOOL, 12501 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	071904- 14862-7F	MAIN OFFICE	\$1,168,000	\$11,680
BORREGO ELEMENTARY SCHOOL, 1330 CHICKEN RANCH ROAD, SAN ELIZARIO, TX, 79849	4625	BORREGO ELEMENTARY SCHOOL	\$22,607,000	\$226,070
DISTRICT ADMINISTRATION OFFICE, 1050 CHICKEN RANCH, SAN ELIZARIO, TX, 79849	4585	ADMINISTRATION BUILDING	\$4,644,000	\$46,440
FERNIE MADRID EAGLE PARK, 1444 MAIN STREET, SAN ELIZARIO, TX, 79849	27496	FM EP BUILDING	\$319,000	\$3,190
LORENZO LOYA PRIMARY SCHOOL, 13705 SOCORRO RAOD, SAN ELIZARIO, TX, 79849	071904- 14880-4A	LORENZO LOYA MAIN PRIMARY	\$13,662,000	\$136,620
LORENZO LOYA PRIMARY SCHOOL, 13705 SOCORRO RAOD, SAN ELIZARIO, TX, 79849	4618	PORTABLE CLASSROOM #1	\$270,000	\$2,700
LORENZO LOYA PRIMARY SCHOOL, 13705 SOCORRO RAOD, SAN ELIZARIO, TX, 79849	4619	PORTABLE CLASSROOM #2	\$270,000	\$2,700
LORENZO LOYA PRIMARY SCHOOL, 13705 SOCORRO RAOD, SAN ELIZARIO, TX, 79849	4620	PORTABLE CLASSROOM #3	\$270,000	\$2,700

LORENZO LOYA PRIMARY SCHOOL, 13705 SOCORRO RAOD, SAN ELIZARIO, TX, 79849	4621	PORTABLE CLASSROOM #4	\$270,000	\$2,700
LORENZO LOYA PRIMARY SCHOOL, 13705 SOCORRO RAOD, SAN ELIZARIO, TX, 79849	4622	PORTABLE CLASSROOM #5	\$270,000	\$2,700
SAMBRANO ELEMENTARY SCHOOL, 200 HERRING ROAD, SAN ELIZARIO, TX, 79849	071904-14925-9A	SAMBRANO ELEMENTARY SCHOOL	\$19,328,000	\$193,280
SAN ELIZARIO EXCEL ACADEMY, 13725 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	071904-14880-6C	PORTABLE CLASSROOM BUILDING #1	\$273,000	\$2,730
SAN ELIZARIO EXCEL ACADEMY, 13725 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	071904-14880-6D	PORTABLE CLASSROOM BUILDING #2	\$273,000	\$2,730
SAN ELIZARIO EXCEL ACADEMY, 13725 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4626	SAN ELIZARIO EXCEL ACADEMY	\$3,324,000	\$33,240
SAN ELIZARIO HIGH SCHOOL, 13981 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4588	FIELD HOUSE/WEIGHT ROOM	\$1,227,000	\$12,270
SAN ELIZARIO HIGH SCHOOL, 13981 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4596	FOOTBALL FIELD HOUSE	\$7,059,000	\$70,590
SAN ELIZARIO HIGH SCHOOL, 13981 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	071904-14881-2F	FOOTBALL PRESS BOX	\$344,000	\$3,440
SAN ELIZARIO HIGH SCHOOL, 13981 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4587	HIGH SCHOOL GYMNASIUM	\$3,809,000	\$38,090
SAN ELIZARIO HIGH SCHOOL, 13981 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4589	LIBRARY BUILDING	\$4,151,000	\$41,510
SAN ELIZARIO HIGH SCHOOL, 13981 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4591	PORTABLE WRESTLING BUILDING	\$259,000	\$2,590
SAN ELIZARIO HIGH SCHOOL, 13981 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4586	SAN ELIZARIO HIGH SCHOOL	\$53,361,000	\$533,610
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4598	CAFETERIA BUILDING	\$3,404,000	\$34,040
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4606	CLASSROOM BUILDING ROOMS 200-203	\$2,363,000	\$23,630
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4603	CLASSROOM BUILDING ROOMS 205-207	\$788,000	\$7,880
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4605	CLASSROOM BUILDING ROOMS 301-313	\$4,201,000	\$42,010
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4604	CLASSROOM BUILDING ROOMS 400-425	\$5,354,000	\$53,540

SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4602	CLASSROOM BUILDING ROOMS 500-510	\$2,198,000	\$21,980
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4600	CLASSROOM BUILDING ROOMS 511-513	\$1,664,000	\$16,640
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4608	FOOTBALL FIELD HOUSE/CONCESSI ONS	\$949,000	\$9,490
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4601	GYMNASIUM BUILDING	\$3,259,000	\$32,590
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4599	LIBRARY BUILDING	\$3,370,000	\$33,700
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4607	MAINTENANCE BUILDING	\$296,000	\$2,960
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4616	OLD CLINIC	\$121,000	\$1,210
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4612	PORTABLE CLASSROOM BUILDING	\$270,000	\$2,700
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4597	SAN ELIZARIO MIDDLE SCHOOL	\$5,885,000	\$58,850
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4609	STORAGE BUILDING #1	\$181,000	\$1,810
SAN ELIZARIO MIDDLE SCHOOL, 12280 SOCORRO ROAD, SAN ELIZARIO, TX, 79849	4610	STORAGE BUILDING #2	\$207,000	\$2,070
SUPPORT SERVICES OPERATIONS CENTER, 201 HERRING ROAD, SAN ELIZARIO, TX, 79849	071904- 14929-8C	EQUIPMENT STORAGE BUILDING	\$147,000	\$1,470
SUPPORT SERVICES OPERATIONS CENTER, 201 HERRING ROAD, SAN ELIZARIO, TX, 79849	4633	OPERATIONS CENTER	\$4,085,000	\$40,850
SUPPORT SERVICES OPERATIONS CENTER, 201 HERRING ROAD, SAN ELIZARIO, TX, 79849	071904- 14929-8B	SECURITY SERVICES PORTABLE	\$153,000	\$1,530



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Dr. Blanca Cruz, Associate Superintendent, and Mr. Troy Enriquez, Principal, San Elizario High School
Subject: Aliviane Memorandum of Understanding
Date: August 12, 2026

HISTORY: Aliviane is committed to furthering its partnership with San Elizario Independent School District to empower families and reinforce their bonds. With a core mission centered around aiding individuals in their recovery from addiction, Aliviane aims to facilitate a journey of self-discovery and empowerment. By amplifying individuals' voices and involving their families in the recovery process, Aliviane seeks to provide comprehensive support, making the path to recovery smoother and more sustainable (Aliviane, 2021).

RATIONALE: Aliviane provides coordinating support for prevention presentations, information dissemination, alternative activities, evidence-based curriculum services, health fairs and community events, by allowing Prevention Specialist to work in their classrooms to support the programs listed in this MOU. with children and families, offering online alternative activities, and addressing problems through referrals as requested by parents. Additionally, prevention efforts involve active participation in community events and conducting various activities through a coalition. These activities encompass information dissemination, alternative programs, community-based processes, and strategies aimed at influencing policies, practices, norms, and community conditions.

BUDGET: There is no budget impact associated with this item.

ADMINISTRATIVE RECOMMENDATION: The administration recommends that the Board of Trustees approve the memorandum of understanding and agreement between San Elizario Independent School District.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.



MEMORANDUM OF UNDERSTANDING & AGREEMENT

Aliviane, Inc. is committed to providing comprehensive substance use and other mental health disorder services for residents living in West Texas (Region 10), which includes the counties of El Paso, Brewster, Culberson, Jeff Davis, Hudspeth, and Presidio. To accomplish these goals, we must rely on community resources to provide much needed services that are beyond the scope of this organization and/or to augment the services provided by Aliviane, Inc. **This document represents a record of agreement to provide individuals with program services listed below between Aliviane, Inc. programs and the following partnering agency:**

Name of Partnering Agency/Organization/ School/Program: **San Elizario Independent School District**

Aliviane, Inc. applicable program services:

- | | | | | |
|--|---|--------------------------------|---|--|
| ☒ PRIDES | ☒ PRC Region 10 | ☐ HMHL | ☐ WCR | ☒ YRC |
| ☒ PRIDES - Rural | ☒ EPAPC | ☐ AOPC | ☐ CCC | ☒ CARE |
| ☒ Strengthening Families | ☒ PADRE | ☐ OTC | ☐ Por Mi Familia | ☒ IHCP |
| ☒ IMASTAR | ☐ PATH | ☐ YFOPC | ☐ RSS | ☐ PPW |

Description of services provided by Aliviane Inc.

General Description	Specific Deliverables
Youth Prevention Indicated Program (YPI) may provide prevention services to youth at risk of substance use and adults referred.	Services include age appropriate prevention education (Strengthening Families); ATOD presentations; Information Dissemination to children, and families; Alternative Activities; Problem Identification and Referral as requested from parents; Prevention services will include participation in community events.
Youth Prevention Selective (YPS) may provide prevention services to youth and adults referred.	Services include age appropriate prevention education (Positive Action & Curriculum Based Support Groups); ATOD presentations; Information Dissemination to children, and families; Alternative Activities; Problem Identification and Referral as requested from parents; Prevention services will include participation in community events.
Youth Prevention Universal Program (YPU) may provide prevention services to all youth and adults referred.	Services include age appropriate prevention education (Life Skills); ATOD presentations; Information Dissemination to children, and families; Alternative Activities; Problem Identification and Referral as requested from parents; Prevention services will include participation in community events.

El Paso Advocates for Prevention Coalition will work towards the prevention and reduction of the illegal and harmful use of alcohol, Marijuana, tobacco, and prescription drugs, (to include other drugs) in El Paso County, amongst youth and adults, by promoting and conducting community-based and evidence-based prevention strategies with key stakeholders. Prevention Resource Center program provides the community with substance use events, data, and information to mitigate the use of illicit substances in our community for all ages. Youth Recovery Center(YRC) program provides youth aged 13-21 years old a safe place to meet with peer leaders and obtain case management services. Peer leaders engage participants and their families/supportive allies in sober activities and the center is available to youth at various times throughout the week. PADRES Program may provide parenting awareness and drug risk education services for at-risk families, overdose prevention and tobacco cessation education as indicated on the participant's assessment. Services are provided in person and virtually. IHCP-YEP Promote mental health and wellness by providing tools to improve well-being, stress levels and resiliency. Our free services are available to both youths and young adults aged 6 to 25 and their families, our service area is El Paso and the rural communities throughout the County. We focus our efforts on identifying promising students struggling with school and emotional stress.	Services include conducting prevention services activities through the coalition. Implement the combination of information dissemination, alternative activities, community based process, environmental strategies, shift related to polices, practices, norms and community condition. Services include data sharing, substance use presentations, Regional Needs Assessment, tobacco compliance checks, tobacco law education, mass media, promotion of substance use related events, social media posting, and referrals. Services include referrals, family engagement services, case management resources, center with sober activities, outreach presentations, support groups, and a Peer Advisory Council. Services will be provided to youth upon referral from school counselors, to be conducted at Aliviane's facility. Services include transportation and supervision of the participants' children during activities as needed. Parenting classes and case management services, including screening, assessments, service plans, referrals, and referral follow-ups and financial assistance to qualified individuals. Hosting yoga- meditation, and stress relieving classes with activities for the participants. Implement evidence-based curriculums, Keeping my family safe, Learning 2 Breathe and Check and Connect with linkages and referrals to other services participants may need. Follow-ups and continued support and guidance while in the YEP program.
☒ Referral ☒ Transportation ☐ Communication	☒ Financial Assistance ☒ Case Management ☒ Presentations/Sessions

Description of services provided by Partnering Agency/Organization/School/Program

General Description	Specific Deliverables
Provide coordinating support for Aliviane prevention presentations, information dissemination, alternative activities, evidence-based curriculum services, health fairs and community events, by allowing Prevention Specialist to work in their classrooms and students.	Support for prevention education curriculum, adult and youth presentations, information dissemination, alternatives, health fairs, community events and coalition meetings.
☐ Referral ☐ Transportation ☐ Communication	☐ Financial Assistance ☐ Case Management ☐ Presentations/Sessions

This MOUA indicates that a referral relationship exists and will abide by the Occupations Code, Title 3, Subtitle A, Chapter 102, Subchapter A, Sec. 102.001. This MOUA does not indicate any contract, liability, or endorsement between both partnering entities. Both entities will mutually provide information regarding services provided, admission and eligibility criteria, non-duplication of services, and any other information necessary for effective placement of individuals within the guidelines of client confidentiality as specified by State and Federal laws and regulations, specifically the Federal Regulations on Confidentiality of Alcohol and Substance Abuse Patient Records (Federal Register, General Provisions Title 42, Chapter 1, Part 2), Health Insurance Portability and Accountability Act (HIPAA), and any other requirements as mandated by existing protocols.

This Agreement does not create a joint venture, business partnership, agency, franchise, or employment relationship, under Texas law. Nothing in this Agreement is intended to nor shall it operate to confer any third party beneficiary rights in favor of any person or entity. It is understood and agreed that Aliviane is an independent contractor and that neither it nor any employee (paid or volunteer) or agents contracted by it, or otherwise performing duties of Aliviane, shall be deemed for any purposes to be employees or agents of San Elizario ISD.

This agreement shall be construed and enforced in accordance with the laws of the United States of America and the State of Texas

Sovereign Immunity. The Parties stipulate and agree that no provision of, or any part of this Agreement or any subsequent amendment shall be construed: (1) as a waiver of the doctrine of sovereign immunity or immunity from suit as provided for in the Texas Constitution and the Laws of the State of Texas; (2) to extend liability beyond such liability provided for in the Texas Constitution and the Laws of the State of Texas; or (3) as a waiver of any immunity provided by the 11th Amendment or any other provision of the United States Constitution or any immunity recognized by the courts and the laws of the United States.

This MOUA recognizes that referred individuals are responsible for any fees or payments if any apply. Aliviane, Inc. has no liability or responsibility for such fees or payments, unless arranged in advance, in writing, by an official of Aliviane, Inc. with authority to authorize such payment. This agreement will be in effect for one year from the date of full execution or may be terminated by either entity with thirty (30) days written notice.

Signature: _____

Name: Dr. Jeannie Meza-Chavez
Title: Superintendent
Entity: San Elizario ISD
Phone: 915-872-3900
Email: Jmeza-chavez@seisd.net

Signature: _____

Name: Ivonne Tapia, MA, LCDC, LPC-S, ACPS
Title: Chief Executive Officer
Entity: Aliviane, Inc.
Phone: 915-782-4000
Email: itapia@aliviane.org

Start Date: 09-1-2026 End Date: 08-31-2027
MOUA Renewal Required 1-Year after Start Date*

Form ID: ADM-MOUA-01
2020



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Dr. Jeannie Meza-Chavez, Superintendent
Subject: Roster of T-TESS Second Appraisers for the 2026-2027 School Year
Date: August 12, 2026

HISTORY: The Superintendent or designee shall select the second appraiser from an established roster of trained appraisers for the purpose of the Texas Teacher Evaluation Support System (T-TESS) as stated in Board Policy DNA(LOCAL&LEGAL). T-TESS is the statewide evaluation framework for Texas teachers, established by the Texas Education Agency. It was first piloted in 2014-2015.

RATIONALE: The list of qualified appraisers who many appraise a teacher in place of the teacher's supervisor shall be approved by the Board (see attached list).

BUDGET IMPACT: There is no budget impact.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the Roster of T-TESS Second Appraisers for the 2026-2027 School Year as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

Roster of T-TESS Second Appraisers for the 2026-2027 School Year

The following personnel have met the requirements to serve as second appraisers for the 2026 – 2027 school year:

No.	Appraiser	Title
1.	Dr. Jeannie Meza-Chavez	Superintendent
2.	Ms. Blanca Cruz	Associate Superintendent
3.	Ms. Gina Ramirez	Executive Director of Human Resources
4.	Mr. Edgar Ponce	Administrator – Research and Evaluation
5.	Ms. Leticia De Santos	Administrator – Instructional Programs
6.	Ms. Sandra Sanchez	Administrator – Career and Technical Edu
7.	Mr. Richard Salcido	Director – Special Education
8.	Mr. Cesar Morales	Executive Director of Athletics
9.	Mr. Troy Enriquez	Principal – San Elizario High School
10.	Ms. Valeria Chavez	Assistant Principal – San Elizario High School
11.	Ms. Melissa Nunn	Assistant Principal – San Elizario High School
12.	Ms. Laura Isabel Silva	Assistant Principal – San Elizario High School
13.	Mr. Alexander Corona	Principal – Garcia-Enriquez Middle School
14.	Ms. Fabiola Carranco	Assistant Principal – Garcia-Enriquez Middle School
15.	Ms. Julissa Esquivel	Principal – Borrego Elementary
16.	Ms. Lorena Robles	Assistant Principal – Borrego Elementary
17.	Ms. Concepcion Talamantes	Assistant Principal – Borrego Elementary
18.	Ms. Susana Frescas	Principal – Sambrano Elementary
19.	Ms. Lydia Sandate	Assistant Principal – Sambrano Elementary

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!

Certificate of Achievement

This certifies that

Jeannie Meza-Chavez

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

www.teachfortexas.org



Date Issued: 6/18/2024

Ask AI Assistant

Summarize this document

328

By using AI Assistant, you agree to [Generative AI User Guidelines](#).

Certificate of Achievement

This certifies that

blanca cruz

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Gina Ramirez

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Edgar Ponce

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

leticia de santos

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year



Certificate of Achievement

This certifies that

sandra sanchez

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Richard Salcido

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year



www.teachfortexas.org

Date Issued: 6/6/2025

Certificate of Achievement

This certifies that

Cesar Morales

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2027 - 2028 School Year

Certificate of Achievement

This certifies that

troy enriquez

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Valerie Chavez

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year



Texas Teacher Evaluation & Support System

Certificate of Achievement

This certifies that

melissa nunn

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Laura Silva

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Alexander Corona

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year



Certificate of Achievement

This certifies that

Fabiola Carranco

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Julissa Esquivel

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Lorena Robles

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Concepcion Talamantes

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Susana Frescas

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Certificate of Achievement

This certifies that

Lydia Sandate

has demonstrated proficiency in the
Texas Teacher Evaluation and Support System (T-TESS)
and is a

Certified Appraiser

For the 2026 - 2027 School Year

Special Meeting - Quarterly Meeting #1

Wednesday, July 29, 2026 5:30 PM

SEISD Administration Office, 1050 Chicken Ranch Road, San Elizario, TX 79849

1. GENERAL FUNCTIONS

1.A. Call Meeting to Order

Eduardo Chavez: Present
Monica Chavez: Present
Myrna Hernandez: Present
Sandra Licon: Present
Axel Lopez: Absent
Lorenzo Luevano: Present
Alexis Tellez: Present

Dr. Jeannie Meza-Chavez, Superintendent, was also in attendance.

1.B. Roll Call

1.C. Establish Quorum

1.D. The Pledge of Allegiance

1.E. Pledge of Allegiance to the Texas State Flag

1.F. San Elizario ISD Mission Statement

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

2. OPEN FORUM (three-minute limit per speaker, unless otherwise noted)

3. NEW BUSINESS / BOARD ACTION ITEMS

3.A. Discussion and possible Board action to approve the construction delivery method for the San Elizario High School auxiliary gym evaporative coolers conversions to HVAC and the automotive and building trades replacement of evaporative cooler/heat combo units

Mr. Jesus Martinez presented the construction delivery method for the San Elizario High School auxiliary gym evaporative coolers conversions to HVAC and the automotive and building trades replacement of evaporative cooler/heat combo units.

Motion to approve the construction delivery method for the San Elizario High School auxiliary gym evaporative coolers conversions to HVAC and the automotive and building trades replacement of evaporative cooler/heat combo units. This motion, made by Sandra Licon and seconded by Myrna Hernandez, Passed.

Eduardo Chavez: Yea
Monica Chavez: Yea
Myrna Hernandez: Yea
Sandra Licon: Yea
Axel Lopez: Absent
Lorenzo Luevano: Yea
Alexis Tellez: Yea
Yea: 6, Nay: 0, Absent: 1

3.B. Discussion and possible Board action to approve interlocal agreement of School Resource Officer with the City of San Elizario, Texas, commencing on July 1, 2026, and ending on June 30, 2027

Motion to decline the interlocal agreement of School Resource Officer with the City of San Elizario, Texas, commencing on July 1, 2026, and ending on June 30, 2027. This motion, made by Lorenzo Luevano and seconded by Monica Chavez, Passed.

Eduardo Chavez: Yea
Monica Chavez: Yea
Myrna Hernandez: Yea
Sandra Licon: Yea
Axel Lopez: Absent
Lorenzo Luevano: Yea
Alexis Tellez: Yea
Yea: 6, Nay: 0, Absent: 1

3.C. Board Member Portal and Communication Matrix Tool Training

Mr. Vicente Rodriguez presented the Board Member Portal and Communication Matrix Tool Training.

Dr. Jeannie Meza-Chavez encouraged Board Members to submit a test question using the Communication Matrix Tool to make sure the process is working properly.

Ms. Alexis Tellez did a trial run and was successful.

3.D. Quarterly Meeting #1: Budget Workshop – Finance 101

Dr. Jeannie Meza-Chavez provided a brief introduction of what the workshop entails.

Mr. Eduardo Chavez provided the reasoning behind the need for the finance refresher training.

Ms. Elizabeth Perez presented the Budget Workshop – Finance 101 training.

Mr. Eduardo Chavez asked when the final budget is calculated with all revenue.

Ms. Elizabeth Perez stated the final budget is presented after the auditors approve it. The final budget for School Year 24-25 was presented on February 2026, but it usually happens in November.

Mr. Eduardo Chavez asked why it was presented in February 2026 instead of November 2025.

Ms. Elizabeth Perez stated TEA had software issues and that forced the district to submit until February 2026.

Dr. Jeannie Meza-Chavez stated the final budget for School Year 25-26 will be presented in November 2026.

Dr. Jeannie Meza-Chavez opened the floor for any comments from the leadership team.

Ms. Gina Ramirez provided feedback on the district's financial needs.

Mr. Josue Palomino asked if there was a reason as to why students have withdrawn from our schools.

Dr. Jeannie Meza-Chavez stated there are different reasons. Some of them are community members relocating and unsatisfactory customer service.

Ms. Laura Silva stated a student withdrew from San Elizario High School due to the ROTC program being discontinued and asked if San Elizario High School students attending UTEP will have transportation.

Dr. Jeannie Meza-Chavez stated the district will provide the necessary student transportation to UTEP.

Mr. Eduardo Chavez asked the Leadership team for feedback regarding upcoming Quarterly Meeting Topics.

Mr. Lorenzo Luevano provided the option of creating a district foundation. He would also like to ask returning students and parents why they have returned to SEISD.

Dr. Jeannie Meza-Chavez stated some students have returned to our school district because neighboring districts have denied their registration due to attendance issues.

Ms. Julissa Esquivel stated that her campus has been registering returning students.

Mr. Eduardo Chavez provided feedback regarding district personnel and their continued work.

Ms. Alexis Tellez provided feedback regarding district personnel and their continued work.

4. **CONSENT AGENDA** - Consider and possible Board action on

Motion to approve the consent agenda as presented. This motion, made by Sandra Licon and seconded by Lorenzo Luevano, Passed.

Eduardo Chavez: Yea
Monica Chavez: Yea
Myrna Hernandez: Yea
Sandra Licon: Yea
Axel Lopez: Absent
Lorenzo Luevano: Yea
Alexis Tellez: Yea
Yea: 6, Nay: 0, Absent: 1

4.A. Financial Reports

4.A.1. Tax Report

4.A.2. Financial Statements

4.A.3. Investment Report

4.A.4. Budget Amendment

4.B. Consider and take possible action to approve the Second Amendment to the Interlocal Agreement for School Resource Officer Services between San Elizario Independent School District and El Paso County, Texas, reducing the number of assigned School Resource Officers from five (5) to four (4), and authorize the Superintendent to negotiate and execute the amendment and all related documents.

4.C. Consider and possible Board action on approval of the University of Texas at El Paso Educational Experience Affiliation Agreement

4.D. Consider and possible Board action on approval of the University of Texas at El Paso's College of Nursing Educational Experience Program Agreement

4.E. Consider and possible Board action to approve the Innovative Course: Methodology for Academic and Personal Success

4.F. Consider and Possible Board action to approve the Innovative Courses: Making Connections I, II, III, and IV

4.G. Consider and possible Board action to approve revisions to the 2026-2027 School Year Calendar

4.H. Consider and possible Board action to approve the Brescia University Memorandum of Agreement

4.I. Consider and possible Board action to approve the Region 19 MOU PREP Allotment Residency

4.J. Consider and possible Board action to approve Region 19 PREP MOU Allotment Grow Your Own

4.K. Consider approval of minutes for the following:

4.K.1. June 10, 2026 - Regular Board Meeting

4.K.2. June 16, 2026 - Special Board Meeting - Budget Adoption

5. PRESENTATIONS / REPORTS / INFORMATION

5.A. Presentations

5.B. Reports

5.C. Information

5.C.1. Board Training

5.C.1.a. 2026 MASBA Conference - September 10 to 11, 2026 | San Antonio, TX

5.C.1.b. TASA | TASB Convention
txEDCON26 - October 8 to 11, 2026 |
Houston, TX

6. **NEXT MEETING DATE:**

Wednesday, August 12, 2026, Regular Board
Meeting at 5:30 p.m.

7. **ADJOURNMENT**

Motion to adjourn the meeting at 6:35 p.m.
This motion, made by Sandra Licon and seconded
by Alexis Tellez, Passed.

Eduardo Chavez:	Yea
Monica Chavez:	Yea
Myrna Hernandez:	Yea
Sandra Licon:	Yea
Axel Lopez:	Absent
Lorenzo Luevano:	Yea
Alexis Tellez:	Yea
Yea: 6, Nay: 0, Absent: 1	

Board President

Board Secretary



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Jesus Martinez, Executive Director-Support Services
Subject: July 2026, Non-Technology Fixed Asset Discards
Date: August 12, 2026

HISTORY:

Campuses and departments periodically replace obsolete, broken, or non-repairable items. We assist campuses and departments in removing these items to maximize space and minimize unnecessary item accumulation.

RATIONALE:

To prevent unnecessary accumulation of obsolete, broken, or non-repairable fixed assets at all our campuses and departments, discard requests are now submitted monthly until further notice.

BUDGET:

No budget Impact

ADMINISTRATIVE RECOMMENDATION:

For the Board of Trustees to declare the listed fixed assets as surplus or discards and authorize the administration to sell or dispose of them by any reasonable means.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	Outside small center tables	none	21	not in use
2	shop wooden benches	none	2	not in use
3	Rm 503 wooden desks	none	3	not in use
4	Conference table	none	1	not in use
5	wooden chairs	none	11	not in use
6	File cabinets	none	5	not in use
7	metal stools	none	19	not in use
8	Cafe tables	none	2	not in use
9	metal scale	none	1	not in use
10	Library book scanners	none	3	not in use
11	tables	none	2	not in use
12	Class R Podium	0702/628 02	1	not in use
13	small table	none	1	not in use
14	tool box cart	010101 4760	1	not in use
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Date: 8-5-25

Authorized Campus

Signature Valerie Chong

Page 1 of 1

7-11-26



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Other: _____

☐ Excell

☐ Loya

☐ Borrego

☐ Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
207	335	Fridge	6101011179	1	Unused
207	335	Plotter	32217	1	Unused
207					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 03/26/2025

Authorized Campus

Signature

Page 1 of 1

Laura M. Bz

3/26/25 in room 207

Vaughn Ch
Bregna
7-116-24



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☒ Other: SSOC

☐ Excell

☐ Loya

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	SSOC	1998 Dodge Pickup	#0000236300	1	Non Operational
2	SSOC	1998 Chevrolet Pick up	#0000236400	1	Non Operational
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 7/29/26

Authorized Campus

Signature



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Vicente Rodriguez, Executive Director of Technology
Subject: July 2026 Technology Fixed Asset Discard
Date: August 12, 2026

HISTORY:

Campus and Departments periodically replace obsolete or non-repairable technology items. To aid the campuses and departments in removing these items to maximize space, the Technology Department will submit monthly disposal lists for approval.

RATIONALE:

The District Technology Department has reviewed the items on the attached lists and concurs with campus/department(s) administration to dispose of or sell the listed items.

BUDGET:

There is no budget impact.

ADMINISTRATIVE RECOMMENDATION:

For the Board to declare the fixed assets listed as surplus and authorize the administration to sell or dispose of items by any reasonable means.

For Approval? ☒ Yes ☐ No

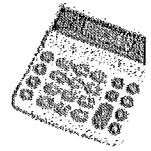
If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

Child Nutrition Services

Fixed Asset Discard List



☐ Other: _____

☐ Excell

☐ Loya

Campus (Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☒ Borrego

☐ Sambrano

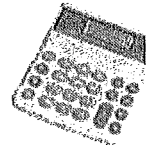
	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	G185	DELL COMPUTER	2600002228	1	BROKEN COMPUTER
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 2-13-26

Authorized Campus

Signature [Signature]

Page 1 of 1



Fixed Asset Discard List

☒ Other: CNS

☐ Excell

☐ Loya

Campus (Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

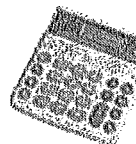
	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	RM113	DELL COMPUTER	2600002217	1	OBSOLETE
2	RM113	DELL COMPUTER	2600007207	1	OBSOLETE
3	RM113	LOGITECH KEYBOARD	NO TAG	1	OBSOLETE
4	RM113	HARMAN/KARDON SPEAKE	NO TAG	1 PAIR	OBSOLETE
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 2-13-26

Authorized Campus

Signature [Signature]

Page 1 of 1



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☐ Other: _____

☐ Excell

☐ Loya

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☒ Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	Cafeteria	wireless phones	none	(3)	do not hold charge
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 4/29/20

Authorized Campus

Signature

Page 1 of 1



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☒ Loya

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	cafeteria	Phone (black)	Panasonic PNLC1040	1 set(4)	It doesn't hold a charge.
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date 4/2/2026

Authorized Campus

Signature _____

Page 1 of 1

Fixed Asset Discard List



☐ Other: _____



☐ Excell

☐ Loya

Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	Cafeteria	Computer	2600002224	1	Damaged
2	Cafeteria	Phones	N/A	4	Damaged
3	Cafeteria	Tablet	10120011183	1	Damaged
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 4-28-26

Authorized Campus

Signature _____

Page 1 of 1

Ann M. Garcia- Enriquez Middle School

GEMS

Column1						
Fixed Asset Discard List						
			Other: _____			
Campus			Excell			
(Please Check Appropriate Campus)						
SE High School	☒	Middle School	Alarcon	Borrego		
Room#	Description	Tag Number/Serial	Qty	Comments/		
1	202	Chrome books	1WH4863	1	OLD	
2	202	Chrome books	DZ44863	1	OLD	
3	202	Chrome books	3WH4863	1	OLD	
4	202	Chrome books	FXH4863	1	OLD	
5	202	Chrome books	F354863	1	OLD	
6	202	Chrome books	97G4863	1	OLD	
7	202	Chrome books	C5G4863	1	OLD	
8	202	Chrome books	G4G4863	1	OLD	
9	202	Chrome books	H5G4863	1	OLD	
10	202	Chrome books	7XH4863	1	OLD	
11	202	Chrome books	HVH4863	1	OLD	
12	202	Chrome books	J4G4863	1	OLD	
13	202	Chrome books	CZ44863	1	OLD	
14	202	Chrome books	6XH4863	1	OLD	
15	202	Chrome books	B6G4863	1	OLD	
16	202	Chrome books	G354863	1	OLD	
17	202	Chrome books	91WW763	1	OLD	
18	202	Chrome books	J054863	1	OLD	
19	202	Chrome books	DXH4863	1	OLD	
20	202	Chrome books	BWH4863	1	OLD	
21	202	Chrome books	G154863	1	OLD	
22	202	Chrome books	26G4863	1	OLD	
23	202	Chrome books	4XH4863	1	OLD	
24	202	Chrome books	JTH4863	1	OLD	
25	202	Chrome books	C254863	1	OLD	
26	202	Chrome books	35G4863	1	OLD	
27	202	Chrome books	G6G4863	1	OLD	
28	202	Chrome books	F6G4863	1	OLD	
29	202	Chrome books	15G4863	1	OLD	
30	202	Chrome books	77G4863	1	OLD	
31	202	Chrome books	4WH4863	1	OLD	
32	202	Chrome books	65G4863	1	OLD	
33	202	Chrome books	81WW763	1	OLD	
34	202	Chrome books	BM74863	1	OLD	
35	202	Chrome books	J6G4863	1	OLD	
36	202	Chrome books	37G4863	1	OLD	
37	202	Chrome books	G254863	1	OLD	
38	202	Chrome books	5XH4863	1	OLD	
39	202	Chrome books	76G4863	1	OLD	

GEMS

40	202	Chrome books	1N74863	1	OLD
41	202	Chrome books	H454863	1	OLD
42	202	Chrome books	27G4863	1	OLD
43	202	Chrome books	9WH4863	1	OLD
44	202	Chrome books	F554863	1	OLD
45	202	Chrome books	H154863	1	OLD
46	202	Chrome books	D154863	1	OLD
47	202	Chrome books	D454863	1	OLD
48	202	Chrome books	HWH4863	1	OLD
49	202	Chrome books	BVH4863	1	OLD
50	202	Chrome books	6WH4863	1	OLD
51	202	Chrome books	B5G4863	1	OLD
52	202	Chrome books	B254863	1	OLD
53	202	Chrome books	B354863	1	OLD
54	202	Chrome books	1XH4863	1	OLD
55	202	Chrome books	5VH4863	1	OLD
56	202	Chrome books	GWH4863	1	OLD
57	202	Chrome books	FZ44863B154863	1	OLD
58	202	Chrome books	GM74863	1	OLD
59	202	Chrome books	57G4863	1	OLD
60	202	Chrome books	HM74863	1	OLD
61	202	Chrome books	J254863	1	OLD
62	202	Chrome books	H4G4863	1	OLD
63	202	Chrome books	B554863	1	OLD
64	202	Chrome books	H054863	1	OLD
65	202	Chrome books	47G4863	1	OLD
66	202	Chrome books	6VH4863	1	OLD
67	202	Chrome books	3XH4863	1	OLD
68	202	Chrome books	70WW763	1	OLD
69	202	Chrome books	CVH4863	1	OLD
70	202	Chrome books	2N74863	1	OLD
71	202	Chrome books	95G4863	1	OLD
72	202	Chrome books	46G4863	1	OLD
73	202	Chrome books	4VH4863	1	OLD
74	202	Chrome books	F254863	1	OLD
75	202	Chrome books	H354863	1	OLD
76	202	Chrome books	C454863	1	OLD
77	202	Chrome books	FM74863	1	OLD
78	202	Chrome books	2VH4863	1	OLD
79	202	Chrome books	3N74863	1	OLD
80	202	Chrome books	9M74863	1	OLD
81	202	Chrome books	D354863	1	OLD
82	202	Chrome books	7M74863	1	OLD
83	202	Chrome books	B454863	1	OLD
84	202	Chrome books	7WH4863	1	OLD
85	202	Chrome books	J154863	1	OLD
86	202	Chrome books	CXH4863	1	OLD
87	202	Chrome books	DWH4863	1	OLD
88	202	Chrome books	C554863	1	OLD

GENS

89	202	Chrome books	CM74863	1	OLD
90	202	Chrome books	86G4863	1	OLD
91	202	Chrome books	J454863	1	OLD
92	202	Chrome books	C6G4863	1	OLD
93	202	Chrome books	45G4863	1	OLD
94	202	Chrome books	FWH4863	1	OLD
95	202	Chrome books	2600007858	1	OLD
96	202	Chrome books	3600007403	1	OLD
97	202	Chrome books	HTH4863	1	OLD
98	202	Chrome books	J354863	1	OLD
99	202	Chrome books	DVH4863	1	OLD
100	202	Chrome books	G5G4863	1	OLD
	202	Chrome books	GTH4863	1	OLD
	202	Chrome books	56G4863	1	OLD
	202	Chrome books	DM74863	1	OLD
	202	Chrome books	3600005901	1	OLD
	202	Chrome books	3600005787	1	OLD
	202	Chrome books	3600005775	1	OLD
	202	Chrome books	2600007849	1	OLD
	202	Chrome books	2600007844	1	OLD
	202	Chrome books	3600005994	1	OLD
	202	Chrome books	75G4863	1	OLD
	202	Chrome books	92WW763	1	OLD
	202	Chrome books	JVH4863	1	OLD
	202	Chrome books	D554863	1	OLD
	202	Chrome books	GVH4863	1	OLD
	202	Chrome books	D4G4863	1	OLD
	202	Chrome books	16G4863	1	OLD
	202	Chrome books	9Z44863	1	OLD
	202	Chrome books	3600007383	1	OLD
	202	Chrome books	3600007479	1	OLD
	202	Chrome books	3600005907	1	OLD
	202	Chrome books	3600007457	1	OLD
	202	Chrome books	3600007334	1	OLD
	202	Chrome books	2600007734	1	OLD
	202	Chrome books	3600007317	1	OLD
	202	Chrome books	2600007715	1	OLD
	202	Chrome books	2600007880	1	OLD
	202	Chrome books	3600005942	1	OLD
	202	Chrome books	2600008953	1	OLD
	202	Chrome books	2600007806	1	OLD
	202	Chrome books	2600007697	1	OLD
	202	Chrome books	2600007812	1	OLD
	202	Chrome books	3600007418	1	OLD
	202	Chrome books	2600007796	1	OLD
	202	Chrome books	2600007801	1	OLD
	202	Chrome books	2600007749	1	OLD
	202	Chrome books	3600005827	1	OLD
	202	Chrome books	3600007287	1	OLD
	202	Chrome books	3600006084	1	OLD
	202	Chrome books	3600007268	1	OLD
	202	Chrome books	2600007831	1	OLD
	202	Chrome books	3600005822	1	OLD
	202	Chrome books	3600008791	1	OLD

GEMS

202	Chrome books	3600008900	1	OLD
202	Chrome books	3600008943	1	OLD
202	Chrome books	3VH4863	1	OLD
202	Chrome books	F4G4863	1	OLD
202	Chrome books	F054863	1	OLD
202	Chrome books	F5G4863	1	OLD
202	Chrome books	FVH4863	1	OLD
202	Chrome books	BZ44863	1	OLD
202	Chrome books	CWH4863	1	OLD
202	Chrome books	8WH4863	1	OLD
202	Chrome books	D254863	1	OLD
202	Chrome books	1863 Tag not legible	1	OLD
202	Chrome books	2600004952	1	OLD
202	Chrome books	2600004944	1	OLD
202	Chrome books	D254863	1	OLD
202	Chrome books	66G4863	1	OLD
202	Chrome books	C354863	1	OLD
202	Chrome books	8XH4863	1	OLD
202	Chrome books	W763 Tag not legible360000	1	OLD
202	Chrome books	3600005745	1	OLD
202	Chrome books	3600007425	1	OLD
202	Chrome books	3600007340	1	OLD
202	Chrome books	3600001775	1	OLD
202	Chrome books	3600001718	1	OLD
202	Chrome books	3600001727	1	OLD
202	Chrome books	3600001545	1	OLD
202	Chrome books	2600004945	1	OLD
202	Chrome books	3600004512	1	OLD
202	Chrome books	3600003851	1	OLD
202	Chrome books	3600002242	1	OLD
202	Chrome books	2600002346	1	OLD
202	Chrome books	3600001707	1	OLD
202	Chrome books	3600001772	1	OLD
202	Chrome books	2600004951	1	OLD
202	Chrome books	3600001595	1	OLD
202	Chrome books	3600002144	1	OLD
202	Chrome books	3600004509	1	OLD
202	Chrome books	3600003920	1	OLD
202	Chrome books	3600001389	1	OLD
202	Chrome books	2600005135	1	OLD
202	Chrome books	3600004487	1	OLD
202	Chrome books	3600003913	1	OLD
202	Chrome books	3600002795	1	OLD
202	Chrome books	3600003858	1	OLD
202	Chrome books	3600002764	1	OLD
202	Chrome books	3600004503	1	OLD
202	Chrome books	3600002699	1	OLD
202	Chrome books	3600003904	1	OLD
202	Chrome books	3600004510	1	OLD
202	Chrome books	3600004511	1	OLD
202	Chrome books	3600004489	1	OLD
202	Chrome books	3600004491	1	OLD
202	Chrome books	2600004862	1	OLD
202	Chrome books	3600004490	1	OLD
202	Chrome books	3600002510	1	OLD
202	Chrome books	3600004506	1	OLD
202	Chrome books	3600002138	1	OLD
202	Chrome books	3600001701	1	OLD

GEMS

202	Chrome books	3600001771	1	OLD
202	Chrome books	3600004492	1	OLD
202	Chrome books	2600004939	1	OLD
202	Chrome books	2600004861	1	OLD
202	Chrome books	2600004943	1	OLD
202	Chrome books	3600002765	1	OLD
202	Chrome books	3600003917	1	OLD
202	Chrome books	3600002622	1	OLD
202	Chrome books	3600003909	1	OLD
202	Chrome books	3600003923	1	OLD
202	Chrome books	3600004507	1	OLD
202	Chrome books	3600004498	1	OLD
202	Chrome books	2600005129	1	OLD
202	Chrome books	2600004947	1	OLD
202	Chrome books	2600004954	1	OLD
202	Chrome books	2600004956	1	OLD
202	Chrome books	3600004488	1	OLD
202	Chrome books	3600002794	1	OLD
202	Chrome books	3600003898	1	OLD
202	Chrome books	3600003903	1	OLD
202	Chrome books	3600003853	1	OLD
202	Chrome books	3600003901	1	OLD
202	Chrome books	3600003912	1	OLD
202	Chrome books	2600005136	1	OLD
202	Chrome books	3600004500	1	OLD
202	Chrome books	2600005148	1	OLD
202	Chrome books	3600002158	1	OLD
202	Chrome books	3600001378	1	OLD
202	Chrome books	3600001768	1	OLD
202	Chrome books	3600001596	1	OLD
202	Chrome books	3600001773	1	OLD
202	Chrome books	3600001739	1	OLD
202	Chrome books	2600005143	1	OLD
202	Chrome books	3600003857	1	OLD
202	Chrome books	2600004962	1	OLD
202	Chrome books	3600004497	1	OLD
202	Chrome books	2600005150	1	OLD
202	Chrome books	2600005145	1	OLD
202	Chrome books	2600005142	1	OLD
202	Chrome books	3600004493	1	OLD
202	Chrome books	3600004232	1	OLD
202	Chrome books	3600002624	1	OLD
202	Chrome books	2600004937	1	OLD
202	Chrome books	2600004949	1	OLD
202	Chrome books	3600003905	1	OLD
202	Chrome books	2600005153	1	OLD
202	Chrome books	2600005137	1	OLD
202	Chrome books	3600003914	1	OLD
202	Chrome books	3600003910	1	OLD
202	Chrome books	3600001558	1	OLD
202	Chrome books	3600001409	1	OLD
202	Chrome books	2600004950	1	OLD
202	Chrome books	2600004948	1	OLD
202	Chrome books	3600003855	1	OLD
202	Chrome books	2600004955	1	OLD
202	Chrome books	3600004494	1	OLD
202	Chrome books	3600004496	1	OLD
202	Chrome books	2600004961	1	OLD

GENUS

202	Chrome books		3600003908	1	OLD
202	Chrome books		3600002757	1	OLD
202	Chrome books		2600005149	1	OLD
202	Chrome books		3600007340	1	OLD
202	Chrome books		3600006026	1	OLD
202	Chrome books		3600005938	1	OLD
202	Chrome books		3600007432	1	OLD
202	Chrome books		3600005961	1	OLD
202	Chrome books		3600005982	1	OLD
202	Chrome books		2600001222	1	OLD
202	Chrome books	2WV90J3		1	OLD
202	Chrome books		3600005772	1	OLD
202	Chrome books		3600005919	1	OLD
202	Chrome books		3600005905	1	OLD
202	Chrome books		3600007417	1	OLD
202	Chrome books		3600008794	1	OLD
202	Chrome books		3600005899	1	OLD
202	Chrome books		3600006045	1	OLD
202	Chrome books		3600006032	1	OLD
202	Chrome books		2600007799	1	OLD
202	Chrome books		3600008864	1	OLD
202	Chrome books		2600007692	1	OLD
202	Chrome books		2600007864	1	OLD
202	Chrome books		2600007714	1	OLD
202	Chrome books		3600005900	1	OLD
202	Chrome books		2600007705	1	OLD
202	Chrome books		2600007740	1	OLD
202	Chrome books		3600005954	1	OLD
202	Chrome books		2600007730	1	OLD
202	Chrome books		3600007256	1	OLD
202	Chrome books		3600005763	1	OLD
202	Chrome books		3600007307	1	OLD
202	Chrome books		3600007411	1	OLD
202	Chrome books		2600007838	1	OLD
202	Chrome books		2600007899	1	OLD
202	Chrome books		3600006082	1	OLD
202	Chrome books		2600007886	1	OLD
202	Chrome books		2600007769	1	OLD
202	Chrome books		3600007471	1	OLD
202	Chrome books		2600007823	1	OLD
202	Chrome books		2600007901	1	OLD
202	Chrome books		3600007444	1	OLD
202	Chrome books		3600007309	1	OLD
202	Chrome books		3600007281	1	OLD
202	Chrome books		3600007464	1	OLD
202	Chrome books		3600007368	1	OLD
202	Chrome books		3600005913	1	OLD
202	Chrome books		3600007280	1	OLD
202	Chrome books		2600007694	1	OLD
202	Chrome books		3600005830	1	OLD
202	Chrome books		3600007371	1	OLD
202	Chrome books		3600007394	1	OLD
202	Chrome books		3600007480	1	OLD
202	Chrome books		2600007842	1	OLD
202	Chrome books		3600007341	1	OLD
202	Chrome books		3600008785	1	OLD
202	Chrome books		3600008830	1	OLD
202	Chrome books		2600007748	1	OLD

GEMS

202	Chrome books		2600007701	1	OLD
202	Chrome books		3600006068	1	OLD
202	Chrome books		3600006007	1	OLD
202	Chrome books		3600006031	1	OLD
202	Chrome books		3600007320	1	OLD
202	Chrome books		3600007365	1	OLD
202	Chrome books		3600005807	1	OLD
202	Chrome books		3600007343	1	OLD
202	Chrome books		3600006009	1	OLD
202	Chrome books		3600005981	1	OLD
202	Chrome books		3600006076	1	OLD
202	Chrome books		3600006090	1	OLD
202	Chrome books		3600005934	1	OLD
202	Chrome books		3600007253	1	OLD
202	Chrome books		3600005944	1	OLD
202	Chrome books		3600005953	1	OLD
202	Chrome books		3600006080	1	OLD
202	Chrome books		3600007355	1	OLD
202	Chrome books		3600007273	1	OLD
202	Chrome books		3600005755	1	OLD
202	Chrome books		3600006001	1	OLD
202	Chrome books		2600007712	1	OLD
202	Chrome books		3600007282	1	OLD
202	Chrome books		3600007367	1	OLD
202	Chrome books		2600007770	1	OLD
202	Chrome books		3600007449	1	OLD
202	Chrome books		3600007439	1	OLD
202	Chrome books		3600005974	1	OLD
202	Chrome books		2600007783	1	OLD
202	Chrome books		2600007800	1	OLD
202	Chrome books		3600007345	1	OLD
202	Chrome books		3600005793	1	OLD
202	Chrome books		3600007380	1	OLD
202	Chrome books		3600007285	1	OLD
202	Chrome books		3600005743	1	OLD
202	Chrome books		3600005743	1	OLD
202	Chrome books		3600007481	1	OLD
202	Chrome books	No Tag		1	OLD
202	Chrome books		3600005771	1	OLD
202	Chrome books		3600005923	1	OLD
202	Chrome books		3600007333	1	OLD
202	Chrome books		3600005990	1	OLD
202	Chrome books		3600007305	1	OLD
202	Chrome books		3600005813	1	OLD
202	Chrome books		3600005776	1	OLD
202	Chrome books		3600007339	1	OLD
202	Chrome books		3600005760	1	OLD
202	Chrome books		3600005949	1	OLD
202	Chrome books		3600005970	1	OLD
202	Chrome books		3600006086	1	OLD
202	Chrome books		3600007369	1	OLD
202	Chrome books		3600005921	1	OLD
202	Chrome books		3600005931	1	OLD
202	Chrome books		3600005989	1	OLD
202	Chrome books		3600007325	1	OLD
202	Chrome books		3600006018	1	OLD
202	Chrome books		3600007396	1	OLD
202	Chrome books		3600007316	1	OLD

GEMS

202	Chrome books	3600006036	1	OLD
202	Chrome books	3600007468	1	OLD
202	Chrome books	3600005761	1	OLD
202	Chrome books	3600007466	1	OLD
202	Chrome books	3600006033	1	OLD
202	Chrome books	71WW763D054863	1	OLD
202	Chrome books	J5G4863	1	OLD
202	Chrome books	DP6QN93	1	OLD
202	Chrome books	51WW763	1	OLD
202	Chrome books	JWH4863	1	OLD
202	Chrome books	31WW763	1	OLD
202	Chrome books	8M748633600005966	1	OLD
202	Chrome books	3600005920	1	OLD
202	Chrome books	3600006055	1	OLD
202	Chrome books	3600007290	1	OLD
202	Chrome books	3600006002	1	OLD
202	Chrome books	3600007344	1	OLD
202	Chrome books	2600007698	1	OLD
202	Chrome books	3600006094	1	OLD
202	Chrome books	3600007279	1	OLD
202	Chrome books	3600006062	1	OLD
202	Chrome books	3600006048	1	OLD
202	Chrome books	C4HzH3	1	OLD
202	Chrome books	3600006419	1	OLD
202	Chrome books	3600006020	1	OLD
202	Chrome books	3600005770	1	OLD
202	Chrome books	3600006012	1	OLD
202	Chrome books	3600006028	1	OLD
202	Chrome books	3600005746	1	OLD
202	Chrome books	3600005792	1	OLD
202	Chrome books	3600006081	1	OLD
202	Chrome books	3600005915	1	OLD
202	Chrome books	3600007446	1	OLD
202	Chrome books	3600005759	1	OLD
202	Chrome books	3600002392	1	OLD
202	Chrome books	3600002394	1	OLD
202	Chrome books	3600002389	1	OLD
202	Chrome books	3600002390	1	OLD
202	Chrome books	3600002391	1	OLD
202	Chrome books	3600002393	1	OLD
202	Chrome books	3600004249	1	OLD
202	Chrome books	3600005769	1	OLD
202	Chrome books	3600002388	1	OLD
202	Chrome books	1105310801	1	OLD
202	Chrome books	FCZLN32	1	OLD
202	Chrome books	5W033Z1	1	OLD
202	Chrome books	7V033Z1	1	OLD
202	Chrome books	1Z033Z1	1	OLD
202	Chrome books	CNQ9N32	1	OLD
202	Chrome books	1203070438	1	OLD
202	Chrome books	2262957	1	OLD
202	Chrome books	1402250629	1	OLD
202	Chrome books	1402262957	1	OLD
202	Chrome books	1402264559	1	OLD
202	Chrome books	1410165037	1	OLD
202	Chrome books	2600000624	1	OLD
202	Chrome books	1402243812	1	OLD
202	Chrome books	3600003860	1	OLD

GEMS

202	Chrome books		3600004671	1	OLD
202	Chrome books		1402255410	1	OLD
202	Chrome books		1402261924	1	OLD
202	Chrome books		1406120508	1	OLD
202	Chrome books		1402245413	1	OLD
202	Chrome books		1402243419	1	OLD
202	Chrome books		1402242650	1	OLD
202	Chrome books		1402252744	1	OLD
202	Chrome books		3600006420	1	OLD
202	Chrome books		3600001439	1	OLD
202	Chrome books		1402263069	1	OLD
202	Chrome books		1505043642	1	OLD
202	Chrome books		3600001441	1	OLD
202	Chrome books		3600001442	1	OLD
202	Chrome books		3600004688	1	OLD
202	Chrome books		3600004248	1	OLD
202	Chrome books		1510234415	1	OLD
202	Chrome books		1504245026	1	OLD
202	Chrome books		1402262001	1	OLD
202	Chrome books		1402244859	1	OLD
202	Chrome books		1402245014	1	OLD
202	Chrome books		1402251522	1	OLD
202	Chrome books		1402245130	1	OLD
202	Chrome books		1106272918	1	OLD
202	Chrome books	ZAGGHY033Z1		1	OLD
202	Chrome books		1510261330	1	OLD
202	Chrome books		1602014154	1	OLD
202	Chrome books		1510264805	1	OLD
202	Chrome books		3600002121	1	OLD
202	Chrome books		3600001767	1	OLD
202	Chrome books		3600001791	1	OLD
202	Chrome books		3600001713	1	OLD
202	Chrome books		3600002162	1	OLD
202	Chrome books		3600004499	1	OLD
202	Chrome books		2600004952	1	OLD
202	Chrome books		2600004944	1	OLD
202	Chrome books		2600004941	1	OLD
202	Chrome books		2600004942	1	OLD
202	Chrome books		3600001737	1	OLD
202	Chrome books		2600004959	1	OLD
202	Chrome books		2600004957	1	OLD
202	Chrome books		3600003899	1	OLD
202	Chrome books		3600001730	1	OLD
202	Chrome books		3600001383	1	OLD
202	Chrome books		3600003859	1	OLD
202	Chrome books		3600002585	1	OLD
202	Chrome books		2600005133	1	OLD
202	Chrome books		3600004495	1	OLD
202	Chrome books		3600002537	1	OLD
202	Chrome books		2600005131	1	OLD
202	Chrome books		2600005144	1	OLD
202	Chrome books		3600004513	1	OLD
202	Chrome books		2600003073	1	OLD
202	Chrome books		3600004485	1	OLD
202	Chrome books		3600001711	1	OLD
202	Chrome books		3600001579	1	OLD
202	Chrome books		3600001726	1	OLD
202	Chrome books		3600001401	1	OLD

GEMS

202	Chrome books	3600002154	1	OLD
202	Chrome books	3600001591	1	OLD
202	Chrome books	3600002043	1	OLD
202	Chrome books	3600001385	1	OLD
202	Chrome books	3600001414	1	OLD
202	Chrome books	3600002145	1	OLD
202	Chrome books	3600001533	1	OLD
202	Chrome books	3600001593	1	OLD
202	Chrome books	3600002136	1	OLD
202	Chrome books	3600001728	1	OLD
202	Chrome books	3600001384	1	OLD
202	Chrome books	3600003922	1	OLD
202	Chrome books	3600003911	1	OLD
202	Chrome books	3600003850	1	OLD
202	Chrome books	2600005138	1	OLD
202	Chrome books	3600003916	1	OLD
202	Chrome books	2600004958	1	OLD
202	Chrome books	2600004953	1	OLD
202	Chrome books	2600004938	1	OLD
202	Chrome books	3600001738	1	OLD
202	Chrome books	3600001783	1	OLD
202	Chrome books	3600001717	1	OLD
202	Chrome books	3600002165	1	OLD
202	Chrome books	3600001408	1	OLD
202	Chrome books	3600001544	1	OLD
202	Chrome books	3600001578	1	OLD
202	Chrome books	2600005151	1	OLD
202	Chrome books	3600001587	1	OLD
202	Chrome books	2600005152	1	OLD
202	Chrome books	2600004946	1	OLD
202	Chrome books	3600001714	1	OLD
202	Chrome books	3600003856	1	OLD
202	Chrome books	3600003921	1	OLD
202	Chrome books	2600004859	1	OLD
202	Chrome books	2600005132	1	OLD
202	Chrome books	3600001794	1	OLD
202	Chrome books	2600005140	1	OLD
202	Chrome books	3600004484	1	OLD
202	Chrome books	3600003918	1	OLD
202	Chrome books	2600004805	1	OLD
202	Chrome books	2600005141	1	OLD
202	Chrome books	3600003861	1	OLD
202	Chrome books	3600002610	1	OLD
202	Chrome books	3600004508	1	OLD
202	Chrome books	3600003900	1	OLD
202	Chrome books	3600004505	1	OLD
202	Chrome books	3600003864	1	OLD
202	Chrome books	3600003865	1	OLD
202	Chrome books	3600003862	1	OLD
202	Chrome books	3600003915	1	OLD
202	Chrome books	3600003919	1	OLD
202	Chrome books	2600004935	1	OLD
202	Chrome books	3600003897	1	OLD
202	Chrome books	3600002625	1	OLD
202	Chrome books	2600004863	1	OLD
202	Chrome books	3600003902	1	OLD
202	Chrome books	3600003906	1	OLD
202	Chrome books	2600004933	1	OLD

GEMS

202	Chrome books	2600005134	1	OLD
202	Chrome books	3600003896	1	OLD
202	Chrome books	3600003924	1	OLD
202	Chrome books	3600002023	1	OLD
202	Chrome books	3600001589	1	OLD
202	Chrome books	P2YB880200C	1	OLD
202	Chrome books	P2YB880200C	1	OLD
202	Chrome books	P2YB880200C	1	OLD
202	Chrome books	2600002360	1	OLD
202	Chrome books	2600005392	1	OLD
202	Chrome books		1	OLD
202	Chrome books	1108244114	1	OLD
202	Chrome books	3600002490	1	OLD
202	Chrome books	1301301021	1	OLD
202	Chrome books	1301301513	1	OLD
202	Chrome books	54240	1	OLD
202	Chrome books	54230	1	OLD
202	Chrome books	54249	1	OLD
202	Chrome books	54229	1	OLD
202	Chrome books	54248	1	OLD
202	Chrome books	2600000608	1	OLD
202	Chrome books	2600000600	1	OLD
202	Chrome books	2600000611	1	OLD
202	Chrome books	2600000593	1	OLD
202	Chrome books	2600000599	1	OLD
202	Chrome books	2600001144	1	OLD
202	Chrome books	2600000594	1	OLD
202	Chrome books	2600001142	1	OLD
202	Chrome books	2600000604	1	OLD
202	Chrome books	2600000603	1	OLD
202	Chrome books	2600001139	1	OLD
202	Chrome books	2600000607	1	OLD
202	Chrome books	2600001141	1	OLD
202	Chrome books	2600000596	1	OLD
202	Chrome books	2600001140	1	OLD
202	Chrome books	59423	1	OLD
202	Chrome books	2600000393	1	OLD
202	Chrome books	2600000395	1	OLD
202	Chrome books	2600000407	1	OLD
202	Chrome books	2600000400	1	OLD
202	Chrome books	2600000391	1	OLD
202	Chrome books	2600000386	1	OLD
202	Chrome books	2600000394	1	OLD
202	Chrome books	2600000403	1	OLD
202	Chrome books	2600000392	1	OLD
202	Chrome books	2600000410	1	OLD
202	Chrome books	2600000385	1	OLD
202	Chrome books	2600000389	1	OLD
202	Chrome books	2600000411	1	OLD
202	Chrome books	2600000409	1	OLD
202	Chrome books	2600000399	1	OLD
202	Chrome books	2600000401	1	OLD
202	Chrome books	59426	1	OLD
202	Chrome books	2600000396	1	OLD
202	Chrome books	2600000404	1	OLD
202	Chrome books	2600000384	1	OLD
202	Chrome books	2600000383	1	OLD
202	Chrome books	2600000406	1	OLD

202	Chrome books		2600000405	1	OLD
202	Chrome books		2600000388	1	OLD
202	Chrome books		2600000382	1	OLD
202	APPLE TABLET	NO BAR CODE		1	OLD
202	Chrome books		59444	1	OLD
202	Chrome books		1306260907	1	OLD
202	Chrome books		13011033912	1	OLD
202	Chrome books		1301104406	1	OLD
202	Chrome books		1301102945	1	OLD
202	Chrome books		1306261227	1	OLD
202	Chrome books		1301101831	1	OLD
202	Chrome books		1301103958	1	OLD
202	Chrome books		1105054651	1	OLD
202	Chrome books		1306261359	1	OLD
202	Chrome books		1208230314	1	OLD
202	Chrome books		1301102823	1	OLD
202	Chrome books		1306260810	1	OLD
202	Chrome books		1306261450	1	OLD
202	Chrome books		1306261311	1	OLD
202	Chrome books		1301103820	1	OLD
202	Chrome books		1301102223	1	OLD
202	Chrome books		1301300328	1	OLD
202	Chrome books		1306261549	1	OLD
202	Chrome books		2600000601	1	OLD
202	Chrome books		1501134309	1	OLD
202	Chrome books		1501133049	1	OLD
202	Chrome books		1501132703	1	OLD
202	Chrome books		1501132518	1	OLD
202	Chrome books		1501133421	1	OLD
202	Chrome books		150113314	1	OLD
202	Chrome books		1501132428	1	OLD
202	Chrome books		1501133601	1	OLD
202	Chrome books		1501133955	1	OLD
202	Chrome books		150114209	1	OLD
202	Chrome books		1501132349	1	OLD
202	Chrome books		1501132209	1	OLD
202	Chrome books		1501132249	1	OLD
202	Chrome books		1501134039	1	OLD
202	Chrome books	1501134550		1	OLD
202	Chrome books		1501132126	1	OLD
202	Chrome books		1501132916	1	OLD
202	Chrome books		1501133152	1	OLD
202	Chrome books		1501133007	1	OLD
202	Chrome books		1501133909	1	OLD
202	Chrome books		15011322811	1	OLD
202	Chrome books		1501132612	1	OLD
202	Chrome books		1501134403	1	OLD
202	Chrome books		1501131913	1	OLD
202	Chrome books		1501134635	1	OLD
202	Chrome books		1501133821	1	OLD
202	Chrome books		1501133724	1	OLD
202	Chrome books		1501134123	1	OLD
202	Chrome books		1602081930	1	OLD
202	Chrome books		2600000602	1	OLD
202	Chrome books		2600000592	1	OLD
202	Chrome books		1602083333	1	OLD
202	Chrome books		2600001239	1	OLD
202	Chrome books		2600000402	1	OLD

GEMS

GEMS

202	Chrome books	1602082656	1	OLD
202	Chrome books	1602084538	1	OLD
202	Chrome books	1602084454	1	OLD
202	Chrome books	2600000610	1	OLD
202	Chrome books	1602083703	1	OLD
202	Chrome books	2600001234	1	OLD
202	Chrome books	1407082801	1	OLD
202	Chrome books	1407082634	1	OLD
202	Chrome books	2600000567	1	OLD
202	Chrome books	2600001240	1	OLD
202	Chrome books	2600002700	1	OLD
202	Chrome books	2600000597	1	OLD
202	Chrome books	54246	1	OLD
202	Chrome books	1104070846	1	OLD
202	Chrome books	1602082150	1	OLD
202	Chrome books	16012084203	1	OLD
202	Chrome books	1602083152	1	OLD
202	Chrome books	1602082035	1	OLD
202	Chrome books	1602083103	1	OLD
202	Chrome books	1602082251	1	OLD
202	Chrome books	2600001238	1	OLD
202	Chrome books	1602082519	1	OLD
202	Chrome books	1602083957	1	OLD
202	Chrome books	1204170512	1	OLD
202	Chrome books	1204170334	1	OLD
202	Chrome books	1105230626	1	OLD
202	Chrome books	1204174134	1	OLD
202	Chrome books	1204174414	1	OLD
202	Chrome books	1204175452	1	OLD
202	Chrome books	1204174313	1	OLD
202	Chrome books	1204170607	1	OLD
202	Chrome books	54226	1	OLD
202	Chrome books	1.20418E+23	1	OLD
202	Chrome books	54241	1	OLD
202	Chrome books	54232	1	OLD
202	Chrome books	1204175102	1	OLD
202	Chrome books	54244	1	OLD
202	Chrome books	1204170430	1	OLD
202	Chrome books	1204175819	1	OLD
202	Chrome books	54237	1	OLD
202	Chrome books	54227	1	OLD
202	Chrome books	54236	1	OLD
202	Chrome books	54238	1	OLD
202	Chrome books	54231	1	OLD
202	Chrome books	1204175009	1	OLD
202	Chrome books	1204174227	1	OLD
202	Chrome books	1106283753	1	OLD
202	Chrome books	1402245336	1	OLD
202	Chrome books	1205021051	1	OLD
202	Chrome books	1106283851	1	OLD
202	Chrome books	2600000320	1	OLD
202	Chrome books	2600000318	1	OLD
202	Chrome books	1204174047	1	OLD
202	Chrome books	2600000322	1	OLD
202	Chrome books	1501222331	1	OLD
202	Chrome books	1501222410	1	OLD
202	Chrome books	1501222543	1	OLD
202	Chrome books	1204174928	1	OLD

GEMS

202	Chrome books	1501222623	1	OLD
202	Chrome books	1501222445	1	OLD
202	Chrome books	2600000317	1	OLD
202	Chrome books	1501222141	1	OLD
202	Chrome books	1204175144	1	OLD
202	Chrome books	1501222709	1	OLD
202	Chrome books	1501222905	1	OLD
202	Chrome books	1501222826	1	OLD
202	Chrome books	2600000321	1	OLD
202	Chrome books	1501222745	1	OLD
202	Chrome books	2600000319	1	OLD
202	Chrome books	1502264042	1	OLD
202	Chrome books		1	OLD
202	Chrome books		1	OLD
202	Chrome books		1	OLD
202	Chrome books	3600009815	1	OLD
202	Chrome books	3600008786	1	OLD
202	Chrome books	3600005741	1	OLD
202	Chrome books	3600007472	1	OLD
202	Chrome books	3600005786	1	OLD
202	Chrome books	3600005750	1	OLD
202	Chrome books	3600007408	1	OLD
202	Chrome books	3600006047	1	OLD
202	Chrome books	3600005928	1	OLD
202	Chrome books	3600007250	1	OLD
202	Chrome books	21107129979	1	OLD
202	Chrome books	26179430331	1	OLD
202	Chrome books	33944573487	1	OLD
202	Chrome books	3600006069	1	OLD
202	Chrome books	3600007276	1	OLD
202	Chrome books	3600007291	1	OLD
202	Chrome books	3600007245	1	OLD
202	Chrome books	3600005906	1	OLD
202	Chrome books	3600006054	1	OLD
202	Chrome books	3600007440	1	OLD
202	Chrome books	3600005738	1	OLD
202	Chrome books	3600005957	1	OLD
202	Chrome books	3600007327	1	OLD
202	Chrome books	3600007267	1	OLD
202	Chrome books	3600005973	1	OLD
202	Chrome books	14670701499	1	OLD
202	Chrome books	17208318423	1	OLD
202	Chrome books	No Bar Code	1	OLD
202	Chrome books	3600007260	1	OLD
202	Chrome books	3600004079	1	OLD
202	Chrome books	3600005979	1	OLD
202	Chrome books	3600005958	1	OLD
202	Chrome books	2600007792	1	OLD
202	Chrome books	3600007441	1	OLD
202	Chrome books	3600009877	1	OLD
202	Chrome books	2600007821	1	OLD
202	Chrome books	3600007445	1	OLD
202	Chrome books	3600004667	1	OLD
202	Chrome books	3600007370	1	OLD
202	Chrome books	3600007395	1	OLD
202	Chrome books	3600007306	1	OLD
202	Chrome books	3600007379	1	OLD
202	Chrome books	3600007263	1	OLD

GEMS

202	Chrome books	3600005903	1	OLD
202	Chrome books	2600007889	1	OLD
202	Chrome books	3600005946	1	OLD
202	Chrome books	3600005959	1	OLD
202	Chrome books	3600006091	1	OLD
202	Chrome books	3600005967	1	OLD
202	Chrome books	3600005801	1	OLD
202	Chrome books	3600006058	1	OLD
202	Chrome books	3600006088	1	OLD
202	Chrome books	3600005952	1	OLD
202	Chrome books	3600007402	1	OLD
202	Chrome books	3600008819	1	OLD
202	Chrome books	1402250034	1	OLD
202	Chrome books	1402122051	1	OLD
202	Chrome books	3600005735	1	OLD
202	Chrome books	3600006019	1	OLD
202	Chrome books	3600007251	1	OLD
202	Chrome books	3600007451	1	OLD
202	Chrome books	3600004689	1	OLD
202	Chrome books	1402250151	1	OLD
202	Chrome books	3600001699	1	OLD
202	Chrome books	3600004663	1	OLD
202	Chrome books	3600007405	1	OLD
202	Chrome books	3600007452	1	OLD
202	Chrome books	3600001443	1	OLD
202	Chrome books	3600007406	1	OLD
202	Chrome books	3600005918	1	OLD
202	Chrome books	3600007378	1	OLD
202	Chrome books	3600005800	1	OLD
202	Chrome books	3600005780	1	OLD
202	Chrome books	3600001444	1	OLD
202	Chrome books	2600001444	1	OLD
202	Chrome books	3600006424	1	OLD
202	Chrome books	3600001445	1	OLD
202	Chrome books	3600007428	1	OLD
202	Chrome books	3600005762	1	OLD
202	Chrome books	3600007302	1	OLD
202	Chrome books	3600007467	1	OLD
202	Chrome books	3600006034	1	OLD
202	Chrome books	3600007382	1	OLD
202	Chrome books	3600007288	1	OLD
202	Chrome books	3600007437	1	OLD
202	Chrome books	3600005766	1	OLD
202	Chrome books	3600005824	1	OLD
202	Chrome books	3600007249	1	OLD
202	Chrome books	3600007310	1	OLD
202	Chrome books	3600007354	1	OLD
202	Chrome books	3600007357	1	OLD
202	Chrome books	3600005922	1	OLD
202	Chrome books	3600007321	1	OLD
202	Chrome books	3600007412	1	OLD
202	Chrome books	3600005910	1	OLD
202	Chrome books	3600005765	1	OLD
202	Chrome books	3600005794	1	OLD
202	Chrome books	3600005758	1	OLD
202	Chrome books	3600002065	1	OLD
202	Chrome books	2600002925	1	OLD
202	Chrome books	3600005733	1	OLD

GEMS

	202	Chrome books		3600005962	1	OLD	
	202	Chrome books		3600007265	1	OLD	
	202	Chrome books		3600007335	1	OLD	
DELL		Chrome books		3600007361	1	OLD	
DELL		Chrome books		3600005924	1	OLD	
DELL		Chrome books		3600007384	1	OLD	
DELL		Chrome books		3600005948	1	OLD	
DELL		Chrome books		3600007483	1	OLD	
DELL		Chrome books		3600007353	1	OLD	
DELL		Chrome books		3600007328	1	OLD	
DELL		Chrome books		3600007426	1	OLD	
DELL		Chrome books		3600005779	1	OLD	
DELL		Chrome books		3600007438	1	OLD	
DELL		Chrome books		3600005951	1	OLD	
DELL		Chrome books		3600005969	1	OLD	
DELL		Chrome books	1ZLDZH3		1	OLD	
DELL		Chrome books		3600007374	1	OLD	
DELL		Chrome books	cgdm1q3		1	OLD	
DELL		Chrome books		3600007269	1	OLD	
DELL		Chrome books		2600007722	1	OLD	
DELL		Chrome books		3600006087	1	OLD	
DELL		Chrome books		2600001300	1	OLD	
DELL		Chrome books		3600001387	1	OLD	
DELL		Chrome books		2600000482	1	OLD	
DELL		Chrome books		3600001703	1	OLD	
DELL		Chrome books	BA68-11519A10		1	OLD	
DELL		Chrome books		2600001265	1	OLD	
DELL		Chrome books		2600000364	1	OLD	
DELL		Chrome books		2600000816	1	OLD	
DELL		Chrome books	LR09PWE896G4863		1	OLD	
DELL		Chrome books	25G4863		1	OLD	
DELL		Chrome books	17G4863		1	OLD	
DELL		Chrome books	G054863		1	OLD	
DELL		Chrome books	HZ44863		1	OLD	
DELL		Chrome books	B7G48633600005806		1	OLD	
DELL		Chrome books		3600007294	1	OLD	
DELL		Chrome books		3600005993	1	OLD	
DELL		Chrome books		3600005757	1	OLD	
DELL		Chrome books		3600007358	1	OLD	
DELL		Chrome books		3600007324	1	OLD	
DELL		Chrome books		3600006071	1	OLD	
DELL		Chrome books		3600007323	1	OLD	
DELL		Chrome books		3600005749	1	OLD	
DELL		Chrome books		3600006083	1	OLD	
DELL		Chrome books		3600007430	1	OLD	
DELL		Chrome books		3600007459	1	OLD	
DELL		Chrome books		3600007450	1	OLD	
DELL		Chrome books		3600007349	1	OLD	
DELL		Chrome books		3600007261	1	OLD	
DELL		Chrome books		3600005768	1	OLD	
DELL		Chrome books		3600007319	1	OLD	
DELL		Chrome books		3600005929	1	OLD	
DELL		Chrome books		3600005932	1	OLD	
DELL		Chrome books		2600007761	1	OLD	
DELL		Chrome books		2600007757	1	OLD	
DELL		Chrome books		2600007765	1	OLD	
DELL		Chrome books		2600009081	1	OLD	
DELL		Chrome books		3600005791	1	OLD	

GEMS

DELL	Chrome books		3600007375	1	OLD
DELL	Chrome books		3600005947	1	OLD
DELL	Chrome books		3600007247	1	OLD
DELL	Chrome books		3600007421	1	OLD
DELL	Chrome books		2600007746	1	OLD
DELL	Chrome books		3600007299	1	OLD
DELL	Chrome books		3600007303	1	OLD
DELL	Chrome books		3600006052	1	OLD
DELL	Chrome books		3600005815	1	OLD
DELL	Chrome books		3600006029	1	OLD
DELL	Chrome books		3600006013	1	OLD
DELL	Chrome books		3600007377	1	OLD
DELL	Chrome books		3600006059	1	OLD
DELL	Chrome books		3600005985	1	OLD
DELL	Chrome books		3600007286	1	OLD
DELL	Chrome books		3600005997	1	OLD
DELL	Chrome books		3600005943	1	OLD
DELL	Chrome books		3600007436	1	OLD
DELL	Chrome books		3600005783	1	OLD
DELL	Chrome books		3600007473	1	OLD
DELL	Chrome books	5WH4863		1	OLD
DELL	Chrome books	H6G4863		1	OLD
DELL	Chrome books		3600007332	1	OLD
DELL	Chrome books		3600006042	1	OLD
DELL	Chrome books		3600007442	1	OLD
DELL	Chrome books		3600005774	1	OLD
DELL	Chrome books		3600009819	1	OLD
DELL	Chrome books		3600009868	1	OLD
DELL	Chrome books		3600009717	1	OLD
DELL	Chrome books		3600009722	1	OLD
DELL	Chrome books		3600009721	1	OLD
DELL	Chrome books		3600007410	1	OLD
DELL	Chrome books		3600008781	1	OLD
DELL	Chrome books		3600008951	1	OLD
DELL	Chrome books		3600008952	1	OLD
DELL	Chrome books		12107932527	1	OLD
DELL	Chrome books	no bar code		1	OLD
DELL	Chrome books		38768569239	1	OLD
DELL	Chrome books		1090085999	1	OLD
DELL	Chrome books	no bar code sm		1	OLD
DELL	Chrome books		2600001497	1	OLD
DELL	Chrome books		2600001495	1	OLD
DELL	Chrome books		2600002924	1	OLD
DELL	Chrome books		2600001505	1	OLD
DELL	Chrome books		2600001504	1	OLD
DELL	Chrome books		2600001501	1	OLD
DELL	Chrome books		2600001496	1	OLD
DELL	Chrome books		2600001498	1	OLD
DELL	Chrome books		2600001500	1	OLD
DELL	Chrome books		2600002926	1	OLD
DELL	Chrome books		2600002927	1	OLD
DELL	Chrome books	7RHJ0N2		1	OLD
DELL	Chrome books	45WJ0N2		1	OLD
DELL	Chrome books	4XHJ0N2		1	OLD
DELL	Chrome books			1	OLD
DELL	Chrome books		3600007326	1	OLD
DELL	Chrome books		3600005975	1	OLD
DELL	Chrome books		3600007453	1	OLD

GEMS

DELL	Chrome books		2600007826	1	OLD
DELL	Chrome books		3600007389	1	OLD
DELL	Chrome books		3600007329	1	OLD
DELL	Chrome books		3600005933	1	OLD
DELL	Chrome books		3600007356	1	OLD
DELL	Chrome books		3600007455	1	OLD
DELL	Chrome books		3600007390	1	OLD
DELL	Chrome books		3600005798	1	OLD
DELL	Chrome books		3600005940	1	OLD
DELL	Chrome books		3600006023	1	OLD
DELL	Chrome books		3600007447	1	OLD
DELL	Chrome books		2600007895	1	OLD
DELL	Chrome books		3600007476	1	OLD
DELL	Chrome books		3600006078	1	OLD
DELL	Chrome books		3600007259	1	OLD
DELL	Chrome books		3600007314	1	OLD
DELL	Chrome books		3600007262	1	OLD
DELL	Chrome books		3600007478	1	OLD
DELL	Chrome books		3600007477	1	OLD
DELL	Chrome books		3600007298	1	OLD
DELL	Chrome books		3600005805	1	OLD
DELL	Chrome books		3600006037	1	OLD
DELL	Chrome books		3600007331	1	OLD
DELL	Chrome books		3600005914	1	OLD
DELL	Chrome books		3600005902	1	OLD
DELL	Chrome books		3600007456	1	OLD
DELL	Chrome books		3600007398	1	OLD
DELL	Chrome books		3600005751	1	OLD
DELL	Chrome books		3600006008	1	OLD
DELL	Chrome books		3600007264	1	OLD
DELL	Chrome books		3600007385	1	OLD
DELL	Chrome books		3600006065	1	OLD
DELL	Chrome books		3600006074	1	OLD
DELL	Chrome books		3600005809	1	OLD
DELL	Chrome books		3600007270	1	OLD
DELL	Chrome books		3600007364	1	OLD
DELL	Chrome books		3600007296	1	OLD
DELL	Chrome books		3600007363	1	OLD
DELL	Chrome books		3600007352	1	OLD
DELL	Chrome books		3600007399	1	OLD
DELL	Chrome books		3600005788	1	OLD
DELL	Chrome books		3600006070	1	OLD
DELL	Chrome books		3600007385	1	OLD
DELL	Chrome books		3600006092	1	OLD
DELL	Chrome books		2600007829	1	OLD
DELL	Chrome books		3600007414	1	OLD
DELL	Chrome books		3600006016	1	OLD
DELL	Chrome books		3600005917	1	OLD
DELL	Chrome books		3600005812	1	OLD
DELL	Chrome books		3600006051	1	OLD
Date: 6/5/20			Authorized Campus Signature		
			Page 1 of 18		

Fixed Asset Discard List



6245

Campus (Please Check Appropriate Campus)
☐ SE High School ☒ Middle School ☐ Alarcon ☐ Borrego ☐ Sambrano

☐ Other: _____
☐ Excell ☐ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	202 Monitor	1604270055	1	
2	202 Monitor	1101125231	1	
3	202 Monitor	901073904	1	
4	202 Monitor	905271723	1	
5	202 Monitor	3600000024	1	
6	202 Monitor	3600000032	1	
7	202 Monitor	3600000025	1	
8	Monitor	3600000031	1	
9	Monitor	1401155754	1	
10	Monitor	1401155708	1	
11	Monitor	3600000039	1	
12	Monitor	1401155214	1	
13	Monitor	3600000022	1	
14	Monitor	3600000034	1	
15	Monitor	3600000047	1	
16	Monitor	2600001398	1	
17	Monitor	1105063205	1	
18	Monitor	2600000876	1	
19	Monitor	3600000028	1	
20	Monitor	3600000035	1	
21	Monitor	1403270520	1	
22	Monitor	3600000037	1	
23	Monitor	3600000021	1	
24	Monitor	1401155626	1	
25	Monitor	9003272148	1	

GENUS

26	Monitor	1004062824	1		
27	Monitor	1004062360	1		
28	Monitor	1105100853	1		
29	Monitor	1105101615	1		
30	Monitor	10065271855	1		
31	Monitor	1105103206	1		
32	Monitor	3600002301	1		
33	Monitor	506213915	1		
34	Monitor	10043033920	1		
35	PC DELL	1.86084E+11	1		
36	MODEM	1105092235	1		
37	ipad cart	1509294558	1		
38	projector	801282537	1		
39	projector	3600000363	1		
40	scanner	1502020523	1		
41	printer	2600002105	1		
42	projector	3600000657	1		
43	projector	54703	1		
44	projector	54702	1		
45	projector	3600000364	1		
46	projector	810062117	1		
47	ELMO	907284939	1		
48	MONITOR	905210550	1		
49	Monitor	1004065148	1		
50	MONITOR	1004064809	1		
51	projector	2600001314	1		
52	kindels	1107064306	1		
53		1107064351	1		
54		1107062418	1		
55		1107064218	1		
56		1107204322	1		
57	projector	54709	1		
58	projector	81006220	1		
59	camera cann	2600002032	1		
60	portable pro	1106134146	1		
61	projector	2600000483	1		
62	PRINTER	801300000	1		

GEMS

63	projector	908254938	1	
64	ELMO	907285948	1	
65	camera cann	1411245517	1	
66	HP printer	1504272051	1	
67	HP printer	2600007377	1	
68	projector	1502051148	1	
69	projector	801283139	1	
70	WII	lu742678918	1	
71	WII	lu718864983	1	
72	WIII	lu744150931		
73	cart	1505075610	10 ipads	
74	ELMO	1010210236	1	
75	CART	1407081054	1	
76				
77				

Date:

6/5/26

Authorized Campus
Signature

Page 1 of 25

GETUS

Fixed Asset Discard List



☐ Other: _____

☐ Excell ☐ Loya

Campus (Please Check Appropriate Campus) ☒ SE High School ☐ Middle School ☐ Alarcon ☐ Borrego ☐ Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	Printer	1504272051	1	
2	Printer	1404232345	1	
3	Printer	1503271327	1	
4	Printer	2600001395	1	
5	Elmo	1040210028	1	
6	Elmo	803310224	1	
7	Elmo	907285904	1	
8	Elmo	1010210311	1	
9	Elmo	1010210435	1	
10	Printer	2600001350	1	
11	Printer	1403044502	1	
12	Printer	1504012900	1	
13	ID Printer	2600005440	1	
14	ID Printer	1110104348	1	
15	Radio	1109272107	1	
16	Radio	1102285108	1	
17	Radio	1109272336	1	
18	Radio	1104251720	1	
19	Radio	110425103	1	
20	Radio Charging Ports	No Barcode	2	
21	Radio	1310041422	1	
22	Radio labeled Iorena	No Barcode	1	
23	Radio labeled Sergio	No Barcode	1	
24	Radio	801314843	1	
25	Radio	110228462	1	
26	Radio labeled Iupita/may	No Barcode	1	

GEAMS

27	Radio	1109272408	1	
28	Radio	1109272256	1	
29	Radio	710053759	1	
30	Radio	1310041507	1	
31	Radio Charging Ports	No Barcode	12	
32	Speakers	CN0200DF4822004M014C	1 set	
33	HP PRINTER	1403044502	1	
34	HP LASER	1603011046	1	
35	SPC	1504012900	1	
36			1	
37				

Date:

10/5/24

Authorized Campus

Signature

Page 1 of 2



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☐ SE High School

☒ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	portable	8K6PQ P2	1	Optiplex 3050
2	"	260000 1640	1	"
3	"	260000 1639	1	"
4	"	260000 1642	1	"
5	"	260000 1631	1	"
6	"	260000 1636	1	"
7	"	8K75DP2	1	"
8	"	8K7M0 P2	1	"
9	"	260000 1632	1	"
10	"	8K84DP2	1	"
11	"	360000 2316	1	Optiplex 5270
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Date:

6/24/26

Authorized Campus

Signature

Fabiola Carranco

Page _____ of _____

Josefa L.
Sambrano
Elementary



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☒ Loya

☐ Excell

☐ Other: _____

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	303	Dell Laptop	2600002235	1	Discard
2	303	Dell Laptop	2600007213	1	Discard
3	303	Dell Laptop	3600003619	1	Discard
4	303	Dell Laptop	3600007761	1	Discard
5	303	Dell Chromebook	2600005157	1	Discard
6	303	Dell Laptop	2600000196	1	Discard
7	303	Dell Laptop	3600003521	1	Discard
8	303	Dell Laptop	3600003889	1	Discard
9	303	Dell Laptop	3600003879	1	Discard
10	303	Dell Laptop	3600003886	1	Discard
11	303	Dell Laptop	3600003628	1	Discard
12	303	Dell Laptop	2600007212	1	Discard
13	303	Apple Ipad	2600001086	1	Discard
14	303	Dell Chromebook	2600005165	1	Discard
15	303	Dell Chromebook	2600005168	1	Discard
16	303	Dell Chromebook	2600008033	1	Discard
17	303	Apple Ipad	3600003071	1	Discard
18	303	Apple Ipad	3600003081	1	Discard
19	303	Apple Ipad	3600003083	1	Discard
20	303	Apple Ipad	3600003057	1	Discard
21	303	Apple Ipad	3600001865	1	Discard
22	303	Apple Ipad	3600003090	1	Discard
23	303	Apple Ipad	3600001864	1	Discard
24	303	Apple Ipad	3600003141	1	Discard
25	303	Apple Ipad	3600003088	1	Discard
26	303	Apple Ipad	3600001837	1	Discard
27	303	Apple Ipad	2600002740	1	Discard
28	303	Apple Ipad	2600002713	1	Discard
29	303	Apple Ipad	2600002434	1	Discard
30	303	Apple Ipad	2600002436	1	Discard

Date: 7/22/24

Authorized Campus
Signature L Sundata



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☒ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	303	Apple Ipad	2600002425	1	Discard
2	303	Apple Ipad	2600002416	1	Discard
3	303	Apple Ipad	2600002406	1	Discard
4	303	Apple Ipad	2600002678	1	Discard
5	303	Apple Ipad	2600002741	1	Discard
6	303	Apple Ipad	2600002665	1	Discard
7	303	Active Panel	3600001027	1	Discard
8	303	Active Panel	3600001018	1	Discard
9	303	Active Panel	2600001879	1	Discard
10	303	Air Purifier	3600006194	1	Discard
11	303	Air Purifier	3600006227	1	Discard
12	303	Television	1306275908	1	Discard
13	303	Projector, LCD	1203204709	1	Discard
14	303	Active Panel	3600001024	1	Discard
15	303	Active Panel	2600001883	1	Discard
16	303	Active Panel	2600001888	1	Discard
17	303	Fever Detection Reader	3600003155	1	Discard
18	303	Fever Detection Reader	3600003158	1	Discard
19	303	Dell Laptop	2600001460	1	Discard
20	303	Dell Laptop	3600003226	1	Discard
21	303	Staples Shredder	284L4834MJ2	1	Discard
22	303	ELMO	O910234914	1	Discard
23	303	Computer Monitor	2600000499	1	Discard
24	303	IPEVO	2600004870	1	Discard
25	303	Hear It Broadcaster	1506033217	1	Discard
26	303				Discard
27	303				Discard
28	303				Discard
29	303				Discard
30	303				Discard

Date: 7/20/20

Authorized Campus
Signature H Sandate

San Elizario High School



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School ☐ Middle School

☐ Alarcon

☐ Other: _____

☐ Excell ☐

☐ Borrego ☐

	Room#	Description	Tag Number/Serial	Qty	Comments/
1	330	desktop	3600005294	1	Do not work
2	330	desktop	3600005311	1	Do not work
3	330	Desktop	3600005304	1	Do not work
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 6/2/26

Mr. Cortez
Authorized Campus
Signature Cz Cortez

Valerie Chavez



Fixed Asset Discard List

☐ Other: _____

☐ Excell

☐ Loya

Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1 605	Dell Desktops	360000 1337	10	Not in use
2		360000 1335		
3		360000 1339		
4		360000 1334		
5		360000 1333		
6		360000 1340		
7		360000 1338		
8		360000 1341		
9		360000 1332		
10		360000 1336		
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Date: 9-26-25

Authorized Campus

Signature

[Handwritten Signature] *[Handwritten Initials]*



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School ☐ Middle School ☐ Alarcon ☐ Borrego ☐ Other: _____

	Room#	Description	Tag Number/Serial	Qty	Comments/
1	330	computer	1402123953	1	old outdated comp
2	330	computer	C62MFZ1	1	old outdated comp
3	330	computer	1402192331	1	old outdated comp
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 5/27/24 8/8/2025

Authorized Campus
Signature 



Fixed Asset Discard List

☐ Other: _____

☐ Excell

☐ Loya

Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

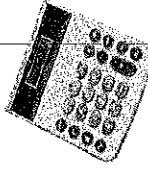
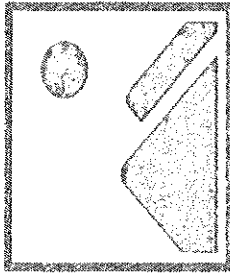
	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	605	Dell desktop	3600001373	1	Not good
2	605	Dell desktop	3600001360	1	Not good
3	605	Dell desktop	3600001352		Not good
4	605	Aple desktop	15501233347	1	Not good
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Moved From Rm 324 to 605

Date: 10-23-25

Authorized Campus

Signature Valerie Chang Lites



Fixed Asset Discard List

☐ Other: _____
☐ Excell ☐ Loya
☐ Borrego ☐ Sambrano

Campus (Please Check Appropriate Campus)

☒ SE High School

Middle School

☐ Alarcon

Room#	Description	Serial Number	Tag Number	Qty	Comments/Reasons
1	SEHS Libran	B33DZK3	3600006402	1	Outdated
2	<i>Rm 605</i> DELL Black Laptop	BDWXSW2	3600002094	1	Outdated
3	DELL Black Laptop	D5D2Q93	2600005322	1	Outdated
4	DELL Black Laptop	2QFS403	3600003270	1	Not working/ wear n tear
5	DELL Black Laptop	1G8HML3	3600006918	1	Wear N Tear
6	DELL Chromebook	FL89ZK3	3600006392	1	Outdated
7	DELL Silver Laptop	74GMKS3	2600008261	1	Wear N Tear
8	DELL Silver Laptop	4PFMKS3	2600008308	1	Wear N Tear
9	DELL Silver Laptop	F3GMKS3	2600008447	1	Wear N Tear
10	DELL Silver Laptop	4CDMKS3	2600008310	1	Wear N Tear
11	Black DELL Laptop	CHFS403	3600003498	1	Wear N Tear
12	DELL Silver Laptop	7DDMKS3	2600008235	1	Wear N Tear
13	DELL Silver Laptop	DDBVY44	3600009204	1	Wear N Tear
14	Black Chromebook	P207NHGB	2600003586	1	Outdated
15	Black Chromebook	P206DQE8	3600002471	1	Outdated
16	Black Chromebook	P206DQWG	3600002465	1	Outdated
17	DELL Black Laptop	5V2TLW2	3600002887	1	Outdated
18	DELL Chromebook	Not showing in system	3600004094	1	Outdated
19	DELL Black Laptop	2G2TLW2	3600002968	1	Outdated
20	DELL Black Laptop	2G2ZCL3	2600005756	1	Outdated
21	DELL Black Laptop	H9GS403	3600003396	1	Outdated/ Wear N Tear
22	DELL Black Laptop	4G2ZCL3	2600005772	1	Outdated/Wear N Tear
23	Silver Samsung Chromeboo	1BEF9FCG506538	1601082557	1	Outdated
24	Silver Samsung Chromeboo	1BEF9FCG507228	1601132849	1	Outdated
25	DELL Chromebook	P207HA28	3600002731	1	Outdated
26	DELL Black Laptop	BDFR303	3600003374	1	Wear N Tear
27	DELL Black Laptop	4ZFS403	3600003483	1	Wear N Tear

28	Rm 605	DELL Black Laptop	GRFS403	3600003247	1	Wear N Tear
29		DELL Black Laptop	JD2TLW2	3600002990	1	Wear N Tear
30		Silver DELL Laptop	1HGMSK3	2600008357	1	Wear N Tear

Note: Devices must be taken out of Frontline Inventory Program by Warehouse.

Date: _____

2/4/2026

Authorized Campus

Signature

Valerie Chang 2-12-26

Page 1 of 5

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School

Middle School

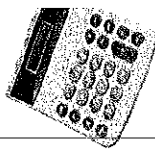
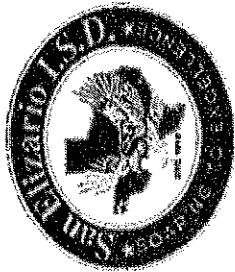
☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell ☐ Loya



Room#	Description	Serial Number	Tag Number	Qty	Comments/Reasons
1	SEHS Library	FZFS403	3600003306	1	Wear N Tear
2	DELL Black Laptop	9NFS403	3600003284	1	Wear N Tear
3	DELL Levono Chromebook	P206KTFC	Not shown	1	Outdated
4	DELL Black Laptop	6GGS403	3600003266	1	Wear N Tear
5	DELL Black Laptop	9ZFS403	3600003323	1	Wear N Tear
6	DELL Silver Laptop	5BCMKS3	2600008384	1	Wear N Tear
7	DELL Black Laptop	JR9HML3	3600006913	1	Wear N Tear
8	DELL Black Laptop	BPFS403	3600003484	1	Wear N Tear
9	DELL Black Laptop	JC8HML3	3600006809	1	Broken
10	DELL Black Laptop	C7L5LG3	3600006150	1	Broken
11	DELL Black Laptop	D9J3PG3	3600005178	1	Wear N Tear
12	DELL Black Laptop	8KM3PG3	3600004951	1	Wear N Tear
13	DELL Black Laptop	77K3PG3	3600005142	1	Wear N Tear
14	DELL Black Laptop	JFK3PG3	3600005048	1	Wear N Tear
15	Lenovo Black Chromebook	P207KEVC	3600002704	1	Outdated
16	Lenovo Black Chromebook	P207KE1B	3600002686	1	Outdated
17	DELL Black Chromebook	P207P4C3	2600003633	1	Outdated
18	DELL Leveno Chromebook	P206MRK8	2600002888	1	Outdated
19	DELL Lenovo Chromebook	P207NLCW	2600003626	1	Outdated
20	DELL Black Laptop	JQFS403	3600003254	1	Wear N Tear
21	DELL Lenovo Chromebook	P207V611	2600003710	1	Outdated
22	DELL Laptop	44D2Q93	2600005332	1	Wear N Tear
23	DELL Black Laptop	FFFR303	3600003365	1	Wear N Tear
24	DELL Leveno Chromebook	SLR0AYBK5	3600001432	1	Outdated
25	DELL Black Laptop	C5D2Q93	2600005321	1	Outdated & Wear N Tear
26	DELL Black Laptop	1SFS403	3600003239	1	Wear N Tear
27	DELL Black Laptop	BMM3PG3	3600004986	1	Wear N Tear

28	Rm605	DELL Black Laptop	79GS403	3600003199	1	Wear N Tear
29		DELL Black Laptop	B8GS403	3600003378	1	Wear N Tear
30		DELL Black Laptop	86K3PG3	3600005134	1	Wear N Tear

Note: Devices must be taken out of Frontline Inventory program by Warehouse.

Date: _____

2/4/2026

Authorized Campus

Signature

Valerie Chang 2-12-26

Page 2 of 5

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell ☐ Loya



Room#	Description	Serial Number	Tag Number	Qty	Comments/Reasons
1	SEHS Library	J4D2Q93	2600005330	1	Outdated
2	RM 605	8LM3PG3	3600005229	1	Wear N Tear
3		9NK3PG3	3600005006	1	Wear N Tear
4		H1J3PG3	3600005171	1	Wear N Tear
5		1GK3PG3	3600004994	1	Wear N Tear
6		90GS403	3600003467	1	Wear N Tear
7		GZH3PG3	3600005248	1	Wear N Tear
8		7GFR303	3600003357	1	Wear N Tear
9		DNJHML3	3600006724	1	Wear N Tear
10		9GM3PG3	3600005132	1	Wear N Tear
11		5BGS403	3600003263	1	Wear N Tear
12		6MK3PG3	3600005164	1	Wear N Tear
13		2KM3PG3	3600005052	1	Wear N Tear
14		BTFS403	3600003459	1	Wear N Tear
15		G8K3PG3	3600005107	1	Wear N Tear
16		1H2ZCL3	2600005768	1	Wear N Tear
17		DELL Lenovo Chromebook P207HA3P	3600002722	1	Outdated
18		DELL Lenovo Chromebook P207HA6H	3600002629	1	Outdated
19		DELL Black Laptop DPFS403	3600003286	1	Wear N Tear
20		DELL Black Laptop 7NFS403	3600003480	1	Wear N Tear
21		DELL Silver Laptop CJFMKS3	2600008347	1	Wear N Tear
22		DELL Black Laptop DSFS403	3600003434	1	Wear N Tear
23		DELL Black Laptop DYZB863	3600004395	1	Wear N Tear
24		DELL Black Laptop 15D2Q93	2600005327	1	Wear N Tear/Not Working
25		DELL Black Laptop 4223G63	2600004292	1	Wear N Tear
26		DELL Black Laptop BG2TLW2	3600002954	1	Wear N Tear
27		DELL Black Laptop 2SFS403	3600003452	1	Wear N Tear

28	Bu605	DELL Black Laptop	81GS403		3600003394	1	Wear N Tear
29		DELL Silver Laptop	J2GMKS3		2600008321	1	Wear N Tear
30		DELL Black Laptop	GKK3PG3		3600005179	1	Wear N Tear

Note: Devices must be taken out of Frontline Inventory Program by Warehouse.

Date: _____

2/4/2026

Authorized Campus

Signature

Valerie Chang 2/4/2026

Page 3 of 5

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

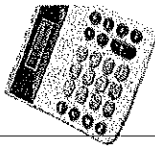
☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell ☐ Loya



Room#	Description	Serial Number	Tag Number	Qty	Comments/Reasons
1	SEHS Libran	CBJ3PG3	3600005210	1	Wear N Tear
2	DELL Black Laptop	CQFS403	3600003510	1	Wear N Tear
3	DELL Black Laptop	88GS403	3600003380	1	Wear N Tear
4	DELL Black Laptop	BNJHML3	36000006721	1	Wear N Tear
5	DELL Black Laptop	5QFS403	3600003500	1	Wear N Tear
6	DELL Silver Laptop	5RFMK3	2600008191	1	Wear N Tear
7	DELL Black Laptop	61J3PG3	3600005087	1	Wear N Tear
8	DELL Black Chromebook	P207TTW6	2600003700	1	Wear N Tear
9	DELL Black Laptop	2MK3PG3	3600005004	1	Wear N Tear
10	DELL Black Laptop	9KBHML3	3600006790	1	Wear N Tear
11	DELL Black Laptop	G123G63	2600004283	1	Outdated
12	DELL Silver Laptop	2QFMKS3	2600008218	1	Wear N Tear
13	DELL Black Laptop	HH2TLW2	3600002900	1	Outdated
14	DELL Black Laptop	3G2ZCL3	2600005759	1	Outdated
15	DELL Black Laptop	323TLW2	3600002895	1	Outdated
16	DELL Black Chromebook	SLR0AY4H4	2600001593	1	Outdated
17	DELL Black Chromebook	SLR09ZSVE	2600001380	1	Outdated
18	DELL Black Chromebook	CTK7ZK3	3600006404	1	Outdated
19	DELL Silver Laptop	DRFMKS3	2600008271	1	Wear N Tear
20	DELL Silver Laptop	79CMKS3	2600008375	1	Broken Screen/ Student paid for
21	DELL Black Chromebook	P206DQYT	3600002475	1	Outdated
22	DELL Black Laptop	2D8HML3	3600006820	1	Not working/ Wear N Tear
23	DELL Black Laptop	JC39ZK3	3600006380	1	Outdated
24	DELL Black Laptop	8LK3PG3	3600005010	1	Wear N Tear
25	DELL Levono Chromebook	P207TNQ0	2600003696	1	Outdated
26	DELL Lenovo Chromebook	P207HA0E	3600002653	1	Not working/ Wear N Tear
27	DELL Black Laptop	38GS403	3600003391	1	Broken Screen

28	<i>Ry605</i>	DELL Black Laptop	BFHS403		3600003301	1	Wear N Tear
29		DELL Lenovo Chromebook	P207P66L		2600003604	1	Outdated
30		DELL Lenovo Chromebook	SLR0AY5ET		3600001463	1	Outdated/Not Charging

Note: Devices must be taken out of Frontline Inventory program by Warehouse.

Date: _____

2/4/2026

Authorized Campus

Signature

Yareli Chang 2-12-26

Page 4 of 5

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

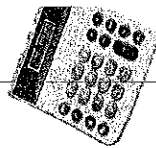
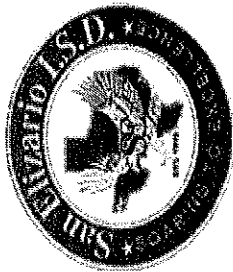
☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell ☐ Loya



Room#	Description	Serial Number	Tag Nubmer	Qty	Comments/Reasons
1	SEHS Libran DELL Lenovo Chromebook	SLR0AYBDX	3600001415	1	Outdated
2	<i>Rubio</i> Silver Samsung Chromebook	1BEF9FCG506345	1601081956	1	Outdated
3	Silver Samsung Chromebook	1BEF9FBFA23678S	151081344	1	Outdated
4	DELL Lenovo Chromebook	P207V8EX	26000003729	1	Outdated
5	DELL Black Laptop	JMJHML3	36000006857	1	Not Working
6	DELL Black Laptop	C13HML3	36000006747	1	Broken/ Pd. In full
7	DELL Black Laptop	JMFS403	36000003502	1	Broken Screen
8	DELL Black Laptop	GBJ3PG3	36000005023	1	Wear N Tear
9	DELL Black Laptop	1KGTVG3	26000005678	1	Wear N Tear
10	DELL Black Laptop	57K3PG3	36000005077	1	Broken/ Pd. In full
11	DELL Black Laptop	GH2TLW2	36000002910	1	Outdated
12	DELL Black Laptop	51J3PG3	36000004959	1	Wear N Tear
13	DELL Black Laptop	BY0C863	36000004396	1	Wear N Tear
14	DELL Black Chromebook	SP206LOA6	26000002368	1	Outdated
15	DELL Black Chromebook	SP20350MX	3600001638	1	Outdated
16	DELL Silver Laptop	71JVY44	36000009047	1	Wear N Tear
17	DELL Silver Laptop	65GMKS3	26000008234	1	Wear N Tear
18	DELL Black Laptop	JS9HML3	36000006680	1	Wear N Tear
19	DELL Black Laptop	FFGS403	36000003481	1	Wear N Tear
20	DELL Black Laptop	GJM3PG3	36000005056	1	Wear N Tear
21	DELL Black Laptop	JJBHML3	36000006793	1	Wear N Tear
22	DELL Silver Laptop	GGGMKS3	26000008292	1	Wear N Tear
23	DELL Black Laptop	713HML3	36000006723	1	Wear N Tear
24	DELL Black Laptop	FG5HML3	36000006672	1	Wear N Tear
25	DELL Black Laptop	CCFR303	36000003371	1	Wear N Tear
26	DELL Black Laptop	GQFS403	36000003507	1	Wear N Tear
27	DELL Black Laptop	2LK3PG3	36000005232	1	Wear N Tear

28	Rm605	DELL Black Laptop	3CDMKS3	2600008334	1	Wear N Tear
29		DELL Silver Laptop	69BYY44	3600009107	1	Wear N Tear
30		DELL Silver Laptop	8JFMKS3	2600008341	1	Wear N Tear

Note: Devices must be taken out from Frontline Inventory program by Warehouse.

Date: _____

2/4/2026

Authorized Campus

Signature

Valerie Chang 2-12-26

Page 5 of 5

Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

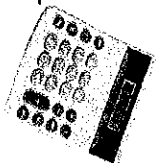
☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya



Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	SEHS Library Apple I Pad	2600002258 unknown	1	Wear N Tear
2	SEHS Library DELL Silver Laptop	2600008444 75GMKS3	1	Wear N Tear
3	SEHS Library DELL Chromebook	2600003616 P207P6VA	1	Wear N Tear Lenovo
4	SEHS Library DELL Chromebook	2600003075 P207NVV6	1	Wear N Tear Lenovo
5	SEHS Library DELL Chromebook	2600003611 P207P67C	1	Wear N Tear Lenovo
6	SEHS Library DELL Chromebook	3600006401 FBPQZK3	1	Wear N Tear
7	SEHS Library DELL Chromebook	3600006398 6LD7ZK3	1	Wear N Tear
8	SEHS Library DELL Chromebook	3600006400 CZX8ZK3	1	Wear N Tear
9	SEHS Library DELL Chromebook	3600002688 P207L6PZ	1	Wear N Tear Lenovo
10	SEHS Library DELL Chromebook	3600002657 P207HAH5	1	Wear N Tear Lenovo
11	SEHS Library DELL Black Laptop	3600005190 G8J3PG3	1	Wear N Tear
12	SEHS Library DELL Chromebook	3600006408 5P89ZK3	1	Wear N Tear
13	SEHS Library DELL Chromebook	2600007189 F1G4MN3	1	Wear N Tear
14	SEHS Library DELL Chromebook	2600007151 C465MN3	1	Wear N Tear
15	SEHS Library DELL Black Laptop	3600005088 B0J3PG3	1	Wear N Tear
16	SEHS Library DELL Black Laptop	3600005205 HKK3PG3	1	Wear N Tear
17	SEHS Library DELL Black Laptop	3600005235 9LM3PG3	1	Wear N Tear
18	SEHS Library DELL Black Laptop	3600005105 8GM3PG3	1	Wear N Tear
19	SEHS Library DELL Chromebook	3600002660 P207HA7L	1	Wear N Tear Lenovo
20	SEHS Library DELL Chromebook	3600001658 SP20351KT	1	Wear N Tear Lenovo
21	SEHS Library DELL Chromebook	2600003694 P207V5RX	1	Wear N Tear Lenovo
22	SEHS Library DELL Black Laptop	3600003007 D2KGMW2	1	Wear N Tear *
23	SEHS Library DELL Black Laptop	3600005068 7GK3PG3	1	Wear N Tear
24	SEHS Library DELL Black Laptop	3600004996 90J3PG3	1	Wear N Tear
25	SEHS Library DELL Chromebook	3600006410 FTXCZK3	1	Wear N Tear
26	SEHS Library DELL Black Laptop	3600003277 DFGS403	1	Wear N Tear 2020

27	SEHS Library	DELL Black Laptop	2600004287 C123G63	1	Wear N Tear
28	SEHS Library	DELL Black Laptop	2600005770 GG2ZCL3	1	Wear N Tear
29	SEHS Library	DELL Black Laptop	3600002088 7FWXSW2	1	Wear N Tear
30	SEHS Library	DELL Black Laptop	3600002108 FST3TW2	1	Wear N Tear

Note: Devices need to be discarded from Frontline System by SEISD Warehouse
Total: 150 Devices

Date: 6/16/20

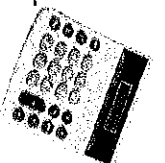
Authorized Campus
Signature

Valerie Chavez

Page 1 of 5

Fixed Asset Discard List

☐ Other: _____
☐ Excell ☐ Loya



Campus (Please Check Appropriate Campus)
☒ SE High School ☐ Middle School ☐ Alarcon ☐ Borrego ☐ Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	SEHS Library DELL Black Laptop	3600002952 JF2TLW2	1	Wear N Tear
2	SEHS Library DELL Black Laptop	3600004382 BX0C863	1	Wear N Tear
3	SEHS Library DELL Black Laptop	3600005221 FZH3PG3	1	Wear N Tear
4	SEHS Library DELL Black Laptop	3600002633 P207HAJ4	1	Wear N Tear
5	SEHS Library DELL Black Laptop	2600005770 GG2ZCL3	1	Wear N Tear
6	SEHS Library DELL Black Laptop	2600001169 9K4XRJ2	1	Wear N Tear
7	SEHS Library DELL Black Laptop	3600002902 2J2TLW2	1	Wear N Tear
8	SEHS Library DELL Black Laptop	3600002987 JG2TLW2	1	Wear N Tear
9	SEHS Library DELL Black Laptop	2600005331 24D2Q93	1	Wear N Tear
10	SEHS Library DELL Black Laptop	2600004293 2223G63	1	Wear N Tear
11	SEHS Library DELL Black Laptop	2600004281 6223G63	1	Wear N Tear
12	SEHS Library DELL Black Laptop	3600005202 20J3PG3	1	Wear N Tear
13	SEHS Library DELL Black Laptop	3600003307 HZFS403	1	Wear N Tear
14	SEHS Library DELL Black Laptop	3600006837 CD5HML3	1	Damages Paid in full
15	SEHS Library DELL Black Laptop	3600002978 5F2TLW2	1	Wear N Tear
16	SEHS Library DELL Black Laptop	3600005063 GGM3PG3	1	Wear N Tear
17	SEHS Library DELL Black Laptop	3600006158 H6L5LG3	1	Wear N Tear *
18	SEHS Library DELL Black Laptop	3600002109 FXT3TW2	1	Wear N Tear
19	SEHS Library DELL Black Laptop	2600004284 7223G63	1	Wear N Tear
20	SEHS Library DELL Black Laptop	3600006158 H6L5LG3	1	Wear N Tear
21	SEHS Library DELL Black Laptop	2600001200 634XRJ2	1	Wear N Tear
22	SEHS Library DELL Black Laptop	2600004278 7123G63	1	Wear N Tear
23	SEHS Library DELL Black Laptop	3600003809 J21QC63	1	Wear N Tear
24	SEHS Library DELL Black Laptop	3600005129 JGM3PG3	1	Wear N Tear
25	SEHS Library DELL Black Laptop	3600003310 19GS403	1	Damages Paid in full
26	SEHS Library DELL Black Laptop	3600005101 1BJ3PG3	1	Damages Paid in full

27	SEHS Library	DELL Black Laptop	3600004997 FMM3PG3	1	Wear N Tear
28	SEHS Library	DELL Black Laptop	3600005154 9MK3PG3	1	Wear N Tear
29	SEHS Library	DELL Black Laptop	3600004976 FMM3PG3	1	Wear N Tear
30	SEHS Library	DELL Black Laptop	3600006742 CG5HML3	1	Wear N Tear

Note: Devices need to be discarded from Frontline System by SEISD Warehouse

Date: 10/16/24

Authorized Campus

Signature Yolaine Chandel

Page 2 of 5

Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

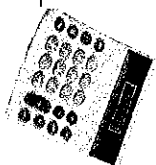
☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya



Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	SEHS Library DELL Black Laptop	3600004961 JLM3PG3	1	Damages Paid in full
2	SEHS Library DELL Black Laptop	3600002908 CH2TLW2	1	Wear N Tear
3	SEHS Library DELL Black Laptop	3600006710 FV9HML3	1	Wear N Tear
4	SEHS Library DELL Black Laptop	3600006750 DMJHML3	1	Wear N Tear
5	SEHS Library DELL Black Laptop	3600006719 413HML3	1	Wear N Tear
6	SEHS Library DELL Black Laptop	3600003372 6GFR303	1	Wear N Tear
7	SEHS Library DELL Black Laptop	3600003450 HTFS403	1	Wear N Tear
8	SEHS Library DELL Black Laptop	3600002970 4G2TLW2	1	Wear N Tear
9	SEHS Library DELL Black Laptop	3600003451 GTFS403	1	Wear N Tear
10	SEHS Library DELL Black Laptop	3600006774 DZ2HML3	1	Wear N Tear
11	SEHS Library DELL Black Laptop	3600006733 7MBHML3	1	Wear N Tear
12	SEHS Library DELL Black Laptop	3600005163 F8J3PG3	1	Damages Paid in full
13	SEHS Library DELL Black Laptop	3600005113 18K3PG3	1	Wear N Tear
14	SEHS Library DELL Black Laptop	3600006892 1F8HML3	1	Wear N Tear
15	SEHS Library DELL Black Laptop	2600005309 84D2Q93	1	Wear N Tear
16	SEHS Library DELL Black Laptop	3600004398 FRZB863	1	Wear N Tear
17	SEHS Library DELL Black Laptop	3600006828 DMBHML3	1	Wear N Tear *
18	SEHS Library DELL Black Laptop	3600005016 BLK3PG3	1	Wear N Tear
19	SEHS Library DELL Black Laptop	3600005044 3MM3PG3	1	Damages Paid in full
20	SEHS Library DELL Black Laptop	3600003389 2BGS403	1	Damages Paid in full
21	SEHS Library DELL Black Laptop	3600006739 FF5HML3	1	Wear N Tear
22	SEHS Library DELL Black Laptop	3600003191 50GS403	1	Wear N Tear
23	SEHS Library DELL Black Laptop	3600003334 CDFR303	1	Wear N Tear
24	SEHS Library DELL Black Laptop	2600004294 B223G63	1	Wear N Tear
25	SEHS Library DELL Black Laptop	2600004295 F123G63	1	Wear N Tear
26	SEHS Library DELL Black Laptop	2600004290 5223G63	1	Wear N Tear

27	SEHS Library	DELL Black Laptop	2600004291 B123G63	1	Wear N Tear	
28	SEHS Library	DELL Black Laptop	3600005143 G9J3PG3	1	Wear N Tear	
29	SEHS Library	DELL Black Laptop	3600006784 HJBHML3	1	Wear N Tear	
30	SEHS Library	DELL Chromebook	Tech. not able to get barcode	1	Wear N Tear	broken screen

Note: Devices need to be discarded from Frontline System by SEISD Warehouse

Date: 6/16/20

Authorized Campus
Signature Valerie Chang

Page __ 3 of 5

Fixed Asset Discard List



☐ Other: _____

☐ Excell ☐ Loya



Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	SEHS Library DELL Chromebook	3600001715 SP20331WG	1	Wear N Tear Levono
2	SEHS Library DELL Chromebook	3600001650 SP2034SED	1	Wear N Tear Levono
3	SEHS Library DELL Chromebook	3600001592 SP2033AGV	1	Wear N Tear Levono
4	SEHS Library DELL Chromebook	2600003596 P207P68F	1	Wear N Tear Levono
5	SEHS Library DELL Chromebook	2600001381 SLR09ZSZK	1	Wear N Tear Levono
6	SEHS Library DELL Chromebook	3600002401 SP206M1CZ	1	Wear N Tear Levono
7	SEHS Library DELL Chromebook	3600001289 SLR0AY93U	1	Wear N Tear Levono
8	SEHS Library DELL Silver Laptop	2600008408 2DDMKS3	1	Damages Paid in full
9	SEHS Library DELL Silver Laptop	2600008339 JDDMKS3	1	Wear N Tear
10	SEHS Library DELL Silver Laptop	2600008230 8GFMKS3	1	Wear N Tear
11	SEHS Library DELL Silver Laptop	3600009038 BFBVY44	1	Wear N Tear
12	SEHS Library DELL Black Laptop	2600008329 FGGMKS3	1	Wear N Tear
13	SEHS Library Samsung	Tech. was unable to find Barcode	1	Wear N Tear
14	SEHS Library DELL Silver Laptop	2600008459 1DDMKS3	1	Wear N Tear
15	SEHS Library DELL Chromebook	2600007158 9G55MKN3	1	Wear N Tear
16	SEHS Library DELL Black Laptop	3600005147 38K3PG3	1	Wear N Tear
17	SEHS Library DELL Chromebook	3600001624 SP20350MZ	1	Wear N Tear Levono
18	SEHS Library DELL Chromebook	2600003593 P207NJ1C	1	Wear N Tear Levono
19	SEHS Library DELL Black Laptop	3600006930 1T9HML3	1	Wear N Tear
20	SEHS Library DELL Black Laptop	2600002880 P206MRG9	1	Wear N Tear Levono
21	SEHS Library DELL Black Laptop	3600005055 98K3PG3	1	Wear N Tear
22	SEHS Library DELL Silver Laptop	2600008389 8BCMKKS3	1	Wear N Tear
23	SEHS Library DELL Silver Laptop	3600009154 DVHVV44	1	Wear N Tear
24	SEHS Library DELL Chromebook	3600002678 P207HA3V	1	Wear N Tear
25	SEHS Library DELL Black Laptop	3600003426 CTFSA03	1	Wear N Tear 2020
26	SEHS Library DELL Black Laptop	3600003287 J0GSA03	1	Wear N Tear 2020

27	SEHS Library	DELL Black Laptop	3600003489 4DGS403	1	Wear N Tear	2020
28	SEHS Library	DELL Black Laptop	3600005084 8GK3PG3	1	Wear N Tear	
29	SEHS Library	DELL Silver Laptop	2600008236 4QFMKS3	1	Wear N Tear	
30	SEHS Library	DELL Black Laptop	3600009148 1WHVY44	1	Wear N Tear	

Note: Devices need to be discarded from Frontline System by SEISD Warehouse

Date: 6/16/20

Authorized Campus
Signature Valerie Chandel

Page 4 of 5

Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

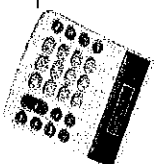
☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya



Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	SEHS Library DELL Black Laptop	2600005691 GJGTVG3	1	Wear N Tear
2	SEHS Library DELL Chromebook	2600003613 P207P6BN	1	Wear N Tear
3	SEHS Library DELL Black Laptop	3600002984 9G2TLW2	1	Wear N Tear
4	SEHS Library DELL Silver Laptop	2600008279 5JG MKS3	1	Wear N Tear
5	SEHS Library DELL Silver Laptop	3600009106 7FBVY44	1	Wear N Tear
6	SEHS Library DELL Silver Laptop	3600009165 F0JVVY44	1	Wear N Tear
7	SEHS Library DELL Silver Laptop	2600008241 FFFMKMS3	1	Wear N Tear
8	SEHS Library DELL Silver Laptop	2600008442 H2G MKS3	1	Damages
9	SEHS Library DELL Chromebook	3600002412 SP206M1DX	1	Wear N Tear Levono
10	SEHS Library DELL Chromebook	3600002687 P207L773	1	Wear N Tear Levono
11	SEHS Library DELL Chromebook	3600001475 SLR0AY5E4	1	Wear N Tear Levono
12	SEHS Library DELL Chromebook	3600001460 SLR0AY5FK	1	Wear N Tear Levono
13	SEHS Library DELL Chromebook	3600002676 P207HAEZ	1	Wear N Tear Levono
14	SEHS Library DELL Chromebook	2600001596 SLRDAY4GS	1	Wear N Tear Levono
15	SEHS Library DELL Chromebook	2600001597 SLR0AY966	1	Wear N Tear Levono
16	SEHS Library DELL Chromebook	unknown LR09ZSTZ	1	Wear N Tear Levono
17	SEHS Library DELL Chromebook	2600001335 unknown	1	Wear N Tear Levono
18	SEHS Library DELL Chromebook	2600001589 SLR0AY4H5	1	Wear N Tear Levono
19	SEHS Library DELL Chromebook	3600002712 P207L7AL	1	Wear N Tear
20	SEHS Library Samsung Chromebook	1501085319 S1BET9FBFA23258	1	Wear N Tear Outdated
21	SEHS Library DELL Black Laptop	2600005773 DG2ZCL3	1	Wear N Tear
22	SEHS Library DELL Black Laptop	3600003271 DQFS403	1	Wear N Tear
23	SEHS Library DELL Black Laptop	3600005186 91J3PG3	1	Wear N Tear
24	SEHS Library DELL Black Laptop	3600002901 BH2TLW2	1	Wear N Tear
25	SEHS Library DELL Chromebook	2600003698 P207TTY5	1	Wear N Tear Levono
26	SEHS Library DELL Black Laptop	3600005135 JKK3PG3	1	Wear N Tear Paid in full

27	SEHS Library	DELL Black Laptop	3600005128 7NK3PG3	1	Wear N Tear
28	SEHS Library	DELL Black Laptop	3600003446 3SFS403	1	Wear N Tear
29	SEHS Library	DELL Silver Laptop	3600005141 3KM3PG3	1	Wear N Tear
30	SEHS Library	DELL Black Laptop	3600006928 8T9HML3	1	Wear N Tear

Note: Devices need to be discarded from Frontline System by SEISD Warehouse

Date: 6/16/20

Authorized Campus
Signature Yolene Chang

Page__ 5 of 5



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	603 out of date Mac	2600001371	1	out of date
2	603 out of date Mac	2600001369	1	out of date
3	603 out of date Mac	2600001370	1	out of date
4	603 out of date Mac	2600001368	1	out of date
5	603 out of date Mac	2600001367	1	out of date
6	603 Marquette tripod	S/N: F1324447	1	Broken
7	603 Smith-Victor tripod wheels	N/A	1	Broken
8	603 Dell Laptop	1201230108	1	out of date
9	603 Dell Desktop	S/N: C6H8NK3	1	out of date
10	603 Dell Monitor	0908044428	1	out of date
11	603 Midicon light board	S/N: 5243943	1	Won't Boot
12	603 DataVideo MC-220	S/N: 00420685	1	Won't Boot
13	603 DataVideo TVS-1200	N/A	1	Won't Boot
14	603 Green Screen	N/A	1	Worn Out
15	603 office chair	N/A	1	Worn Out/Broken
16	603 office chair	N/A	1	Worn Out/Broken
17	603 office chair	N/A	1	Worn Out/Broken
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Date: 6/11/26

Authorized Campus

Signature

Valerie Chong

7/9/26



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	502605	Snap Tech Scanner	1205022854	1	Out Dated / Not working
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 6.15.26

Authorized Campus

Signature

Valerie Chavez
7/16/26



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Edgar Ponce; Curriculum & Instruction
Subject: 2026 TELPAS Scores
Date: August 12, 2026

HISTORY:

TELPAS is a required state assessment that is administered to all EB (Emergent Bilingual) students on an annual basis. TELPAS consists of instruments that measure the domains of listening, speaking, reading, and writing. All EB students take 2 online tests in the spring semester, which measure Reading/Writing and Listening/Speaking. Collectively, the scores for listening, speaking, reading, and writing help us determine whether an EB student has grown from one year to another in their English language proficiency.

RATIONALE:

English language proficiency for EB students is rated as Beginner, Intermediate, Advanced, or Advanced High. The goal for an EB student is to reach Advanced High, which is the equivalent of being fluent in the English language. Once that occurs, the student may be exited from EB status and services if services are being received.

If EB students are progressing as they should, they will grow one level per year, which will be reflected in the Yearly Progress Indicator. For instance, we would want an Intermediate student in 2025 to become an Advanced student in 2026, which shows yearly progress. Generally, having a high percentage in the “1 Level Higher” column is desirable, and a low percentage in the “Lower or Same Level” column. This would show that students are growing by one level in one calendar year.

TELPAS testing took place in the spring semester of 2026. The tables attached provide a summary of our 2026 TELPAS scores, which reflect expected findings in the Yearly Progress Indicator.

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

**Alarcon
Elementary**

	Yearly Progress Indicator			
	Lower or Same Level	1 Level Higher	2 Levels Higher	3 Levels Higher
All Students	75%	23%	2%	0%
Grade 3	52%	46%	2%	0%
Grade 4	80%	15%	5%	0%
Grade 5	83%	17%	0%	0%
Grade 6	84%	14%	2%	0%

**Borrego
Elementary**

	Yearly Progress Indicator			
	Lower or Same Level	1 Level Higher	2 Levels Higher	3 Levels Higher
All Students	71%	27%	2%	0%
Grade 3	74%	26%	0%	0%
Grade 4	83%	17%	0%	0%
Grade 5	59%	35%	6%	0%
Grade 6	66%	34%	0%	0%

**Sambrano
Elementary**

	Yearly Progress Indicator			
	Lower or Same Level	1 Level Higher	2 Levels Higher	3 Levels Higher
All Students	73%	24%	3%	0%
Grade 1	68%	27%	5%	0%
Grade 2	78%	22%	0%	0%

GEMS

	Yearly Progress Indicator			
	Lower or Same Level	1 Level Higher	2 Levels Higher	3 Levels Higher
All Students	76%	24%	0%	0%
Grade 7	80%	20%	0%	0%
Grade 8	72%	28%	0%	0%

SEHS

	Yearly Progress Indicator			
	Lower or Same Level	1 Level Higher	2 Levels Higher	3 Levels Higher
All Students (9-12)	83%	17%	0%	0%
Grade 9	90%	10%	0%	0%

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

Grade 10	82%	18%	0%	0%
Grade 11	80%	20%	0%	0%
Grade 12	82%	18%	0%	0%

GRADE	TOTAL STUDENTS	BEGINNING COMPOSITE RATING	INTERMEDIATE COMPOSITE RATING	ADVANCED COMPOSITE RATING	ADVANCED HIGH COMPOSITE RATING	STUDENTS WHO PROGRESSED AT <u>LEAST ONE</u> PROFICIENCY LEVEL
<i>Kinder</i>	99	72	28	0	0	N/A
<i>1st</i>	102	48	39	8	5	33%
<i>2nd</i>	107	25	64	9	2	22%
<i>3rd</i>	118	15	47	29	9	35%
<i>4th</i>	132	18	42	37	2	18%
<i>5th</i>	135	12	41	39	9	33%
<i>6th</i>	112	6	51	38	5	26%
<i>7th</i>	105	9	49	37	6	20%
<i>8th</i>	118	3	30	56	11	28%
<i>9th</i>	108	7	52	35	6	10%
<i>10th</i>	116	14	39	40	8	18%
<i>11th</i>	128	9	47	34	10	20%
<i>12th</i>	121	10	54	26	11	18%

BUDGET IMPACT:

There is no budget impact for this item.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board review the 2026 TELPAS scores as presented

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

For Approval? ☐ Yes ☒ No

If not, please check one: ☐ Presentation ☒ Report ☒ Information

Please check if applicable: ☐ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!

Recommended Training Video to Watch



**EDUHERO**
An Innovation of Region 6 Education Service Center

Help | Register | Log In

[Home](#) **Learning** [GO](#)

McKinney-Vento Act

2019-2020

U.S. Schools

1.3 million students experiencing homelessness

Texas

93,000 students experiencing homelessness



Funding

Support for Families

Educational Problems



McKINNEY-VENTO
& Students Experiencing Homelessness

This course takes a look at the legal aspects of the McKinney-Vento Act, how it affects students experiencing homelessness, and how staff and schools can identify and help these students.

Released	May 31, 2023
Average Time	45 - 60 minutes
Credits/Hours	1 CPE ?
Ages	Only Staff
Subscription(s)	
Tablet Friendly	Yes

Login to Launch Course »



2026 MASBA NATIONAL CONFERENCE ([HTTPS://MASBATX.ORG/](https://masbatx.org/))

Sep 10, 2026 - Sep 11, 2026

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
The Westin Riverwalk, San Antonio

Welcome!

With over **14 million Latino students across the nation**, it's crucial for school board members to be equipped with the knowledge and tools necessary to lead them to success.

Join us for an enriching and insightful experience, where we bring together educational leaders, policymakers, and advocates to explore innovative strategies and best practices in serving the needs of diverse student populations.

At our conference, attendees will have the opportunity to engage in dynamic discussions, participate in interactive workshops, and hear from renowned speakers who are passionate about advancing educational equity and excellence for Latino students.

[TAKE A GLANCE AT OUR 2026 CONFERENCE AGENDA.](#)

Event Details

WHEN

September 10th, 2026 (2 PM CDT) -
September 11th, 2026 (10 PM CDT)

[Add to Calendar](#)

WHERE

The Westin Riverwalk, San
Antonio
420 West Market Street
San Antonio, TX 78205-2920

Register Now

Have Questions?

Contact Us

Conference Countdown

Stay tuned as the countdown ticks away, marking the moments until we convene. Don't miss out!

196

Days

20

Hours

8

Minutes

14

Seconds



MASBA - School Board Members for Latino Equity, is a voluntary, non-profit education association that has served school boards since 1970. Our mission is to empower school board members to be culturally conscious leaders for the advancement of the Latino/Mexican American community. Our vision is an equitable public education system.

MASBA-School Board Members for Latino Equity

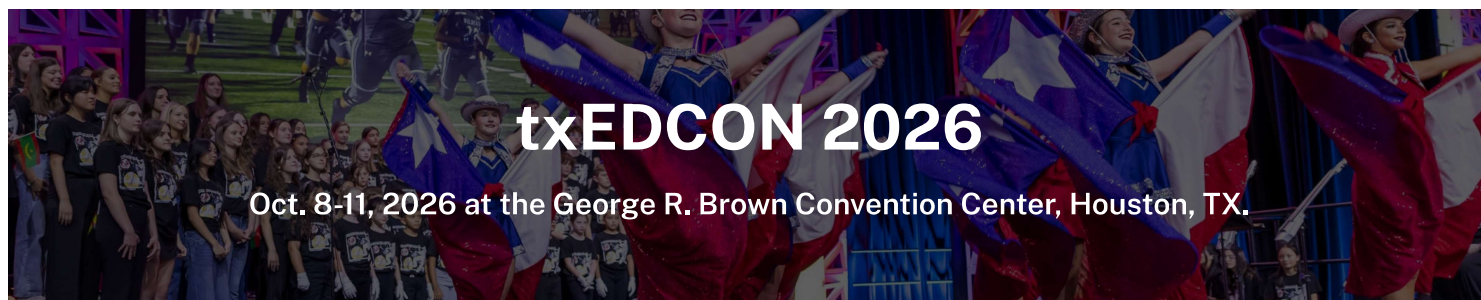
P.O. BOX 474

Austin, TX 78767

cvent

Copyright © 2000-2026 Cvent, Inc. All rights reserved.

[Event Management Software](#) | [Mobile Event Apps](#) | [Event Registration Software](#) | [Webinar Platform](#)
[Privacy Policy](#)



Oct. 8-11, 2026 at the George R. Brown Convention Center, Houston, TX.



About

txEDCON is the premier annual conference for Texas school board members and administrators.



For Exhibitors

Get information specific to txEDCON exhibitors, including exhibit hall info, floor plans, important dates, schedules, and more. Reserve your booth today!

CONNECT WITH US

800-580-8272 or 512-467-0222

TASA | TASB
txEDCON

P.O. Box 400
Austin, Texas 78767-0400



Fall Festivals

**SEP
24**



**ANN M. GARCIA-ENRIQUEZ
MIDDLE SCHOOL**

**OCT
30**



**ALFONSO BORRECO SR.
ELEMENTARY SCHOOL**

**NOV
6**



**JOSEFA L. SAMBRANO
ELEMENTARY SCHOOL**

**NOV
13**



**SAN ELIZARIO
HIGH SCHOOL**

SAVE THE DATES | AGENDA LA FECHA

#WeAreSomosSanEli



Spring Fiestas

**MAR
04**



**ANN M. GARCIA-ENRIQUEZ
MIDDLE SCHOOL**

**APR
09**



**SAN ELIZARIO
HIGH SCHOOL**

**APR
30**



**ALFONSO BORREGO SR.
ELEMENTARY SCHOOL**

**MAY
07**



**JOSEFA L. SAMBRANO
ELEMENTARY SCHOOL**

Save the Date | Agenda la Fecha

#WeAreSomosSanEli



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

Soaring to Excellence

District, Family & Community Meeting

- Mission: Progressing Together -

School Year 2026-2027

<u>Date</u>	<u>Location</u>	<u>Time</u>
August 05, 2026	Board Room	9:30 a.m.
September 02, 2026	Board Room	9:30 a.m.
October 21, 2026	Board Room	9:30 a.m.
November 04, 2026	Board Room	9:30 a.m.
January 13, 2027	Board Room	9:30 a.m.
February 03, 2027	Board Room	9:30 a.m.
March 03, 2027	Board Room	9:30 a.m.
April 07, 2027	Board Room	9:30 a.m.

Note:

English meeting will be recorded same date at 8:30 a.m.

Spanish meeting will be at 9:30 a.m.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

—— #WeAreSomosSanEli ——

2026 – 2027 Board Meeting & Quarterly Meeting Dates	
July 2026	No Board Meeting
Wednesday, July 29, 2026	Quarterly Meeting #1
Wednesday, August 12, 2026	Regular Board Meeting
Tuesday, September 8, 2026	Regular Board Meeting *MASBA Sept 10 – 11 *Homecoming Parade Sept 9
Wednesday, October 14, 2026	Regular Board Meeting *TASA/TASB txEDCON26 Oct 8 - 11
Wednesday, November 4, 2026	Quarterly Meeting #2
Wednesday, November 18, 2026	Regular Board Meeting *Veteran's Day
December 2026	No Board Meeting
Wednesday, January 13, 2027	Regular Board Meeting
Wednesday, February 3, 2027	Quarterly Meeting #3
Wednesday, February 10, 2027	Regular Board Meeting
Wednesday, March 3, 2027	Regular Board Meeting *Spring Intersession
Wednesday, April 14, 2027	Regular Board Meeting
Wednesday, April 28, 2027	Quarterly Meeting #4
Wednesday, May 5, 2027	Regular Board Meeting
Wednesday, May 19, 2027	Board Budget Workshop
Wednesday, June 2, 2027	Regular Board Meeting
Wednesday, June 16, 2027	Regular Board Meeting for Budget Adoption

OFFICE OF THE SUPERINTENDENT

PO Box 920 San Elizario, Texas 79849-0920 — Phone: (915) 872-3900



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Aggie Reyes, Executive Director of Child Nutrition Services
Subject: July 2026 – Meal Service Update
Date: August 12, 2026

HISTORY: The Child Nutrition Services Department will provide a monthly report to the Members of the Board of Trustees.

RATIONALE: The Child Nutrition Services Department served 22,809 student meals through July 29, 2026. This count includes breakfast, lunch, snacks, and supper meals.

We're excited to kick off the new school year with a menu full of students' favorites including rolled tacos, egg & chorizo burritos, egg frittata, and chicken pozole.

All meals continue to meet USDA nutrition standards and are served with a variety of fruits, vegetables, and milk to provide balanced nutritious options and fuel learning and success throughout the school day.

BUDGET IMPACT: There is no Budget Impact for this agenda item.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to review the information.

For Approval? ☐ Yes ☒ No

If not, please check one: ☐ Presentation ☐ Report ☒ Information

Please check if applicable: ☐ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

Campus	EE	PK	KG	01	02	03	04	05	06	07	08	09	10	11	12	Enrolled	PY Enr	G/L	CTE	SPEC ED	LEP	GT	MIG
Borrego Elementary						160	179	205	196							740	511	229		157	437	50	3
Sambrano Elementary School		160	145	149	158											612	482	130		108	301	7	2
Garcia-Enriquez Middle School										191	194					385	393	-8	104	74	202	51	4
San Elizario High School												201	211	217	225	854	893	-39	642	141	441	89	15
Grade Level Totals		160	145	149	158	160	179	205	196	191	194	201	211	217	225	2591	2279	312	746	480	1381	197	24
Prior Year Grade Level Totals			131	174	177	117	139	139	116	191	202	204	219	254	216								
GL		160	14	-25	-19	43	40	66	80		-8	-3	-8	-37	9								