



# THREE WAY INDEPENDENT SCHOOL DISTRICT

247 CR 207, Stephenville, TX 76401 | 254.965.6496

Teddy Ott,  
Superintendent

## AGENDA TWISD Regular School Board Meeting

September 10, 2024 HS Commons 5:30 PM

I. **Call to order**

II. **Roll Call - Verify Quorum**

Tracie Hankins, Senaida Huerta, Duanea Armes, Lloyd Lietz, Cody Howle

III. **Citizen Comments**

IV. **Staff Reports**

1. Financial Update
2. Principal's Report(s)
3. Superintendent
4. Curriculum Director update

V. **Consent Agenda**

1. Consider approval or other action on minutes for August 13, 2024 Regular Meeting; August 27th Budget Workshop; and August 27th Special Meeting.
2. Consider approval or other action regarding accounts payable report for payments made for the month of August 2024.

VI. **Action Items**

1. Discussion, consideration, and possible action to approve the 24/25 T-TESS Calendar.
2. Discussion, consideration, and possible action to approve revised Local Board Policies: BBD, BBFA, CKC, CKE, CQC, DGBA, EEH, EF, EFA, EFB, FNG and GF.
3. Closed Session

In accordance with Texas Open Meetings Law, Texas Government Code Section 551, Annotated in accordance with:

Section 551.074 - to deliberate the appointment, employment, evaluation,

reassignment, duties, discipline, or dismissal of a public officer or employee: Positions and Contracts

**VII. Workshop: Policy, Training, Budget, Tax Rate, etc.**

**VIII. Adjourn**

**With no further business before the Board, this meeting is adjourned at \_\_\_\_\_ pm.**

**Closed Session Notice**

Three Way Independent School District may convene into Closed Session on any matter related to any of the above agenda items for a purpose, such a closed session is allowed under Chapter 551, Texas Government Code. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meetings. Should any final action, final decision, or final vote be required in the opinion of the School Board with regard to any matter considered in such closed meeting then the final action, final decision, 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 Board shall determine.

**ADA Notice**

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in the meeting should contact Stephanie Ritchie at (254)965-6496 x 200 at least 48 hours prior to the meeting to request such assistance.

**Certification**

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act on the front door of the Three Way Administration Building and the front door of the Three Way High School, a place convenient and readily accessible to the general public, as well as to school's website at [www.twisd.us](http://www.twisd.us) and said notice was posted at or before , and remained posted for at least two hours after said meeting was convened.

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Dr. Teddy Ott, Superintendent

**CASH FLOW vs EXPENDITURES**

	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Totals	Est. Revenue	
<b>CASH INFLOWS</b>															
<b>GENERAL FUND 199</b>															
Foundation School Fund	-\$392,678.00	-\$263,096.00	-\$267,614.00	-\$262,662.00	-\$265,621.00	-\$137,855.00	-\$261,061.00	-\$4,951.00	-\$250,455.00	-\$256,129.00	-\$284,724.00	-\$183.00	<b>-\$2,647,029.00</b>	-\$1,915,492.00	138.19%
Available School Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	-\$135,312.00	0.00%
TRS On-Behalf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$158,624.05	<b>-\$158,624.05</b>	-\$120,887.31	131.22%
M&O Taxes	\$0.00	-\$27,198.10	-\$59,272.62	-\$108,334.16	-\$224,684.54	-\$218,711.58	-\$31,055.47	-\$9,645.91	-\$9,510.60	-\$6,364.24	-\$1,196.24	-\$4,195.09	<b>-\$700,168.55</b>	-\$727,400.00	96.26%
Other Local Revenue	-\$379,044.28	-\$3,274.65	-\$30,971.68	-\$602.35	-\$175,111.62	-\$282,810.54	-\$782,095.16	-\$244,391.30	-\$50,982.52	-\$118,377.17	-\$216,280.73	-\$163,020.57	<b>-\$2,446,962.57</b>	-\$5,000.00	48939.25%
Interest	-\$531.09	-\$498.34	-\$745.74	-\$1,059.65	-\$1,035.15	-\$880.23	-\$922.24	-\$896.48	-\$712.53	-\$525.87	-\$901.09	-\$671.58	<b>-\$9,379.99</b>	\$0.00	-\$9,379.99
<b>SPECIAL REVENUE 211,255,270,282,289,410,427</b>															
State/Federal Money	\$0.00	-\$27,709.68	-\$115,356.23	-\$43,373.40	-\$18,060.00	-\$141,881.72	-\$12,856.85	-\$21,421.70	-\$39.14	-\$72,178.94	\$0.00	-\$8,549.15	<b>-\$461,426.81</b>	-\$225,207.19	204.89%
<b>FOOD SERVICE 240</b>															
Lunchroom	\$0.00	-\$25,066.63	-\$13,797.11	-	-\$17,620.51	-\$13,136.38	-\$13,846.80	-\$9,812.70	-\$27,642.73	\$0.00	\$0.00	\$0.00	<b>-\$120,922.86</b>	-\$155,327.47	77.85%
<b>Total Revenues</b>	<b>-\$772,253.37</b>	<b>-\$346,843.40</b>	<b>-\$487,757.38</b>	<b>-\$416,031.56</b>	<b>-\$702,132.82</b>	<b>-\$795,275.45</b>	<b>-\$1,101,837.52</b>	<b>-\$291,119.09</b>	<b>-\$339,342.52</b>	<b>-\$453,575.22</b>	<b>-\$503,102.06</b>	<b>-\$335,243.44</b>	<b>-\$6,544,513.83</b>	-\$3,284,625.97	199.25%
															<b>Budget</b>
<b>EXPENDITURES</b>															
Expenditures 199	\$391,947.26	\$370,092.49	\$352,981.67	\$254,148.88	\$251,282.34	\$145,134.39	\$304,202.50	\$260,463.16	\$262,122.33	\$240,924.89	\$232,941.00	\$450,888.26	<b>\$3,517,129.17</b>	\$2,484,870.18	141.54%
Expenditures 211,255,270,282,289,410,427	\$59,082.64	\$53,016.13	\$122,406.91	\$5,068.37	\$7,178.97	\$119,865.77	\$7,438.23	\$31,421.34	\$6,228.68	\$42,557.35	\$6,465.72	\$16,422.14	<b>\$477,152.25</b>	\$225,207.19	211.87%
Expenditures 240	\$15,547.66	\$18,012.08	\$19,208.00	\$11,278.01	\$15,498.34	\$14,491.41	\$13,942.04	\$17,979.73	\$14,827.33	\$3,892.01	\$2,729.18	\$24,838.48	<b>\$172,244.27</b>	\$155,327.47	110.89%
<b>Total Expenditures</b>	<b>\$466,577.56</b>	<b>\$441,120.70</b>	<b>\$494,596.58</b>	<b>\$270,495.26</b>	<b>\$273,959.65</b>	<b>\$279,491.57</b>	<b>\$325,582.77</b>	<b>\$309,864.23</b>	<b>\$283,178.34</b>	<b>\$287,374.25</b>	<b>\$242,135.90</b>	<b>\$492,148.88</b>	<b>\$4,166,525.69</b>	\$2,865,404.84	145.41%
<b>Total Cash</b>	<b>-\$305,675.81</b>	<b>\$94,277.30</b>	<b>\$6,839.20</b>	<b>-\$145,536.30</b>	<b>-\$428,173.17</b>	<b>-\$1,074,767.02</b>	<b>-\$1,427,420.29</b>	<b>-\$600,983.32</b>	<b>-\$622,520.86</b>	<b>-\$740,949.47</b>	<b>-\$745,237.96</b>	<b>-\$827,392.32</b>			
<b>Fund Balance</b>															
General Fund - First Financial	-\$127,564.39	-\$338,065.44	-\$265,377.76	-\$481,290.84	-\$251,035.15	-\$250,880.23	-\$240,922.24	-\$224,226.84	-\$240,712.53	-\$240,525.87	-\$240,901.09	-\$77,821.68			
TexPool Transfers (Payroll/Bills)	-\$375,000.00	-\$250,000.00	-\$200,000.00	-\$100,000.00	-\$80,000.00	\$0.00	-\$500,000.00	\$0.00	-\$100,000.00	-\$100,000.00	0.00	\$0.00			
TexPool Investment Pool	-\$1,425,001.25	-\$1,180,649.52	-\$1,185,619.90	-\$1,090,717.81	-\$1,176,009.41	-\$1,180,984.93	-\$1,686,682.46	-\$1,694,049.63	-\$1,601,334.22	-\$1,508,252.76	-\$1,515,064.11	-\$1,521,881.04			
TexPool Transfers (Payroll/Bills)	\$375,000.00	\$250,000.00	\$200,000.00	\$100,000.00	\$80,000.00	\$0.00	\$500,000.00	\$0.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00			
<b>Total Fund Balance</b>	<b>-\$1,552,565.64</b>	<b>-\$1,518,714.96</b>	<b>-\$1,450,997.66</b>	<b>-\$1,572,008.65</b>	<b>-\$1,427,044.56</b>	<b>-\$1,431,865.16</b>	<b>-\$1,927,604.70</b>	<b>-\$1,918,276.47</b>	<b>-\$1,842,046.75</b>	<b>-\$1,748,778.63</b>	<b>-\$1,755,965.20</b>	<b>-\$1,599,702.72</b>			

# Board Report Summary

## 2023-2024

AUGUST

REVENUE	Est. Revenue	Rev. Realized To Date	Revenue Balance	% Realized
Taxes	741,004.00	-701,203.70	39,800.30	94.63%
Other Rev. Local	0.00	-158,296.44	-158,296.44	0.00
<b>Total REVENUE - Local and Intermediate</b>	<b>741,004.00</b>	<b>-859,500.14</b>	<b>-118,496.14</b>	<b>115.99%</b>
<b>Total State Program Revenues</b>	<b>2,189,819.11</b>	<b>-1,960,467.05</b>	<b>229,352.06</b>	<b>89.53%</b>
<b>TOTAL Revenue - LOCAL-STATE-FEDERAL</b>	<b>2,930,823.11</b>	<b>-2,819,967.19</b>	<b>110,855.92</b>	<b>96.22%</b>

### Fund 199

	Budget	Expenditure YTD	Balance	% Realized
<b>Function 11 INSTRUCTION</b>				
6100 - Payroll Costs	-1,567,235.81	1,512,383.01	-54,852.80	96.50%
6200 - Professional and Constructed SVS	-6,800.00	20,363.76	13,563.76	299.47%
6300 - Supplies and Materials	-20,750.00	70,401.57	49,651.57	339.28%
6400 - Other Operating Costs	-3,000.00	15,800.76	12,800.76	526.69%
6600 - Capital Outlay Land Building & Equipment	-13,000.00	0.00	-13,000.00	0.00%
<b>Total Function 11 INSTRUCTION</b>	<b>-1,610,785.81</b>	<b>1,618,949.10</b>	<b>8,163.29</b>	<b>100.51%</b>
<b>Function 12 INSTRUCTIONAL RESOURCES/MEDIA</b>				
6100 - Payroll Costs	-7,554.55	6,172.68	-1,381.87	81.71%
6200 - Professional & Contracted SVS	0.00	1,298.00	1,298.00	0.00%
6300 - Supplies and Materials	0.00	0.00	0.00	0.00%
<b>Total Function 12 INSTRUCTIONAL RESOURCES/MEDIA</b>	<b>-7,554.55</b>	<b>7,470.68</b>	<b>-83.87</b>	<b>98.89%</b>
<b>Function 13 CURRICULUM &amp; STAFF DEV</b>				
6400 - Travel & Subsistence	-2,100.00	1,037.93	-1,062.07	49.43%
<b>Total Function 13 CURRICULUM &amp; STAFF DEV</b>	<b>-2,100.00</b>	<b>1,037.93</b>	<b>-1,062.07</b>	<b>49.43%</b>
<b>Function 23 SCHOOL LEADERSHIP</b>				
6100 - Payroll Costs	-174,165.41	169,337.29	-4,828.12	97.23%
6400 - Travel & Subsistence	-1,500.00	5,604.59	4,104.59	373.64%
<b>Total Function 23 SCHOOL LEADERSHIP</b>	<b>-175,665.41</b>	<b>174,941.88</b>	<b>-723.53</b>	<b>99.59%</b>
<b>Function 31 GUIDANCE AND COUNSELING SVS</b>				
6100 - Payroll Costs	-138,890.85	138,870.35	-20.50	99.99%
6300 - Supplies and Materials	-500.00	12.77	-487.23	2.55%
6400 - Other Operating Costs	-500.00	846.52	346.52	169.30%
<b>Total Function 31 GUIDANCE AND COUNSELING</b>	<b>-139,890.85</b>	<b>139,729.64</b>	<b>-161.21</b>	<b>99.88%</b>
<b>Function 33 HEALTH SERVICES</b>				
6100 Health Services	-63,247.99	62,960.17	-287.82	99.54%
6300 - Supplies and Materials	-500.00	380.30	-119.70	76.06%
6400 - Other Operating Costs	-250.00	641.62	391.62	256.65%
<b>Total Function 33 HEALTH SERVICES</b>	<b>-63,997.99</b>	<b>63,982.09</b>	<b>-15.90</b>	<b>99.98%</b>
<b>Function 34 STUDENT TRANSPORTATION</b>				
6100 - Payroll Costs	-18,022.64	23,240.99	5,218.35	128.95%
6200 - Professional & Constructed SVS	-15,000.00	12,010.73	-2,989.27	80.07%
6300 - Supplies and Materials	-18,000.00	21,006.58	3,006.58	116.70%
6400 - Other Operating Costs	-3,500.00	5,699.00	2,199.00	162.83%
6600 - Capital Outlay Land Bldg & Equip	-31,200.00	0.00	-31,200.00	0.00%
<b>Total Function 34 STUDENT TRANSPORTATION</b>	<b>-85,722.64</b>	<b>61,957.30</b>	<b>-23,765.34</b>	<b>72.28%</b>

<b>Function 36 CO-CURRICULAR ACTIVITIES</b>				
6100 - Payroll Costs	-184,891.74	157,650.40	-27,241.34	85.27%
6200 - Professional & Constructed SVS	-7,500.00	6,860.27	-639.73	91.47%
6300 - Supplies and Materials	-29,500.00	50,585.13	21,085.13	171.48%
6400 - Other Operating Costs	-4,500.00	11,387.13	6,887.13	253.05%
<b>Total Function 36 CO-CURRICULAR ACTIVITIES</b>	<b>-226,391.74</b>	<b>226,482.93</b>	<b>91.19</b>	<b>100.04%</b>
<b>Function 41 General Administration</b>				
6100 - Payroll Costs	-205,636.40	155,391.31	-50,245.09	75.57%
6200 - Professional & Constructed SVS	-45,350.00	70,752.04	25,402.04	156.01%
6300 - Supplies and Materials	-2,000.00	3,441.55	1,441.55	172.08%
6400 - Other Operating Costs	-12,500.00	35,072.54	22,572.54	280.58%
<b>Total Function 41 GENERAL ADMINISTRATION</b>	<b>-265,486.40</b>	<b>264,657.44</b>	<b>-828.96</b>	<b>99.69%</b>
<b>Function 51 Plant Maintenance &amp; Operations</b>				
6100 - Payroll Costs	-155,777.72	154,143.41	-1,634.31	98.95%
6200 - Professional & Constructed SVS	-402,000.00	184,506.43	-217,493.57	45.90%
6300 - Supplies and Materials	-30,000.00	45,215.11	15,215.11	150.72%
6400 - Other Operating Costs	-25,500.00	33,648.00	8,148.00	131.95%
6600 - Capital Outlay	0.00	197,384.00	197,384.00	0.00%
<b>Total Function 51 PLANT MAINTENANCE &amp; OPERATIONS</b>	<b>-613,277.72</b>	<b>614,896.95</b>	<b>1,619.23</b>	<b>100.26%</b>
<b>Function 52 Security &amp; Monitoring</b>				
6200 - Professional & Constructed SVS	-63000	60,295.26	-2,704.74	95.71%
6300 - Supplies and Materials	0	1156.15	1156.15	0.00%
6400 - Other Operating Costs	0	776.81	776.81	0.00%
<b>Total Function 52 DATA PROCESSING</b>	<b>-63,000.00</b>	<b>62,228.22</b>	<b>-771.78</b>	<b>98.77%</b>
<b>Function 53 Data Processing</b>				
6100 - Payroll Costs	0.00	24,354.71	24,354.71	0.00%
6200 - Professional & Constructed SVS	-30,250.00	29,757.15	-492.85	98.37%
6300 - Supplies and Materials	-56,000.00	31,358.70	-24,641.30	56.00%
<b>Total Function 53 DATA PROCESSING</b>	<b>-86,250.00</b>	<b>85,470.56</b>	<b>-779.44</b>	<b>99.10%</b>
<b>Function 71 Debt Service</b>				
6500 - Long Term Debt/Interest	-122,500.00	122,334.35	-165.65	99.86%
<b>Total Function 71 DEBT SERVICE</b>	<b>-122,500.00</b>	<b>122,334.35</b>	<b>-165.65</b>	<b>99.86%</b>
<b>Function 81 Facilities Acq &amp; Construction</b>				
6600 - Bldg Purchase, Construction	0.00	-	0.00	0.00%
<b>Total Function 81 FACILITIES ACQ &amp; CONST</b>	<b>0.00</b>	<b>-</b>	<b>0.00</b>	<b>0.00%</b>
<b>Function 93 Payments-Shared</b>				
6200 - Professional & Constructed SVS	-53,500.00	53,303.27	-196.73	99.63%
<b>Total Function 93 PAYMENST-SHARED</b>	<b>-53,500.00</b>	<b>53,303.27</b>	<b>-196.73</b>	<b>99.63%</b>
<b>Function 99 Tax Appraisal &amp; Collection</b>				
6200 - Professional & Constructed SVS	-19,700.00	19,686.83	-13.17	99.93%
<b>Total Function 99 TAX APPRAISAL &amp; COLLECTION</b>	<b>-19,700.00</b>	<b>19,686.83</b>	<b>-13.17</b>	<b>99.93%</b>
<b>Total Function 00 OTHER USES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>-3,535,823.11</b>	<b>3,517,129.17</b>	<b>-18,693.94</b>	<b>99.47%</b>

For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
009301	08-05-2024	RUSH TRUCK CENTER	014899	3038228315	199-34-6319.00-072-499000	ELECTRICAL ARM	688.47	N
009302	08-05-2024	THE WATER SHOP	014896	5859	199-51-6269.00-072-499000	WATER COOLER RENTAL	100.00	N
			014896	5859	199-51-6319.00-072-499000	WATER & CUPS	96.00	N
<b>Totals for Check 009302</b>							<b>196.00</b>	
009303	08-05-2024	AMAZON CAPITAL	014898	1DPV-FKNY-	199-52-6399.00-072-499000	KEY LOCK BOX	187.15	N
009304	08-05-2024	WRIGHT'S ICE SERVICE	014895	22408	199-51-6269.00-072-499000	ICE MACHINE RENTAL	280.00	N
009305	08-05-2024	NEXTLINK	014897		199-51-6259.00-072-499000	PHONE & FAX	1,408.04	N
009306	08-05-2024	CYGNATURE HEATING &	014901	3002-24	199-51-6249.00-072-499000	DUCTWORK IN CTE AREA	8,430.00	N
009307	08-05-2024	OLD TOWNE ELECTRIC	014900	3491	199-51-6249.00-072-499000	NEW RAIN BIRD CONTROL BOX I	650.00	N
009308	08-05-2024	STRATEGIC EQUIPMENT	014894	0801220	240-35-6269.00-072-499000	MILK COOLER RENTAL	267.00	N
			014894	0801221	240-35-6269.00-072-499000	MILK COOLER RENTAL	267.00	N
			014894	0801223	240-35-6269.00-072-499000	MILK COOLER RENTAL	267.00	N
			014894	0801224	240-35-6269.00-072-499000	MILK COOLER RENTAL	267.00	N
			014894	0801225	240-35-6269.00-072-499000	MILK COOLER RENTAL	267.00	N
			014894	0801226	240-35-6269.00-072-499000	MILK COOLER RENTAL	267.00	N
			014894	0824524	240-35-6269.00-072-499000	MILK COOLER RENTAL	267.00	N
<b>Totals for Check 009308</b>							<b>1,869.00</b>	
009309	08-05-2024	CHERRYROAD MEDICA I	014902	61461	199-41-6219.00-720-499000	BOND ELECTION POSTING	562.50	N
009310	08-06-2024	CHELSEA KROLL	014903		199-52-6411.00-101-499000	OIS GUARDIAN TRAINING	170.71	N
009311	08-07-2024	MORGAN MILL ISD	014918		199-53-6399.00-072-499000	3 INTERACTIVE TVS CLASSROOM	1,500.00	N
009312	08-13-2024	MATTHEW PEREZ	014919		199-53-6399.00-072-499000	REIMBURSE CHARGERS	379.39	N
009313	08-13-2024	NATIONAL BENEFIT SER	DEDCH		199-00-2159.00-003-400000	AUG DED TAX SHEL. ANNUITY	500.00	N
009314	08-13-2024	FINANCIAL BENEFIT SE	DEDCH		199-00-2153.00-005-400000	AUG DED HEALTH INSURANCE	276.49	N
			DEDCH		199-00-2153.00-009-400000	AUG DED HEALTH INSURANCE	176.42	N
			DEDCH		199-00-2153.00-010-400000	AUG DED LIFE INSURANCE	311.10	N
			DEDCH		199-00-2153.00-011-400000	AUG DED LIFE INSURANCE	38.70	N
			DEDCH		199-00-2153.00-013-400000	AUG DED LIFE INSURANCE	20.99	N
			DEDCH		199-00-2153.00-015-400000	AUG DED LIFE INSURANCE	33.00	N
			DEDCH		199-00-2153.00-016-400000	AUG DED LIFE INSURANCE	63.30	N
			DEDCH		199-00-2153.00-017-400000	AUG DED LIFE INSURANCE	118.69	N
			DEDCH		199-00-2153.00-019-400000	AUG DED LIFE INSURANCE	.70	N
			DEDCH		199-00-2153.00-021-400000	AUG DED LIFE INSURANCE	16.30	N
			DEDCH		199-00-2153.00-022-400000	AUG DED HEALTH INSURANCE	35.21	N
			DEDCH		199-00-2153.00-024-400000	AUG DED LIFE INSURANCE	32.40	N
			DEDCH		199-00-2153.00-025-400000	AUG DED LIFE INSURANCE	5.40	N
			DEDCH		199-00-2153.00-026-400000	AUG DED LIFE INSURANCE	52.00	N
			DEDCH		199-00-2153.00-027-400000	AUG DED LIFE INSURANCE	6.00	N
			DEDCH		199-00-2153.00-031-400000	AUG DED HEALTH INSURANCE	103.92	N
			DEDCH		199-00-2159.00-012-400000	AUG DED HSA	518.16	N
			DEDCH		199-00-2159.00-029-400000	AUG DED MISCELLANEOUS DED	7.95	N
			DEDCH		199-00-2159.00-030-400000	AUG DED MISCELLANEOUS DED	80.00	N

For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			DEDCH		199-00-2159.00-036-400000	AUG DED MISCELLANEOUS DED	28.00	N
			DEDCH		199-00-2159.00-037-400000	AUG DED MISCELLANEOUS DED	83.30	N
<b>Totals for Check 009314</b>							<b>2,008.03</b>	
009315	08-13-2024	LEGAL SHIELD	DEDCH		199-00-2159.00-034-400000	AUG DED MISCELLANEOUS DED	135.60	N
009316	08-13-2024	EECU	DEDCH		199-00-2159.00-035-400000	AUG DED HSA	450.00	N
009317	08-13-2024	AFLAC	DEDCH		199-00-2159.00-040-400000	AUG DED MISCELLANEOUS DED	210.92	N
009318	08-14-2024	DUNCAN DISPOSAL	014923	0058-001362822	199-51-6259.00-072-499000	DISPOSAL	180.91	N
009319	08-14-2024	SANTO PROPANE COMP	014928	0330243	199-51-6259.00-072-499000	PROPANE	808.50	N
009320	08-14-2024	KIRBO'S OFFICE SYSTE	014921	453018	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	145.32	N
			014921	453019	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	145.32	N
			014921	453560	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	45.00	N
			014921	453559	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	58.00	N
			014921	454381	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	583.65	N
			014921	454380	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	145.32	N
			014921	454379	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	145.32	N
			014921	456107	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	45.00	N
			014921	456106	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	58.00	N
			014921	456714	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	164.58	N
			014921	457474	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	178.91	N
			014921	457781	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	39.19	N
			014921	457780	199-11-6269.00-072-411000	KIRBOS SERVICE USAGE	58.00	N
<b>Totals for Check 009320</b>							<b>1,811.61</b>	
009321	08-14-2024	THE DOWELL COMPANY	014926	2408-533750	199-51-6319.00-072-499000	SHARKBITE COUPLING/DRILL	57.47	N
			014929	2408-534550	199-51-6319.00-072-499000	SPRAY KRYLON/DUCT	32.74	N
			014932	2407-530647	199-51-6319.00-072-499000	RED MULCH	34.32	N
<b>Totals for Check 009321</b>							<b>124.53</b>	
009322	08-14-2024	LABATT FOOD SERVICE	014930	08074250	240-35-6341.00-072-499000	FOOD	1,135.75	N
009323	08-14-2024	AMAZON CAPITAL	014933	1C6W-F7XT-	199-51-6319.00-072-499000	WAGON FACILITIES	99.99	N
009324	08-14-2024	TAYLOR DELKA	014920		199-11-6399.00-072-425000	REIMBURSE MIGRANT SUPPLIES	163.57	N
			014920		199-11-6399.02-101-411000	REIMBURSE TABLES/SHELVING	1,190.99	N
<b>Totals for Check 009324</b>							<b>1,354.56</b>	
009325	08-14-2024	LOVELL LAWN & LANDS	014934	2024-2978	199-51-6249.00-072-499000	IRRIGATION REPAIR SERVICES	396.75	N
009326	08-14-2024	ASSOCIATED WELL SER	014935	83003	199-51-6249.00-072-499000	REPLACED PEX FITTINGS/PRESS	623.29	N
009327	08-14-2024	TARLETON STATE UNIV	014931	T002090	199-51-6249.00-072-499000	LAMP SAMPLE ANALYSIS	100.00	N
009328	08-14-2024	KOPPERL ISD	014922		199-36-6399.00-072-491000	KOPPERL VBALL TOURNEY	375.00	N
009329	08-14-2024	OAK FARMS DALLAS	014927	542036197	240-35-6341.00-072-499000	MILK	453.07	N
009330	08-14-2024	MATTHEW W RIGDON	014924		199-51-6249.00-072-499000	MAINT HRS FROM 7/23 TO 8/1	756.75	N
009331	08-14-2024	SHANNON ALEXANDER	014925		199-51-6249.00-072-499000	MAINT HRS FROM 7/30 TO 8/6	397.50	N

For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
009332	08-14-2024	ERATH CO. TAX ASSESS	014937		199-41-6213.00-703-499000	TAX COLLECTOR	4.00	N
009333	08-14-2024	MCCREARY VESELKA B	014938		199-41-6213.00-703-499000	TAX ATTORNEY	546.73	N
009334	08-14-2024	UNITED COOPERATIVE	014936		199-51-6249.00-072-499000	ELECTRIC	4,430.73	N
009335	08-19-2024	JAMES RIGDON	014939		199-34-6311.00-072-499000	SUBURBAN FUEL	35.02	N
009336	08-19-2024	CRYSTAL RUCAS	014940		199-11-6499.00-072-411000	REIMBURSE TEACHER STAFF BF	136.50	N
009337	08-20-2024	TAYLOR DELKA	014941		199-11-6399.00-101-422000	PPE SAFETY GOGGLES/GLOVES	461.24	N
009338	08-20-2024	CRYSTAL RUCAS	014942		199-23-6411.00-072-499000	TEXES 268 PREP COURSE	520.00	N
009339	08-20-2024	TAYLOR DELKA	014943	137322	199-11-6399.02-101-411000	REIMBURSE STUDENT PLANNER	313.80	N
009340	08-21-2024	KIRBO'S OFFICE SYSTE	014946	497335	199-11-6269.00-072-411000	KIRBOS COPIER USAGE	179.84	N
009341	08-21-2024	MCCOY'S BUILDING SUP	014951	873434	199-51-6319.00-072-499000	BUILDING MATERIALS	819.17	N
009342	08-21-2024	MAYFIELD PAPER COMP	014947	4138344	199-51-6319.00-072-499000	JANITORIAL SUPPLIES	54.98	N
009343	08-21-2024	LABATT FOOD SERVICE	014949	08144249	240-35-6341.00-072-499000	FOOD	993.33	N
009344	08-21-2024	ORKIN PEST CONTROL	014950	296992	199-51-6249.00-072-499000	PEST CONTROL	117.68	N
009345	08-21-2024	BRUNER MOTORS INC	014945	83471	199-34-6249.00-072-499000	WORK TO SUBURBAN	86.41	N
009346	08-21-2024	TRANS TEXAS TIRE	014948	1-126876	199-34-6249.00-072-499000	LOOSE WHEEL CARRY OUT	10.00	N
009347	08-21-2024	XEROX FINANCIAL	014944	6096129	199-71-6512.00-072-499000	XEROX COPIER LEASE	974.28	N
009348	08-21-2024	AREA SECURITY &	014952	19098	199-51-6249.00-072-499000	REKEY & COMM ENTRY LEVER H	315.00	N
			014952	19105	199-51-6249.00-072-499000	MASTER KEY & 2LOCKS HS NEW	528.00	N
<b>Totals for Check 009348</b>							<b>843.00</b>	
009349	08-21-2024	EDUCATION SERV. CTR.	014953	3002400742	429-11-6239.03-072-411000	YEAR 1 EUREKA SUPPORT/AMPLI	6,150.00	N
009350	08-22-2024	TYSON FOODS, INC.	014954	32693886	240-35-6344.00-072-499000	COMMODITY CHICKEN	31.38	N
			014954	32693882	240-35-6344.00-072-499000	COMMODITY CHICKEN	49.65	N
			014954	32693881	240-35-6344.00-072-499000	COMMODITY CHICKEN	19.87	N
			014954	32693879	240-35-6344.00-072-499000	COMMODITY CHICKEN	101.14	N
			014954	32693878	240-35-6344.00-072-499000	COMMODITY CHICKEN	53.02	N
			014954	32693876	240-35-6344.00-072-499000	COMMODITY CHICKEN	108.92	N
			014954	32693894	240-35-6344.00-072-499000	COMMODITY CHICKEN	111.86	N
			014954	32693888	240-35-6344.00-072-499000	COMMODITY CHICKEN	42.81	N
			014954	32693890	240-35-6344.00-072-499000	COMMODITY CHICKEN	163.12	N
			014954	32693887	240-35-6344.00-072-499000	COMMODITY CHICKEN	90.26	N
			014954	32693892	240-35-6344.00-072-499000	COMMODITY CHICKEN	89.08	N
			014954	32693885	240-35-6344.00-072-499000	COMMODITY CHICKEN	108.94	N
<b>Totals for Check 009350</b>							<b>970.05</b>	
009351	08-22-2024	LABATT FOOD SERVICE	014956	08219366	240-35-6341.00-072-499000	FOOD	1,183.71	N
009352	08-22-2024	AUTO PARTS CO.	014957	9214-752929	199-34-6319.00-072-499000	12V COMM BAT/CHUCK ST	453.13	N
009353	08-22-2024	OAK FARMS DALLAS	014955	542036668	240-35-6341.00-072-499000	MILK	635.75	N

## For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
009354	08-26-2024	CENTRALIZED WATER &	014959	10011562	199-51-6249.00-072-499000	LEAD & COPPER ANNUAL TESTIN	150.00	N
009355	08-26-2024	TARLETON STATE UNIV	014958	T002170	199-51-6249.00-072-499000	LAB SAMPLE ANALYSIS	100.00	N
051653	08-20-2024	OMNI CHEER	014967		199-36-6399.02-072-491000	CHEER BACK PACKS	384.05	N
052530	08-07-2024	DANA'S DONUT SHOP	014962		199-11-6499.00-072-411000	STAFF BREAKFAST	136.55	N
052546	08-07-2024	CHICK FIL A	014961		199-11-6499.00-072-411000	STAFF LUNCH	497.96	N
052931	08-15-2024	GRUMPS	014966		199-36-6499.00-072-491000	DEC MEETING UIL	84.88	N
105124	08-08-2024	NORTH AMERICAN	014963		199-11-6399.02-101-411000	COUNSELOR TEST OUT STUDEN	25.00	N
105257	08-22-2024	HARBOR FREIGHT	014968		199-51-6319.00-072-499000	AIR CONDITIONER	175.94	N
105446	08-09-2024	BROOKSHIRES	014964		199-11-6499.00-072-411000	MEET THE BRAVES	187.65	N
421800	08-07-2024	THE HOME DEPOT	014960		199-51-6319.00-072-499000	HS RENOVATION SUPPLIES	2,170.60	N
475560	08-13-2024	EFTPS	014965		199-00-2151.00-000-400000	WH TAXES	10,583.97	N
			014965		199-00-2152.01-000-400000	MEDICARE	2,788.29	N
			014965		199-00-2152.02-000-400000	MEDICARE DIST MATCH	2,788.29	N
						<b>Totals for Check 475560</b>	<b>16,160.55</b>	
840827	08-24-2024	TEACHER RETIREMENT	014969		199-00-2155.00-000-400000	MEMBER CONTRIBUTION	15,922.85	N
			014969		199-00-2155.00-000-400000	MEMBER TRS CARE	1,254.50	N
			014969		199-00-2155.01-000-400000	RE FED FUND	1,250.84	N
			014969		199-00-2155.02-000-400000	STATE MIN	2,330.81	N
			014969		199-00-2155.04-000-400000	RE TRS CARE	1,447.54	N
			014969		199-00-2155.08-000-400000	PUBLIC EDUCATION	3,113.01	N
			014969		199-00-2155.09-000-400000	PENSION SURCHARGE	563.62	N
			014969		199-00-2155.10-000-400000	TRS CARE SURCHARGE	1,070.00	N
						<b>Totals for Check 840827</b>	<b>26,953.17</b>	
999999	08-20-2024	CLAIMS ADMINISTRATIV	014970		199-11-6143.00-072-411000	WORK COMP POOL	47.00	N
						<b>Total Checks</b>	<b>95,236.72</b>	

End of Report

## T-TESS CALENDAR 2024-2025

<b>T-TESS Orientation Training (Required)</b>	<b>Training Date</b>		
Initial T-TESS Orientation Training for NEW Teachers (new to the district & profession)	September 23, 2024		
T-TESS Refresher Training for Returning Teachers on Campus	T-TESS training to be completed no later than September 23, 2024		
<b>Goal-Setting and Professional Development Plan (GSPD)</b>	<b>Due Date</b>		
A goal setting and professional development plan is required for a teacher in the first year of appraisal under T-TESS and teachers new to the district.	Six weeks from the last day of in-service.		
Returning teachers review the goals established at the EOY Conference to determine if changes are needed. Changes will be made on the GSPD Plan in Eduphoria.	September 23, 2024		
<b>Observation Pre-Conference and Observation</b>	<b>Due Date</b>		
Announced Formal Observations	May begin formal observations two weeks after goals are completed.		
Observation Post-Conference	Conducted within ten working days of the observation.		
<b>End of Year conference and Written Summative Annual Appraisal</b>	<b>Due Date</b>		
An end of year conference shall be held no later than 15 working days before the last day of instruction for students.	May 5, 2025		
Written Summative Annual Appraisal (Final Observation Report)	The written summative annual appraisal report (Final Observation Report) shall be shared with the teacher within 10 working days following the conclusion of the EOY conference but no later than 15 working days before the last day of instruction.		
<b>Instructional Days on which no observations are allowed due to day before and day after a holiday.</b>			
August 29, 2024 September 3, 2024	November 21, 2024 December 2, 2024	December 19, 2024 January 6, 2025	March 6, 2025 March 17, 2025
<p>&gt;No observations are allowed on days a teacher is scheduled for STARR testing&lt; &gt;Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school year.&lt;</p>			

## T-TESS Calendar 2024-2025, Page 2

<p style="text-align: center;"><b>Orientation</b></p>	<ul style="list-style-type: none"> <li>• Teachers new to the district will be trained for T-TESS.</li> <li>• All individuals appraised with T-TESS will attend T-TESS campus orientation.</li> <li>• Teachers hired after August will be trained by campus administration.</li> </ul>
<p style="text-align: center;"><b>Teacher Goal-Setting Plan (GS) and Student Goal (SGG)</b></p>	<ul style="list-style-type: none"> <li>• A completed, appraiser-approved GS &amp; SGG must be submitted through Eduphoria by ALL teachers and reviewed at the beginning of the year conference.</li> <li>• GS and SGG will be maintained through the course of the school year by the teacher.</li> <li>• Teacher GS &amp; SGG will be reviewed with teacher at the EOY conference.</li> <li>• SGG rating will be shared with teachers at the EOY conference.</li> </ul>
<p style="text-align: center;"><b>Pre-Conference</b></p>	<ul style="list-style-type: none"> <li>• The teacher will submit pre-conference documents to his/her appraiser either before or during the pre-conference.</li> </ul>
<p style="text-align: center;"><b>Formal Observation</b></p>	<ul style="list-style-type: none"> <li>• Advance notice – provide a ten (10) working day window for observation.</li> <li>• Minimum 45- minute observation which will include a full lesson.</li> <li>• Written summary submitted to the teacher within ten (10) working days of the formal observation.</li> </ul>
<p style="text-align: center;"><b>Post-Conference</b></p>	<ul style="list-style-type: none"> <li>• The post-conference must be held no more than ten (10) working days after the formal observation.</li> </ul>
<p style="text-align: center;"><b>Schedule Limitations – Review &amp; Testing Days</b></p>	<ul style="list-style-type: none"> <li>• Formal observations may NOT be held on days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.</li> </ul>
<p style="text-align: center;"><b>Growth Plans</b></p>	<ul style="list-style-type: none"> <li>• T-TESS appraisals do NOT automatically trigger growth plans.</li> <li>• Professional growth plans may be established for teachers at any time throughout the year.</li> <li>• Contact HR for assistance on establishing growth plans.</li> </ul>
<p style="text-align: center;"><b>Documented Walkthroughs</b></p>	<ul style="list-style-type: none"> <li>• A minimum of two (2) documented T-TESS walkthroughs must be conducted for ALL teachers. These must be completed in Eduphoria on the T-TESS walkthrough document (Minimum: one each semester)</li> <li>• Each walkthrough must be a minimum of fifteen (15) minutes in length.</li> <li>• Documentation must be shared with the teacher in writing within ten (10) days.</li> </ul>
<p style="text-align: center;"><b>Teacher Response/Request for a Second Appraiser</b></p>	<ul style="list-style-type: none"> <li>• A teacher may rebut in writing and/or request 2<sup>nd</sup> appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual Report.</li> </ul>
<p style="text-align: center;"><b>End-of-Year Conference</b></p>	<ul style="list-style-type: none"> <li>• <b>All teachers</b> must have an End-of-Year Conference no later than May 1, 2024.</li> <li>• Review of the appraisal data collected throughout the current school year.</li> <li>• Examine and discuss the evidence related to the teacher's performance on the four domains OR domain four of the T-TESS rubric depending on the type of teacher appraisal.</li> <li>• Review Goal-Setting and Professional Development Plan and Plan for following school year.</li> <li>• Review Student Growth Goals, student trackers and SGG rating rubric - add to T-TESS summative report.</li> </ul>
<p style="text-align: center;"><b>Summative Annual Report and Conference</b></p>	<ul style="list-style-type: none"> <li>• <b>Teachers may</b> waive the summative conference <b>IF</b> no new evidence is provided and signatures are obtained at the end-of- year conference.</li> <li>• Any piece of evidence/documentation shared with the teacher in writing within ten (10) days can be used as documentation/evidence.</li> <li>• The summative report shall be shared with the teacher within 10 working days following conclusion of the EOY conference.</li> <li>• The summative conference must be held no later than 15 working days before the last day of instruction – May 1, 2024.</li> <li>• Printed, signed copies uploaded to Frontline Central.</li> </ul>
<p style="text-align: center;"><b>Librarians, Counselors, Nurses, and Other Educational Professionals</b></p>	<ul style="list-style-type: none"> <li>• Do not use the T-TESS instrument and must be evaluated annually, per Board policy.</li> </ul>

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### Three Way ISD-Erath County

#### ATTN(NOTE)

#### GENERAL INFORMATION ABOUT THIS UPDATE

##### Please note:

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

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

#### AIB(LEGAL)

#### ACCOUNTABILITY: PERFORMANCE REPORTING

The Results Driven Accountability (RDA) section of the policy has been deleted. TEA included RDA information in the Accountability Manual starting in 2023 and repealed the RDA information in the Administrative Code. This change aims to streamline information used in academic accountability and RDA systems.

#### AIC(LEGAL)

#### ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

A citation to the Administrative Code has been included under Student Enrollment and Assignment, Enrollment Provision in Contract, regarding campuses that are closed and repurposed.

As 19 TAC 97.2005 has been repealed, the reference to Results Driven Accountability has been deleted from the section on Special Program Performance Determination.

#### AIE(LEGAL)

#### ACCOUNTABILITY: INVESTIGATIONS

The word "accreditation" has been removed as a descriptor for investigations in two places within the policy after an amendment to the Administrative Code, effective January 17, 2024.

#### BBA(LEGAL)

#### BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

At Intent to Return, language from the Election Code has been included to minimize confusion regarding the specific requirements for establishing an intent to return to the individual's residence after a temporary absence.

#### BBBB(LEGAL)

#### ELECTIONS: POST-ELECTION PROCEDURES

HB 5180 added new requirements for public inspection of election records. A reference has been added at Election Records regarding where to find information on public inspection of those records for districts who serve as custodians of their own election records.

#### BBD(LOCAL)

#### BOARD MEMBERS: TRAINING AND ORIENTATION

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

#### BBFA(LOCAL)

#### ETHICS: CONFLICT OF INTEREST DISCLOSURES

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

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### Three Way ISD-Erath County

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

HB 3273, effective January 1, 2024, revised the Tax Code and requires a taxing unit, including a school district, to provide specific notice to property owners on its website. These provisions have been included in the Appraisal District Property Tax Database section of the policy.

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

This policy has been updated to indicate that a board that adopted an exemption for the 2022 tax year may not reduce the amount or repeal that exemption based on SB 2 from the second special session of the 88th Legislature. [See Homestead, Local Options.]

HB 4559, from the 88th regular session, increased the population range for certain districts to provide that the split payment option does not apply to the district's taxes collected by another taxing unit that has adopted that option. [See Split Payments, In Certain Counties.]

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

HB 4559 increased the population threshold for determining a large municipality for provisions related to the appointment of reinvestment zone board members. [See Tax Increment Financing Act, Large Municipality.]

Substantial changes have also been made based on HB 5 to incorporate the Texas Jobs, Energy, Technology, and Innovation Act.

#### **CKB(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS**

TEA's amendments to the Administrative Code rules for mandatory school drills necessitated reorganization of definitions and added clarity to several sections of the policy. Changes in this policy also reflect TEA's amendments to the Administrative Code rules related to active threat exercises.

#### **CKC(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS**

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

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

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

To address in one policy all security arrangements a district may have implemented, we have added CKE(LOCAL) and moved the relevant provisions from CKC(LOCAL) to this code.

Provisions relating to school resource officers have been edited to clarify that a district may have agreements with multiple law enforcement agencies depending on district needs and jurisdiction. A statement regarding the jurisdiction of school resource officers has been added. The policy also now includes a list of authority and duties as reflected in the controlling memorandum of understanding.

Provisions have been added to clarify the jurisdiction of security officers authorized to possess firearms, the authorization process, and a list of possible training topics.

The text regarding individuals authorized to possess firearms has been edited to clarify that the authorization to possess firearms is limited to emergency responses. A statement about immunities is included. A written authorization will specify the property at which the individual is authorized to carry a firearm, as well as the means of carrying and storage. A section on the duties of an authorized firearm carrier has been added to this policy.

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### Three Way ISD-Erath County

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

#### **CKED(LLEGAL) SECURITY PERSONNEL: OTHER SECURITY ARRANGEMENTS**

The provisions of this policy address commissioned security officers with Level III training under the Department of Public Safety hired through a security services contractor or as a district employee in accordance with the Education Code and the Occupations Code.

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

Cross-references throughout this policy have been updated to EFA since policy EF has been separated into EFA (instructional materials) and EFB (library materials).

#### **CPC(LLEGAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT**

Edits to this policy at Destruction of Records remove a reference to 13 TAC 7.123(c), which was deleted from Texas State Library and Archives Commission rules, effective March 6, 2024.

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

HB 3273, effective January 1, 2024, requires school districts to post a notice informing property owners of the property tax database maintained by the appraisal district. Language has been added at item 28 under the section on Other Required Internet Postings.

#### **CQC(LLEGAL) TECHNOLOGY RESOURCES: EQUIPMENT**

A section on Guidelines for Use of Digital Devices has been added to address the TEA and Health and Human Services Commission model health and safety guidelines for the use of digital devices, which are required by the Education Code and were issued in October 2023.

#### **CQC(LOCAL) TECHNOLOGY RESOURCES: EQUIPMENT**

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

#### **DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES**

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

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

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

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### Three Way ISD-Erath County

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

New Department of Transportation rules amend the department's regulated industry drug testing program. The language in the Reports to DPS section has been amended for clarity.

#### **DNA(LEGAL)                      PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS**

Amendments to the Administrative Code allow districts to begin using the Alternate Domain I rubric as part of the Texas Teacher Evaluation and Support System (T-TESS) beginning with the 2024-25 school year. Language has been updated to reflect this change.

#### **DP(LEGAL)                        PERSONNEL POSITIONS**

The section on School Psychological Services has been amended to provide additional clarity and to set out the correct title for licensed specialists in school psychology (LSSPs) as indicated in the Administrative Code.

#### **EEH(LOCAL)                      INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION**

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

#### **EF(LEGAL)                        INSTRUCTIONAL RESOURCES**

In order to clarify the differences in requirements for instructional materials and library materials, as well as to accommodate the new library collection development standards, policy EF has been divided into EFA (instructional material) and EFB (library material). The content in EF(LEGAL) has moved to either EFA or EFB, as appropriate.

#### **EF(LOCAL)                        INSTRUCTIONAL RESOURCES**

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

#### **EFA(LEGAL)                      INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS**

Content regarding instructional material review and federally required parental inspection has been moved from EF(LEGAL) to EFA(LEGAL).

#### **EFA(LOCAL)                      INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS**

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

- At Selection, a clarification has been made to reflect that instructional materials must be chosen in accordance with stated objectives and administrative regulations and may include items from the State Board of Education list.
- At Reconsideration of Instructional Materials, the list of individuals who can submit a request for reconsideration has been revised. This change is recommended to align with the list provided in the

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### Three Way ISD-Erath County

new EFB(LOCAL), which permits an employee or parent or guardian to submit these requests. If the district would like to expand this list, please contact your policy consultant.

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

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

#### **EFB(LLEGAL)                      INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS**

EFB(LLEGAL) has been revised to incorporate new library collection development standards adopted by the Texas State Library and Archives Commission (TSLAC), effective January 23, 2024. The policy includes a note regarding the Fifth Circuit Court of Appeals enjoinder and the resulting unenforceability of certain statutes related to library material. The TSLAC Library Collection Development Standards are not currently enjoined by the Fifth Circuit Court of Appeals.

#### **EFB(LOCAL)                      INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS**

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

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

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

#### **EHBAAL(LEGAL)                      SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY**

A cross-reference to policy EHB has been included for additional requirements relating to the evaluation and identification process when dyslexia is a suspected disability. [See Determination of Initial Eligibility.]

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

The section on Supplemental Special Education Services (SSES) has been revised to reflect amended Administrative Code rules, effective April 18, 2023. The district is required to notify parents of SSES eligibility and related information during an ARD committee meeting.

A provision regarding an IEP supplement for each child who was enrolled in a district's special education program during the 2019-20 school year or the 2020-21 school year has been removed. That requirement expired on September 1, 2023.

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

Extensive revisions have been made throughout this policy to reflect amended rules relating to emergent bilingual students.

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### Three Way ISD-Erath County

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

Changes to this policy stem from amended Administrative Code provisions relating to innovative courses. The amended rules became effective February 18, 2024.

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

Revisions have been made to remove language that does not require district action to aid in readability and clarity. Citations have also been updated based on rule changes.

#### **FA(LLEGAL) PARENT RIGHTS AND RESPONSIBILITIES**

The cross-reference at Parental Rights relating to teaching materials has been updated to reflect the division of policy EF into EFA and EFB.

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

A section on Telehealth in Medicaid Covered Services has been added to provide guidance from Administrative Code rules specific to telehealth services authorized as Texas Medicaid covered services.

The section on opioid antagonists has been updated to reflect new rules effective November 1, 2023.

Changes have also been made to the section on epinephrine auto-injectors to reflect amended Administrative Code rules.

Citations throughout have been updated based on rule amendments.

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

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

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

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

#### **GBA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION**

A cross-reference regarding economic development negotiations under Government Code Chapter 403 has been added.

#### **GF(LLEGAL) PUBLIC COMPLAINTS**

The division of policy EF into EFA and EFB necessitated an update to the cross-reference in this policy.

#### **GF(LLOCAL) PUBLIC COMPLAINTS**

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

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

Explanatory Notes  
TASB Localized Policy Manual Update 123

**Three Way ISD-Erath County**

**GKA(LLEGAL)**

**COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

Amendments to the Code of Federal Regulations necessitated changes to the section regarding operation of a small unmanned aircraft system.

**GRA(LLEGAL)**

**RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES**

The Definitions section has been revised to reflect amended Administrative Code rules that include school resource officers and contracted police officers in the definition of "school personnel and volunteers."

Language has been added at Notice to School Personnel to provide direction if the superintendent is the individual alleged to have committed child abuse or neglect.

The Students Taken into Custody section has been updated to incorporate appropriate legal citations and improve clarity.



## (LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

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

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(LOCAL)

**Public Information  
Coordinator**

After Election or  
Appointment

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

After a Violation

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

**Reporting  
Continuing  
Education Credit**

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

ETHICS  
CONFLICT OF INTEREST DISCLOSURES

BBFA  
(LOCAL)

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

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

**Annual Financial  
Management Report**

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

**Emergency  
Operations Plan**

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

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

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

**Firearms**

**Purpose**

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

**Authorization**

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

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

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

**Notice Regarding  
Violent Activity**

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

**Revocation**

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

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

**Handgun Licensees**

~~Only a District employee who maintains a current license to carry a handgun in accordance with state law who is employed on a full-time basis under a continuing or term contract governed by Chapter 21 of the Education Code shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.~~

SAFETY PROGRAM/RISK MANAGEMENT  
EMERGENCY PLANS

CKC  
(LOCAL)

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

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

**School Resource  
Officers**

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.
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.

[See CKE(LEGAL) and CKEC(LEGAL)]

**Security Officers  
Authorized to  
Possess Firearms**

To assist with implementing the District's comprehensive safety programs, the District shall employ security officers as defined by Occupations Code Chapter 1702. To be authorized to carry a firearm, a security officer shall have completed the Department of Public Safety (DPS) Level III training course in order to be commissioned. The District shall comply with DPS rules for the employment of commissioned security officers. Security officers shall be accountable to and shall report to the Superintendent.

Jurisdiction

The jurisdiction of security 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.

Authorization

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

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

*Revocation*

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

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

Duties

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

In addition to complying with the relevant DPS regulations, a security officer shall:

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District;
2. Maintain school security by patrolling campus hallways, completing door checks, and monitoring the perimeter of the campus throughout the day;
3. Routinely check exterior doors and interior classroom doors to ensure they are locked;
4. Complete weekly exterior door audits;
5. Inform campus administrators of malfunctioning cameras, doors, locks, gates, windows, etc., that require the submission of a work order for repair;
6. Assist with campus safety drills (i.e., fire, hold, secure, lock-down, evacuate, shelter);
7. Assist and coordinate with law enforcement personnel as needed;
8. Notify the police, fire department, emergency responders, or other appropriate authority of any situation requiring immediate attention; and
9. Perform other tasks and carry out all other lawful duties as directed by the Superintendent.

Handgun Licensees Each security officer shall be required to maintain a current license to carry a handgun in accordance with state law.

Training In addition to the training required by law and applicable DPS rules, each security officer assigned to a campus shall receive training in the following:

1. Student mental health, including suicide awareness;
2. Trauma-informed care;
3. Age-appropriate responses;
4. Child abuse identification and reporting;
5. Bullying, cyberbullying, harassment, and dating violence;
6. Special accommodations for students with disabilities (including behavior de-escalation techniques);
7. Confidentiality; and
8. Board policies and District regulations.

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

Permitted Weapons and Ammunition	Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.
Implementation	The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.
<b>Employees Authorized to Possess Firearms for Emergency Response</b>	The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations on District property, including invasion of a school by an armed outsider; a hostage situation; actions of a student or employee who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.
Purpose	
Authorization	<p>Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each authorized employee shall have immunities as provided by law.</p> <p>Each specifically authorized employee shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee. The written authorization shall specify the District premises and other property where the employee is authorized to carry a firearm, as well as the means of carrying and storing the firearm.</p> <p>Participation in this safety and security program shall be strictly voluntary.</p>
Revocation	<p>The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy.</p> <p>In addition, authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.</p>
Duties	<p>An authorized employee shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.</p> <p>In an emergency an authorized employee shall:</p> <ol style="list-style-type: none"><li>1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District; and</li></ol>

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

2. Carry out all other lawful duties as directed by the Superintendent.

**Handgun Licensees** Only a District employee who maintains a current license to carry a handgun in accordance with state law who is employed on a full-time basis under a continuing or term contract governed by Chapter 21 of the Education Code shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.

A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).

**Training** The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.

**Permitted Weapons and Ammunition** Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.

**Implementation** The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.

TECHNOLOGY RESOURCES  
EQUIPMENT

CQC  
(LOCAL)

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

The Superintendent shall develop regulations that implement these guidelines.

**Complaints**

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

**Other Complaint Processes**

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

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

**Notice to Employees**

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

**Guiding Principles**

**Informal Process**

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

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

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
<b>Freedom from Retaliation</b>	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
<b>Whistleblower Complaints</b>	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.</p> <p>[See DG]</p>
<b>Complaints Against Supervisors</b>	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
<b>General Provisions</b> Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

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Response	At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s email address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
Representative	“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.  The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.  When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.
Untimely Filings	All time limits shall be strictly followed unless modified by mutual written consent.  If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.

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Complaint and  
Appeal Forms

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

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

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

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

**Level One**

Complaint forms must be filed:

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

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

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

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

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

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

## **Level Two**

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

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

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

The Level One record shall include:

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

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

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

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

### **Level Three**

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

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

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

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

The Level Two record shall include:

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

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three

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presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

**General Education**

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

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

**Special Education**

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

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

**Documentation of Services**

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

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

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

### Objectives

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

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

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

### Selection Criteria

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

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

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

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

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

**Controversial Issues**

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

**Challenged Resources**

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

~~Informal  
Reconsideration~~

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

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

~~Formal  
Reconsideration~~

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

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

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

~~Appeal~~

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

~~Guiding Principles~~

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

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

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

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

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

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

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

**Objectives**

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

**Selection**

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

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

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

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

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

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

**Reconsideration of  
Instructional  
Materials**

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

Guiding Principles

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

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

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

Informal  
Reconsideration

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

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

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

Formal Request for  
Reconsideration

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

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

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

*Frequency of  
Review*

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

Appeal

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

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

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The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

**Collection  
Development Policy**

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

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

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

Responsibility

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

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

Collection  
Development Goals

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

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

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

Selection and  
Evaluation of  
Materials

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

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

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

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

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

Access Plan

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

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

Each campus shall communicate the following to parents and guardians:

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

Parental  
Involvement

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

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

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

*Access  
Procedures*

School Library

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

Online Catalog

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

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Protection from  
Inappropriate  
Material

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

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

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

Reconsideration of  
Library Material

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

*Guiding  
Principles*

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

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

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

*Informal  
Reconsideration*

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

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

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

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

*Formal Request  
for  
Reconsideration*

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

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

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

*Reconsideration  
Committee*

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

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

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

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

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

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

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

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

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

*Appeal*

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

*Frequency of Review*

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

Maintenance of Library Materials

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

**Gifts and Donations**

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

**Policy Review**

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

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**Complaints**

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

Other Complaint  
Processes

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

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

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

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

**Notice to Students and Parents**

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

**Guiding Principles**

Informal Process

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

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

Formal Process

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

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

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

**Freedom from Retaliation**

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

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**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

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

Response

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

Days

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

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

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

Consolidating  
Complaints

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

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

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

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

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

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

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

**Level One**

Complaint forms must be filed:

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

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

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

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

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

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

**Level Two**

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

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

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

The Level One record shall include:

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

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

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

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

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

**Level Three**

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

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

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

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

The Level Two record shall include:

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

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

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

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

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ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

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

**Complaints**

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

Other Complaint Processes

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

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

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

**Guiding Principles**

Informal Process

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

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

Formal Process

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

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

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

**Freedom from Retaliation**

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

**General Provisions**

Filing

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

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

Scheduling  
Conferences

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

Response

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

Days

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

Representative

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

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

Consolidating  
Complaints

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

Untimely Filings

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

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

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

Costs Incurred

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

Complaint and Appeal Forms

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

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

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

**Level One**

Complaint forms must be filed:

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

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

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

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

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

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

**Level Two**

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

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

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

The Level One record shall include:

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

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

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

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

**Level Three**

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

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

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

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

The Level Two record shall include:

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

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

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

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

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

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

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