



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING AGENDA

Date: Thursday, July 31, 2025
Time: Immediately Following Board Workshop
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

AGENDA

1. Call the meeting to order and establish a quorum.
2. Pledge of Allegiance
3. Principal's Report
4. Superintendent's Report
5. Public Comments
6. MONTHLY ACTION ITEMS:
 - A. Consider and Approve the Board of Trustees Meeting Minutes for the Public Hearing-ROW Donation held May 8, 2025, the Board Workshop-Facility Use held June 12, 2025, and the Special Meeting held June 12, 2025.
 - B. Monthly Bills and Monthly Financial Report
7. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:
 - A. Consider an order authorizing the issuance of unlimited tax school building bonds; levying an annual ad valorem tax and providing for the security for and payment of said bonds; approving an official statement; authorizing submission of the bonds to the Texas Attorney General; and enacting other provisions relating to the subject.
 - B. Consider and Take Action to Approve and Extend the Depository Contract
 - C. Consider and Approve Adding and Removing Authorized Representatives to District Bank Accounts
 - D. Break
 - E. Consider and Approve the 2025-2026 Compensation Plan

- F. Item Over \$25,000 - Purchase of an Additional Bus
 - G. Item Exceeding \$25,000 - Consider and Approve Payment of the Capital Recovery Fees to Manville Water Supply Corporation
 - H. Items Over \$25,000 - TASB Risk Management Fund - 2025-2026 Property, Auto, School Liability, and Privacy and Information Security Insurance Coverage (TASB Insurance Cooperative)
 - I. Items Over \$25,000 - Consider and Approve the Annual Services Contract with Region 13 for 2025-2026
 - J. Consider and Approve School Meal Prices for the 2025-2026 School Year
 - K. Consider and Take Action on Legal Services Contracts for the 2025-2026 School Year
 - L. Consider and Take Action on the Adjunct Faculty Agreements for Texas A&M Agrilife County Extension Agents in Bastrop and Williamson Counties for the 2025-2026 School Year
 - M. Consider and Approve Policies FD(LOCAL) and FM(LOCAL) to Address SB 401 (UIL Participation for Non-Enrolled Students)
 - N. Consider and Approve Policy FNCE(LOCAL) to Address HB 1481 (Cell Phones)
 - O. Consider and Approve Policy EFB(LOCAL)-Alt. to Address SB 13 (Library Books)
 - P. Consider and Take Action to Approve the 2025-2026 Student Code of Conduct
8. DISCUSSION ITEMS
- A. Discuss Future Action and Discussion items
 - B. Staffing Update
 - C. Board Training Update
 - 1. Professional Development Hours (Required)
 - 2. txEDCON2025 TASA/TASB Conference in September
 - D. Next Steps for the New Campus
 - E. Staff Appreciation Event - Date and Location
9. Future Board Meeting Dates
10. Executive Session:
- As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code Chapter 551). An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session:

Personnel (Texas Gov't Code 551.074),
 Student Discipline (Texas Gov't Code 551.082),

Attorney consultation (Texas Gov't Code 551.071),
Purchase, exchange, lease or value of real property (Texas Gov't Code 551.072),
Prospective gift (Texas Gov't Code 551.073),
Employee - Employee Complaint (Gov't code 551.082),
Student Discipline Complaint (Gov't Code 551.082),
Security (Gov't Code 551.076)

Any action will be taken in a public session.

A. Discuss New Hires

11. ACTION ITEMS:

(Action Items post executive session are items that must be discussed in executive session. All actions must be taken in an open session.)

A. New Hire Recommendations

12. Report Items

A. 2025-2026 CISD Employee Handbook

B. 2025-2026 CISD Student Handbook

C. Surplus

D. Resignations

13. ADJOURNMENT:

This agenda was posted on the front door of the school building and on the school district website at: This agenda was posted on the 28th day of July, 2025 at 12:00p.m. on the front door of the school building and the school district website.

Dr. Earl W. Parcell, Superintendent

Dr. Earl W. Parcell, Superintendent



Board of Trustees

| | |
|-----------------|--|
| Date of Meeting | |
| Item Type | |

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

| | | | |
|----------------|----------------------|----------------|----------------------|
| Contact Person | <input type="text"/> | E-Mail Address | <input type="text"/> |
|----------------|----------------------|----------------|----------------------|



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

PUBLIC HEARING - R.O.W. DONATION MINUTES

Date: Thursday, May 8, 2025
Time: 6:00 PM
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present
Michael Roepke – Present
Andrew Gonzales – Present
David Young – Present
Tessa Strider – Present
Susan Schmidt – Present
Royce Hatch – Present:

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call to Order @ 6:01 pm**
2. **Consideration of the donation of right of way/land of the District's property described as follows: 1.355 acres (59,044 square feet) tract or parcel of land situated in the Joseph Jordan Survey, Abstract No. 357, Williamson County, Texas, and being a portion of a called 61.7162 acre tract of land described in the deed to Coupland Independent School District, recorded in instrument No. 2007071605, said official public records of Williamson County, Texas. The donation of land is for public purposes for the construction of a road part of the County's 2023 Bond**

Program CR 460. The Board will further consider a resolution declaring the property is not needed for educational purposes and the District will receive a benefit from the donation.

Dr. Parcell stated that the district was asked to donate to Williamson County the right of way (ROW) in front of the new campus on CR 460 for road improvements. The improvements include widening the road for a center turn lane, adding two right turn lanes, as well as the school zone marking and flashing sign. These improvements provide educational benefit to the district and warrant the donation of the ROW to Williamson County.

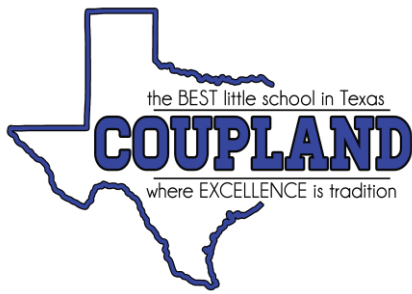
3. Public Comment

Public comment was asked for at 6:04 pm. No one commented.

4. Adjourn @ 6:06 pm

Board President Date

Board Secretary Date



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

BOARD WORKSHOP - FACILITY USE MINUTES

Date: Thursday, June 12, 2025

Time: 6:00 PM

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Absent

Andrew Gonzales – Present

David Young – Present

Tessa Strider – Present

Susan Schmidt – Present

Royce Hatch – Present:

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call to Order @ 6:08 PM**

2. **Construction Update:**

Christine Walker- Claycomb and Associates (Architect)

Randy Boone - Weaver & Jacobs (CMAR)

Mr. Boone provided a PowerPoint presentation detailing the progress at the New School site. The third concrete pour (about 290 cubic yards) was successfully poured. The recent rain has delayed the scheduled pours. He stated that the next pour is scheduled to take place within the next week (Week of June 16) so

long as the weather holds out. Mr. Boone also shared several photos and aerial videos of the project.

Christine Walker reviewed provided an overview of the project status to date. See Update “June 2025.

A “Beam Signing” was discussed and will be planned for early fall. A beam signing is a ceremonial event where the students, staff, and community ceremonially sign the last beam to be installed at the new campus before it is installed.

3. Discuss facility use by grade level at the new campus.

The Board discussed benefits and challenges of moving from a 6-8 grade campus to a secondary campus serving grades 7-12. While moving forward with a middle school would be easier initially, it would not be sustainable. The Board discussed what would be required to have a high school. The current construction of the new school offers what is necessary to have a high school – without needing additional construction funds.

4. Public Comment

None

5. Adjourn @ 7:08 PM

I Move that we adjourn.

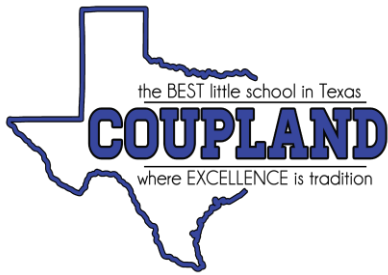
Motion made by: Andrew Gonzales

Seconded by: Royce Hatch

Crystal Ward: Yea, Michael Roepke: Absent, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.

Yea – 6; Nay – 0

| | | | |
|------------------------|-------------|------------------------|-------------|
| Board President | Date | Board Secretary | Date |
|------------------------|-------------|------------------------|-------------|



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

MEETING MINUTES SPECIAL MEETING

Date: Thursday, June 12, 2025
Time: Or immediately Following Regular Meeting
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present
Michael Roepke – Absent
Andrew Gonzales – Present
David Young – Present
Tessa Strider – Present
Susan Schmidt – Present
Royce Hatch – Present:

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum. @ 11:54 PM**
2. **Consider and Approve the Board of Trustees Meeting Minutes for the Regular Meeting held June 12, 2025 and the Board Workshop also held June 12, 2025.**

I move that we Approve the Board of Trustees Meeting Minutes for the Regular Meeting held June 12, 2025.

Motion made by: Royce Hatch

Seconded by: Susan Schmidt

Crystal Ward: Yea, Michael Roepke: Absent, David Young: Yea; Andrew
Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.

Yea – 6; Nay – 0

3. ADJOURNMENT: @ 11:56 PM

I Move that we adjourn.

Motion made by: Andrew Gonzales

Seconded by: Royce Hatch

Crystal Ward: Yea, Michael Roepke: Absent, David Young: Yea; Andrew
Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.

Yea – 6; Nay – 0

Board President

Date

Board Secretary

Date



Board of Trustees

Date of Meeting

Item Type

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

Contact Person

E-Mail Address



COUPLAND INDEPENDENT SCHOOL DISTRICT

GENERAL FUND FINANCIAL STATEMENT

Fund 199

JUNE 2024

| | 2023 - 2024 | | | 2022 - 2023 | | |
|---|---------------------|---------------------|------------------|---------------------|---------------------|------------------|
| | Current Budget | Actual | Actual to Budget | Current Budget | Actual | Actual to Budget |
| REVENUES: | | | | | | |
| Local and Intermediate Sources | \$ 2,233,999 | \$ 2,234,528 | 100.02% | \$ 2,223,928 | \$ 2,183,993 | 98.20% |
| State Program Revenues | 2,267,753 | 1,989,052 | 87.71% | 2,025,678 | 797,858 | 39.39% |
| Federal Program Revenues | 12,445 | 19,371 | 155.66% | 12,495 | 7,217 | 57.76% |
| Other Financing Sources | - | - | 0.00% | 100 | 290 | 0.00% |
| Total Revenues | \$ 4,514,197 | \$ 4,242,952 | 93.99% | \$ 4,262,201 | \$ 2,989,358 | 70.14% |
| EXPENDITURE SUMMARY BY FUNCTION: | | | | | | |
| 11 - Instructional | \$ 2,676,074 | \$ 1,784,346 | 66.68% | \$ 2,482,887 | \$ 1,725,092 | 69.48% |
| 12 - Instructional Resources and Media Services | 7,217 | 7,217 | 100.00% | 20,640 | 5,543 | 26.86% |
| 13 - Curriculum and Instructional Staff Development | 18,950 | 4,083 | 21.55% | 21,652 | 2,570 | 11.87% |
| 21 - Instructional Leadership | 2,150 | 575 | 26.74% | | | |
| 23 - School Leadership | 285,307 | 231,704 | 81.21% | 238,461 | 186,603 | 78.25% |
| 31 - Guidance, Counseling and Evaluation | 175,522 | 129,773 | 73.94% | 28,100 | 28,000 | 99.64% |
| 33 - Health Services | 6,400 | 652 | 10.18% | 18,400 | 5,592 | 30.39% |
| 34 - Student Transportation | 179,542 | 133,145 | 74.16% | 197,639 | 99,622 | 50.41% |
| 35 - Food Service | - | - | 0.00% | - | 7,836 | |
| 36 - Cocurricular/Extra Curricular Activities | 33,022 | 21,677 | 65.64% | 31,613 | 15,131 | 47.86% |
| 41 - General Administration | 400,670 | 349,648 | 87.27% | 213,099 | 162,315 | 76.17% |
| 51 - Plant Maintenance and Facility Services | 394,505 | 301,489 | 76.42% | 459,133 | 264,472 | 57.60% |
| 52 - Security and Monitoring Services | 39,000 | 29,829 | 76.48% | 39,000 | 6,136 | 15.73% |
| 53 - Data Processing Services | 186,512 | 157,575 | 84.49% | 303,655 | 199,080 | 65.56% |
| 61 - Community Services | - | 248 | | 18,136 | 14,305 | 78.87% |
| 71 - Debt Service | 69,000 | 66,370 | 96.19% | 66,286 | 66,286 | 100.00% |
| 81 - Capital Outlay | - | - | 0.00% | 150,000 | 137,506 | 91.67% |
| 93 - Payments to Fiscal Agents | - | 10,363 | | 103,500 | 103,982 | 100.47% |
| 99 - Other intergovernmental Charges | 14,000 | 20,000 | 142.85% | 10,000 | 11,998 | 119.98% |
| Operating Transfer to Cafeteria | 25,126 | - | 0.00% | 10,000 | - | 0.00% |
| Total Expenditures | \$ 4,512,997 | \$ 3,248,692 | 71.99% | \$ 4,412,201 | \$ 3,042,069 | 68.95% |
| EXPENDITURE SUMMARY BY OBJECT CODE: | | | | | | |
| 61XX - Payroll Costs | \$ 3,504,349 | \$ 2,440,393 | 69.64% | \$ 3,041,042 | \$ 2,290,827 | 75.33% |
| 62XX - Professional and Contracted Services | 505,447 | 453,538 | 89.73% | 327,740 | 239,488 | 73.07% |
| 63XX - Supplies and Materials | 250,451 | 146,546 | 58.51% | 617,807 | 129,208 | 20.91% |
| 64XX - Other Operating Expenses | 92,624 | 71,327 | 77.01% | 189,226 | 162,754 | 86.01% |
| 65XX - Debt Service - Principal | 69,000 | 66,370 | 96.19% | 66,286 | 66,286 | 100.00% |
| 66XX - Capital Outlay Expenses | 66,000 | 70,519 | 106.85% | 160,100 | 153,505 | 95.88% |
| Operating Transfers | 25,126 | - | 0.00% | 10,000 | - | 0.00% |
| Total Expenditures | \$ 4,512,997 | \$ 3,248,692 | 71.99% | \$ 4,412,201 | \$ 3,042,069 | 68.95% |



COUPLAND INDEPENDENT SCHOOL DISTRICT
CHILD NUTRITION FUND FINANCIAL STATEMENT
Fund 240
JUNE 2024

| | 2023 - 2024 | | | 2022 - 2023 | | |
|---|-------------------|-------------------|------------------|-------------------|-------------------|------------------|
| | Current Budget | Actual | Actual to Budget | Current Budget | Actual | Actual to Budget |
| REVENUES: | | | | | | |
| Local and Intermediate Sources | \$ 67,300 | \$ 57,386 | 85.27% | \$ 78,672 | \$ 82,456 | 104.81% |
| State Program Revenues | 26,854 | 24,497 | 91.22% | 11,669 | 850 | 7.28% |
| Federal Program Revenues | 139,506 | 141,276 | 101.27% | 145,410 | 149,214 | 102.62% |
| Other Financing Sources | 25,126 | - | 0.00% | 10,000 | - | 0.00% |
| Total Revenues | \$ 258,786 | \$ 223,159 | 86.23% | \$ 245,751 | \$ 232,521 | 94.62% |
| EXPENDITURES: | | | | | | |
| 35 - Food Services | \$ 258,876 | \$ 201,853 | 77.97% | \$ 244,552 | \$ 201,149 | 82.25% |
| Total Expenditures | \$ 258,876 | \$ 201,853 | 77.97% | \$ 244,552 | \$ 201,149 | 82.25% |
| EXPENDITURE SUMMARY BY OBJECT CODE: | | | | | | |
| 61XX - Payroll Costs | \$ 135,912 | \$ 109,334 | 80.44% | \$ 119,441 | \$ 97,329 | 81.49% |
| 62XX - Professional and Contracted Services | 11,500 | 434 | 3.77% | 11,500 | 5,045 | 43.87% |
| 63XX - Supplies and Materials | 110,674 | 91,843 | 82.98% | 100,911 | 98,728 | 97.84% |
| 64XX - Other Operating Expenses | 700 | 242 | 34.61% | 700 | 47 | 6.74% |
| 64XX - Other Operating Expenses | - | - | 0.00% | 12,000 | - | 0.00% |
| Total Expenditures | \$ 258,786 | \$ 201,853 | 78.00% | \$ 244,552 | \$ 201,149 | 82.25% |

COUPLAND INDEPENDENT SCHOOL DISTRICT
DEBT SERVICE FUND FINANCIAL STATEMENT
Fund 599
JUNE 2024



| | 2023 - 2024 | | | 2022 - 2023 | | |
|--|---------------------|---------------------|------------------|-------------------|-------------------|------------------|
| | Current Budget | Actual | Actual to Budget | Current Budget | Actual | Actual to Budget |
| REVENUES: | | | | | | |
| Local and Intermediate Sources | \$ 1,550,025 | \$ 1,455,623 | 93.91% | \$ 244,559 | \$ 230,685 | 94.33% |
| State Program Revenue | \$ - | \$ 14,564 | 0.00% | \$ 5,252 | \$ 5,252 | 100.00% |
| Total Revenues | \$ 1,550,025 | \$ 1,470,187 | 94.85% | \$ 249,811 | \$ 235,937 | 94.45% |
| EXPENDITURES: | | | | | | |
| 71 - Debt Service | \$ 1,550,025 | \$ 959,619 | 61.91% | \$ 222,750 | \$ 141,775 | 63.65% |
| Total Expenditures | \$ 1,550,025 | \$ 959,619 | 61.91% | \$ 222,750 | \$ 141,775 | 63.65% |
| EXPENDITURE SUMMARY BY OBJECT CODE: | | | | | | |
| 65XX - Debt Service Expenses | 1,550,025 | 959,619 | 61.91% | 222,750 | 141,775 | 63.65% |
| Total Expenditures | \$ 1,550,025 | \$ 959,619 | 61.91% | \$ 222,750 | \$ 141,775 | 63.65% |

| Check Nbr | Check Date | Payee | PO Nbr | Invoice Nbr | Fnd-Fnc-Obj.So-Org-Prog | Reason | Amount | EFT |
|--------------------------------|------------|----------------------|--------|-------------|---------------------------|----------------------------|-----------------|-----|
| 001285 | 06-11-2025 | CHASE INK | 250169 | WM 5292 | 461-36-6399.00-101-599000 | Retirement refresh | 22.38 | N |
| | | | 250169 | WM 3293 | 461-36-6399.00-101-599000 | Retirement cards | 1.96 | N |
| | | | 250169 | Lowes | 461-36-6399.00-101-599000 | Retirement gift | 200.00 | N |
| | | | 250169 | WM 2779 | 461-36-6399.00-101-599000 | Retirement party refreseh | 14.66 | N |
| | | | 250169 | WM 965 | 461-36-6399.00-101-599000 | Retirement refresh | 109.89 | N |
| | | | 350437 | 523557 | 461-36-6399.00-101-599000 | PO Created by Req: 250463 | 60.54 | N |
| | | | 350420 | HEB 523543 | 461-36-6399.02-101-599000 | PO Created by Req: 250446 | 165.43 | N |
| | | | 350423 | HEB 571064 | 461-36-6399.02-101-599000 | EOY StuCo food | 11.76 | N |
| | | | 350423 | HEB 571027 | 461-36-6399.02-101-599000 | EOY StuCo food | 72.75 | N |
| Totals for Check 001285 | | | | | | | 659.37 | |
| 007650 | 06-11-2025 | COMBINED BENEFITS G | DEDCH | | 863-00-2153.00-012-500000 | JUN DED HEALTH INSURANCE | 201.42 | N |
| | | | DEDCH | | 863-00-2153.00-013-500000 | JUN DED HEALTH INSURANCE | 200.23 | N |
| | | | DEDCH | | 863-00-2153.00-015-500000 | JUN DED LIFE INSURANCE | 239.50 | N |
| | | | DEDCH | | 863-00-2153.00-016-500000 | JUN DED HEALTH INSURANCE | 179.00 | N |
| | | | DEDCH | | 863-00-2153.00-022-500000 | JUN DED HEALTH INSURANCE | 239.48 | N |
| | | | DEDCH | | 863-00-2153.00-026-500000 | JUN DED HEALTH INSURANCE | 941.12 | N |
| | | | DEDCH | | 863-00-2153.00-027-500000 | JUN DED HEALTH INSURANCE | 1,346.42 | N |
| | | | DEDCH | | 863-00-2153.00-029-500000 | JUN DED LIFE INSURANCE | 511.83 | N |
| | | | DEDCH | | 863-00-2153.00-035-500000 | JUN DED HEALTH INSURANCE | 86.40 | N |
| | | | DEDCH | | 863-00-2153.00-105-500000 | JUN DED HEALTH INSURANCE | 103.00 | N |
| | | | DEDCH | | 863-00-2153.00-106-500000 | JUN DED HEALTH INSURANCE | 126.36 | N |
| | | | DEDCH | | 863-00-2153.00-107-500000 | JUN DED LIFE INSURANCE | 85.16 | N |
| | | | DEDCH | | 863-00-2153.00-108-500000 | JUN DED HEALTH INSURANCE | 63.00 | N |
| | | | DEDCH | | 863-00-2153.00-111-500000 | JUN DED LIFE INSURANCE | 43.01 | N |
| | | | DEDCH | | 863-00-2159.00-037-500000 | JUN DED MISCELLANEOUS DEDU | 804.99 | N |
| | | | DEDCH | | 863-00-2159.00-100-500000 | JUN DED HSA | 120.00 | N |
| | | | DEDCH | | 863-00-2159.00-101-500000 | JUN DED MISCELLANEOUS DEDU | 48.98 | N |
| | | | DEDCH | | 863-00-2159.00-110-500000 | JUN DED MISCELLANEOUS DEDU | 101.36 | N |
| Totals for Check 007650 | | | | | | | 5,441.26 | |
| 007651 | 06-11-2025 | NATIONAL BENEFIT SER | DEDCH | | 863-00-2159.00-034-500000 | JUN DED TAX SHEL. ANNUITY | 250.00 | N |
| | | | DEDCH | | 863-00-2159.00-042-500000 | JUN DED TAX SHEL. ANNUITY | 500.00 | N |
| | | | DEDCH | | 863-00-2159.00-102-500000 | JUN DED TAX SHEL. ANNUITY | 100.00 | N |
| | | | DEDCH | | 863-00-2159.00-103-500000 | JUN DED TAX SHEL. ANNUITY | 575.00 | N |
| Totals for Check 007651 | | | | | | | 1,425.00 | |
| 007652 | 06-11-2025 | TCTA | DEDCH | | 863-00-2159.00-006-500000 | JUN DED TSTA DUES | 61.50 | N |
| 007653 | 06-11-2025 | TEXAS STATE DISBURS | DEDCH | | 863-00-2159.00-019-500000 | JUN DED MISCELLANEOUS DEDU | 829.66 | N |
| 062325 | 06-23-2025 | WEAVER & JACOBS CO | 350500 | Draw 8 | 699-81-6629.00-999-599000 | Pay App 8 | 922,463.31 | N |
| TRS06 | 06-02-2025 | TRS | DEDCH | | 863-00-2155.00-000-500000 | JUN WIRE PAYROLL DEDUCTION | 20,762.10 | N |
| | | | DEDCH | | 863-00-2155.01-000-500000 | JUN WIRE PAYROLL DEDUCTION | 853.57 | N |
| | | | DEDCH | | 863-00-2155.02-000-500000 | JUN WIRE PAYROLL DEDUCTION | 3,516.17 | N |
| | | | DEDCH | | 863-00-2155.03-000-500000 | JUN WIRE PAYROLL DEDUCTION | 129.33 | N |
| | | | DEDCH | | 863-00-2155.04-000-500000 | JUN WIRE PAYROLL DEDUCTION | 1,749.64 | N |
| | | | DEDCH | | 863-00-2155.06-000-500000 | JUN WIRE PAYROLL DEDUCTION | 2,896.41 | N |
| | | | DEDCH | | 863-00-2155.07-000-500000 | JUN WIRE PAYROLL DEDUCTION | 1,070.00 | N |

Check Payments
 COUPLAND ISD
 District Written Checks
 For the Month of June

| Check Nbr | Check Date | Payee | PO Nbr | Invoice Nbr | Fnd-Fnc-Obj.So-Org-Prog | Reason | Amount | EFT |
|-----------|------------|-------|--------|-------------|---------------------------|--|-------------------|-----|
| | | | DEDCH | | 863-00-2155.08-000-500000 | JUN WIRE PAYROLL DEDUCTION | 3,813.27 | N |
| | | | | | | Totals for Check TRS06A | 34,790.49 | |
| TRS06 | 06-25-2025 | TRS | DEDCH | | 863-00-2155.00-000-500000 | JUN WIRE PAYROLL DEDUCTION | 21,577.23 | N |
| | | | DEDCH | | 863-00-2155.01-000-500000 | JUN WIRE PAYROLL DEDUCTION | 707.19 | N |
| | | | DEDCH | | 863-00-2155.02-000-500000 | JUN WIRE PAYROLL DEDUCTION | 3,510.37 | N |
| | | | DEDCH | | 863-00-2155.03-000-500000 | JUN WIRE PAYROLL DEDUCTION | 107.14 | N |
| | | | DEDCH | | 863-00-2155.04-000-500000 | JUN WIRE PAYROLL DEDUCTION | 1,818.34 | N |
| | | | DEDCH | | 863-00-2155.08-000-500000 | JUN WIRE PAYROLL DEDUCTION | 3,997.82 | N |
| | | | | | | Totals for Check TRS06B | 31,718.09 | |
| | | | | | | Total For District Written Checks | 997,388.68 | |

| Check Nbr | Check Date | Payee | PO Nbr | Invoice Nbr | Fnd-Fnc-Obj.So-Org-Prog | Reason | Amount | EFT |
|--------------------------------|------------|----------------------|--------|-----------------|---------------------------|--------------------------------|------------------|-----|
| 020334 | 06-10-2025 | ABEAR COMMERCIAL S | 350457 | 22-7202 | 199-51-6249.04-999-599000 | AC Repair - Portable | 416.14 | N |
| 020335 | 06-10-2025 | ALLIANCE TRANSPORTA | 350467 | 19536 | 699-81-6629.00-999-599000 | Traffic engineer | 1,307.00 | N |
| 020336 | 06-10-2025 | CHARACTERSTRONG LL | 350461 | 33425 | 199-11-6299.00-101-511000 | Purp Full - Charac dev curric | 1,500.00 | N |
| | | | 350461 | 33425 | 199-13-6399.00-101-525000 | Purp Full - Charac dev curric | 450.00 | N |
| | | | 350461 | 33425 | 199-31-6299.01-101-524000 | Purp Full - Charac dev curric | 850.00 | N |
| Totals for Check 020336 | | | | | | | 2,800.00 | |
| 020337 | 06-10-2025 | CONSTRUCTION CODE | 350466 | CPL25-05-19 | 699-81-6629.00-999-599000 | Inspection -underslab plumbing | 725.00 | N |
| 020338 | 06-10-2025 | DALE SIMS | 250165 | Caf Refund | 240-00-5751.00-000-500000 | Refund of Cafe Balance | 17.00 | N |
| 020339 | 06-10-2025 | ESC 13 | 350462 | 277398 | 199-11-6239.00-101-523000 | Ment Coach Tech Assist | 2,702.00 | N |
| | | | 350469 | 277713 | 199-13-6239.00-101-511000 | Reading Academies | 9,000.00 | N |
| | | | 350462 | 2747398 | 199-13-6495.00-101-523000 | Ment Coach Tech Assist | 348.00 | N |
| Totals for Check 020339 | | | | | | | 12,050.00 | |
| 020340 | 06-10-2025 | GOLD STAR FOODS INC | 250166 | 3205030 | 240-35-6342.00-101-599000 | CN Storage | 16.25 | N |
| | | | 250166 | 3204255 | 240-35-6342.00-101-599000 | CN Storage | 2.50 | N |
| Totals for Check 020340 | | | | | | | 18.75 | |
| 020341 | 06-10-2025 | HILAND DAIRY FOODS C | 250167 | 9050978 | 240-35-6341.02-101-599000 | CN Milk Purchase | 373.96 | N |
| | | | 250167 | 9052656 | 240-35-6341.02-101-599000 | CN Milk Purchase | 311.56 | N |
| | | | 250167 | 9053805 | 240-35-6341.02-101-599000 | CN Milk Purchase | 290.59 | N |
| | | | 250167 | 7031563 | 240-35-6341.02-101-599000 | CN Milk Purchase | 125.85 | N |
| | | | 250167 | 9056571 | 240-35-6341.02-101-599000 | CN Milk Purchase | 233.63 | N |
| | | | 250167 | 9058120 | 240-35-6341.02-101-599000 | CN Milk Purchase | 207.28 | N |
| Totals for Check 020341 | | | | | | | 1,542.87 | |
| 020342 | 06-10-2025 | RENAISSANCE INSTITUT | 350090 | 2014 | 199-53-6299.14-101-599000 | Renaissance Inst 24-25 | 4,000.00 | N |
| 020343 | 06-10-2025 | SPECTRUM | 350091 | 10480050152125 | 199-51-6259.01-101-599000 | Telephone | 1,403.02 | N |
| | | | 350091 | 10480050105212 | 199-53-6299.15-101-599000 | Internet | 1,828.13 | N |
| Totals for Check 020343 | | | | | | | 3,231.15 | |
| 020344 | 06-10-2025 | SUSAN WARD | 250168 | Cafe Refund | 240-00-5751.00-000-500000 | Child Nut Refund Balance | 16.25 | N |
| 020345 | 06-12-2025 | CHASE INK | 350453 | Off Dep 5772512 | 199-11-6397.00-101-599000 | Photos | 25.92 | N |
| | | | 350446 | 4405031 | 199-11-6397.00-101-599000 | Graduation | 77.98 | N |
| | | | 350446 | 1888247 | 199-11-6397.00-101-599000 | Graduation | 260.91 | N |
| | | | 350332 | 5673807 | 199-11-6397.00-101-599000 | Start of Year Aug 2025 | 112.86 | N |
| | | | 350332 | 6018617 | 199-11-6397.00-101-599000 | Start of Year Aug 2025 | 123.63 | N |
| | | | 350332 | 11324352 | 199-11-6397.00-101-599000 | Start of Year Aug 2025 | 29.99 | N |
| | | | 350332 | 11324244 | 199-11-6397.00-101-599000 | Start of Year Aug 2025 | 43.06 | N |
| | | | 350332 | 5397008 | 199-11-6397.00-101-599000 | Start of Year Aug 2025 | 44.54 | N |
| | | | 350406 | Flinn 2539117 | 199-11-6399.00-101-511000 | Frogs for Sci7 | 148.50 | N |
| | | | 350422 | 9090657 | 199-11-6399.00-101-511000 | 6th science owl pellets | 58.75 | N |
| | | | 350432 | 8710663 | 199-11-6399.00-101-511000 | PO Created by Req: 250458 | 46.96 | N |
| | | | 250170 | WM 829 | 199-11-6399.00-101-511000 | Ice cream | 11.88 | N |
| | | | 350452 | 893812 | 199-11-6399.00-699-525000 | Camp Supplies Robotics | 187.18 | N |
| | | | 350440 | 17819500 | 199-11-6412.00-101-521000 | Vermillion Farms FT | 230.00 | N |
| | | | 350410 | WM 9350 | 199-11-6499.00-101-511000 | Academic Incentive | 277.03 | N |

| Check Nbr | Check Date | Payee | PO Nbr | Invoice Nbr | Fnd-Fnc-Obj.So-Org-Prog | Reason | Amount | EFT |
|-----------|------------|---------------------|--------|-----------------|---------------------------|--------------------------------|-----------------|-----|
| | | | 350417 | WM 3929 | 199-11-6499.00-101-511000 | Academic Incentive | 24.96 | N |
| | | | 350448 | WM 333 | 199-11-6499.00-101-511000 | Ice Cream Incentive & camp fis | 243.53 | N |
| | | | 350464 | CFA 5327060 | 199-13-6399.00-101-511000 | CFA | 112.85 | N |
| | | | 350421 | HEB 2400479 | 199-23-6399.00-101-599000 | Staff meeting food/drinks | 101.06 | N |
| | | | 350436 | USPS 83 | 199-23-6399.00-101-599000 | Postage Stamps | 146.00 | N |
| | | | 350415 | 6198652 | 199-23-6499.01-101-599000 | Cutting Board | 137.97 | N |
| | | | 350424 | 3129824 | 199-33-6399.00-101-599000 | Nurse supplies | 9.66 | N |
| | | | 350459 | QT 3927 | 199-34-6311.00-101-599000 | Gas for Van | 42.71 | N |
| | | | 350460 | 100105407319 | 199-34-6499.00-101-599000 | Toll Fees CTRMA | 17.66 | N |
| | | | 350412 | Dominos 26 | 199-36-6412.01-101-591000 | Theater Pizza | 39.95 | N |
| | | | 350431 | 1146468 | 199-41-6399.00-701-599000 | Ink for Sup Printer | 99.95 | N |
| | | | 350431 | 926612 | 199-41-6399.00-701-599000 | Ink for Sup Printer | 99.95 | N |
| | | | 350431 | 1107425 | 199-41-6399.00-701-599000 | Ink for Sup Printer | 103.41 | N |
| | | | 350431 | 1107425 | 199-41-6399.00-701-599000 | Ink for Sup Printer | 97.98 | N |
| | | | 350436 | USPS 83 | 199-41-6399.00-701-599000 | Postage Stamps | 146.00 | N |
| | | | 350445 | 2164269 | 199-41-6499.00-702-599000 | Podium & Mic mount | 14.95 | N |
| | | | 350445 | 6162623 | 199-41-6499.00-702-599000 | Podium & Mic mount | 269.00 | N |
| | | | 250171 | Parker 7041226 | 199-51-6319.01-101-599000 | Ext Cords | 637.32 | N |
| | | | 350442 | 0302687 | 199-53-6399.00-101-599000 | PO Created by Req: 250469 | 39.59 | N |
| | | | | | | Totals for Check 020345 | 4,063.69 | |
| 020346 | 06-12-2025 | BROTHERS FOOD | 250172 | 1789631 | 240-35-6341.55-101-599000 | Produce SS | 193.70 | N |
| | | | 250172 | 1789636 | 240-35-6341.55-101-599000 | Produce SS | 43.85 | N |
| | | | | | | Totals for Check 020346 | 237.55 | |
| 020347 | 06-12-2025 | MYSTERY SCIENCE | 350479 | 301393 | 199-11-6397.00-101-599000 | Mystery Science Membership | 1,999.00 | N |
| 020348 | 06-12-2025 | EARL PARCELL | 250175 | Mile Reimb 0625 | 199-41-6411.01-701-599000 | Mileage Reimb for Training | 65.52 | N |
| 020349 | 06-12-2025 | ESC 13 | 350392 | 277451 | 199-34-6239.00-101-599000 | Salazar Training | 120.00 | N |
| 020350 | 06-12-2025 | EXPLORELEARNING LLC | 350476 | CI-00096229 | 199-11-6397.01-101-511000 | Reflex Site License 25/26 | 2,965.00 | N |
| 020351 | 06-12-2025 | GENEVA JONES & ASSO | 350471 | 662 | 199-41-6211.00-701-599000 | Legal HR | 157.00 | N |
| 020352 | 06-12-2025 | GREATAMERICA | 350099 | 39402291 | 199-23-6269.00-101-599000 | Copier Lease | 153.29 | N |
| 020353 | 06-12-2025 | JAMF SOFTWARE LLC | 350484 | 90285747 | 199-53-6299.11-101-599000 | JAMF K-12 | 785.40 | N |
| 020354 | 06-12-2025 | LABATT FOOD SERVICE | 250173 | 5067122 | 240-35-6341.00-101-599000 | CN Food Purchase | 1,863.40 | N |
| | | | 250173 | 5137328 | 240-35-6341.00-101-599000 | CN Food Purchase | 1,690.03 | N |
| | | | 250173 | 5137329 | 240-35-6341.55-101-599000 | CN Food Purchase SS | 781.67 | N |
| | | | 250173 | 5205312 | 240-35-6341.55-101-599000 | CN Food Purchase SS | 572.60 | N |
| | | | 250173 | 5067122 | 240-35-6342.00-101-599000 | CN Non Food Purchase | 52.77 | N |
| | | | 250173 | 5137328 | 240-35-6342.00-101-599000 | CN Non Food Purchase | 67.28 | N |
| | | | | | | Totals for Check 020354 | 5,027.75 | |
| 020355 | 06-12-2025 | LOWE'S | 350444 | 981856 | 199-51-6399.00-999-599000 | Building Supplies | 279.43 | N |
| 020356 | 06-12-2025 | MCDADE ISD | 350488 | 2025-023 | 199-21-6493.00-101-523000 | MOU Sped with MISD | 22,971.01 | N |
| 020357 | 06-12-2025 | MULTI-HEALTH SYSTEM | 350474 | SIP00534005 | 199-31-6339.00-101-523000 | Connors 4 Use | 287.50 | N |

| Check Nbr | Check Date | Payee | PO Nbr | Invoice Nbr | Fnd-Fnc-Obj.So-Org-Prog | Reason | Amount | EFT |
|--------------------------------|------------|-----------------------|--------|----------------|---------------------------|--------------------------------|-----------------|-----|
| 020358 | 06-12-2025 | NCS PEARSON, INC. | 350473 | 28790109 | 199-31-6339.00-101-523000 | Q Interactive License | 300.00 | N |
| | | | 350473 | 28790110 | 199-31-6339.00-101-523000 | Q Interactive License | 760.00 | N |
| Totals for Check 020358 | | | | | | | 1,060.00 | |
| 020359 | 06-12-2025 | PYE-BARKER FIRE & SA | 350480 | 380805 | 199-51-6249.04-999-599000 | Fire Extinguisher Maint svc | 479.00 | N |
| 020360 | 06-12-2025 | QUILL | 250174 | 44304866 | 199-11-6397.00-101-599000 | Start of Year Supplies | 140.96 | N |
| | | | 250174 | 44304131 | 199-11-6397.00-101-599000 | Start of Year Supplies | 50.90 | N |
| | | | 250174 | 44296768 | 199-11-6397.00-101-599000 | Start of Year Supplies | 2,488.96 | N |
| | | | 250174 | 44293798 | 199-11-6397.00-101-599000 | Start of Year Supplies | 14.30 | N |
| | | | | 44296768 | 199-11-6397.00-101-599000 | Ruler shortage | -5.36 | N |
| | | | 350331 | 44296791 | 199-11-6399.06-101-525000 | Paper | 449.92 | N |
| | | | 350331 | 44296791 | 199-53-6399.00-101-599000 | Paper | 1,214.83 | N |
| Totals for Check 020360 | | | | | | | 4,354.51 | |
| 020361 | 06-12-2025 | SINGLETON CLARK & C | 350482 | 2609 | 199-41-6212.00-750-599000 | Planning & Interim Audit | 8,310.00 | N |
| 020362 | 06-12-2025 | TASBO | 350481 | Cash-56626- | 199-41-6495.00-750-599000 | Parcell TASBO 25-26 Membership | 145.00 | N |
| 020363 | 06-12-2025 | TOSHIBA FINANCIAL SE | 350100 | 590433813 | 199-11-6269.00-101-599000 | Copier Lease | 296.82 | N |
| 020364 | 06-12-2025 | WALSH GALLEGOS TRE | 350470 | 708705 | 199-41-6211.00-701-599000 | Legal Sewer and ROW | 409.50 | N |
| | | | 350470 | 708706 | 199-41-6211.00-701-599000 | Legal Sewer and ROW | 535.50 | N |
| Totals for Check 020364 | | | | | | | 945.00 | |
| 020365 | 06-12-2025 | WASTE MANAGEMENT | 350107 | 0210516-2161-9 | 199-51-6249.00-101-599000 | Trash Pickup | 692.29 | N |
| 020366 | 06-12-2025 | WILLIAMSON CAD | 350019 | 2025-281 | 199-99-6213.00-703-599000 | WM CAD Fee | 5,559.75 | N |
| 020367 | 06-12-2025 | TAYLOR SPORTING GO | 350400 | 1156 | 199-11-6399.00-699-525000 | Camp Shirts | 666.00 | N |
| 020368 | 06-18-2025 | APPLE INC | 350478 | MB78723419 | 199-53-6399.00-101-599000 | Ipad and Pen (Office/media) | 69.00 | N |
| 020369 | 06-18-2025 | BROTHERS FOOD | 250176 | 1790077 | 240-35-6341.55-101-599000 | Produce SS | 150.85 | N |
| 020370 | 06-18-2025 | DIRECT ENERGY BUSIN | 350108 | 25154005707727 | 199-51-6259.02-101-599000 | Electricity | 4,155.30 | N |
| 020371 | 06-18-2025 | DURAN & ASSOCIATES, | 350483 | 2025 06 17 | 199-41-6212.00-750-599000 | Efficiency Audit | 3,125.00 | N |
| 020372 | 06-18-2025 | LITTLE PINES PEDIATRI | 350495 | 20250531 | 199-11-6219.01-101-523000 | Occ Therapy May 25 | 1,120.00 | N |
| 020373 | 06-18-2025 | MANVILLE WATER SUPP | 350109 | 2138551 0525 | 199-51-6259.00-101-599000 | Water Bill | 386.75 | N |
| | | | 350109 | 601151 0525 | 199-51-6259.00-101-599000 | Water Bill | 409.99 | N |
| | | | 350109 | 2106541 0525 | 199-51-6259.00-101-599000 | Water Bill | 212.29 | N |
| Totals for Check 020373 | | | | | | | 1,009.03 | |
| 020374 | 06-18-2025 | TEXAS THERAPY SPECI | 350494 | 20250531 | 199-11-6219.00-101-523000 | Speech Svcs May | 731.25 | N |
| 020375 | 06-18-2025 | PEST PATROL | 350106 | 138098 | 199-51-6249.03-101-599000 | Pest Treatment | 250.00 | N |
| 020376 | 06-18-2025 | QUILL | 250177 | 44363943 | 199-11-6397.00-101-599000 | Cardstock | 18.76 | N |
| 020377 | 06-18-2025 | TAYLOR SPORTING GO | 350439 | 1128 | 199-23-6499.01-101-599000 | Award Teacher | 186.00 | N |
| 020378 | 06-18-2025 | TRIUMPH PROTECTION | 350427 | INV022957 | 429-52-6299.00-101-399000 | Security Officer | 928.00 | N |
| | | | 350427 | INV023294 | 429-52-6299.00-101-399000 | Security Officer | 960.00 | N |
| Totals for Check 020378 | | | | | | | 1,888.00 | |

| Check Nbr | Check Date | Payee | PO Nbr | Invoice Nbr | Fnd-Fnc-Obj.So-Org-Prog | Reason | Amount | EFT |
|--|------------|--------------------|--------|----------------|---------------------------|--------------------------------|---------------------|-----|
| 020379 | 06-23-2025 | BARTLETT ISD | 350509 | UILSTIP2025009 | 199-36-6412.01-101-591000 | UILL Billing Stipend | 136.36 | N |
| 020380 | 06-23-2025 | BRIAN BOOKER | 250178 | WM 237 | 199-11-6397.00-101-599000 | Camp Supplies | 23.44 | N |
| 020381 | 06-23-2025 | CONSTRUCTION CODE | 350507 | CLP25-06-17 | 699-81-6629.00-999-599000 | Plumbing inspect | 725.00 | N |
| 020382 | 06-23-2025 | EARL PARCELL | 350502 | Cover Craft | 199-34-6499.00-101-599000 | DashMat for Van | 91.60 | N |
| 020383 | 06-23-2025 | TASB | 350334 | 674979 | 199-41-6299.01-701-599000 | Staffing Review | 3,200.00 | N |
| 020384 | 06-23-2025 | TRIUMPH PROTECTION | 350427 | INV023336 | 429-52-6299.00-101-399000 | Security Officer | 720.00 | N |
| 020385 | 06-23-2025 | VYSEHRAD SPJST | 350506 | 12-5 Rental | 199-41-6499.01-702-599000 | Staff Appreciation Hall Rental | 750.00 | N |
| | 06-25-2025 | VYSEHRAD SPJST | 350506 | 12-5 Rental | 199-41-6499.01-702-599000 | LOST | -750.00 | N |
| Totals for Check 020385 | | | | | | | .00 | |
| 020386 | 06-25-2025 | VYSEHRAD SPJST | 250179 | 12-5 Rental | 199-41-6499.01-702-599000 | Christmas Party Hall Rental | 750.00 | N |
| Total For Computer Written Checks | | | | | | | 106,094.26 | |
| Total Checks | | | | | | | 1,103,482.94 | |

End of Report

CERTIFICATE FOR ORDER

THE STATE OF TEXAS
WILLIAMSON AND TRAVIS COUNTIES
COUPLAND INDEPENDENT SCHOOL DISTRICT

We, the undersigned officers of the Board of Trustees of the Coupland Independent School District hereby certify as follows:

1. The Board of Trustees of said District convened in a regular meeting on July 31, 2025 at the regular designated meeting place, and the roll was called of the duly constituted officers and members of said Board, to wit:

Crystal Ward; President
David Young; Secretary
Susan Schmidt; Board Member
Andrew Gonzales; Board Member

Michael Roepke; Vice-President
Royce Hatch; Board Member
Tessa Strider; Board Member

and all of said persons were present except _____, thus constituting a quorum. Whereupon, among other business the following was transacted at said Meeting: a written

ORDER AUTHORIZING THE ISSUANCE OF UNLIMITED TAX SCHOOL BUILDING BONDS; LEVYING AN ANNUAL AD VALOREM TAX AND PROVIDING FOR THE SECURITY FOR AND PAYMENT OF SAID BONDS; APPROVING AN OFFICIAL STATEMENT; AUTHORIZING SUBMISSION OF THE BONDS TO THE TEXAS ATTORNEY GENERAL; AND ENACTING OTHER PROVISIONS RELATING TO THE SUBJECT

was duly introduced for the consideration of said Board. It was then duly moved and seconded that said Order be passed; and, after due discussion, said motion, carrying with it the passage of said Order prevailed and carried, with all members of said Board shown present above voting "Aye," except as noted below:

NAYS: _____ ABSTENTIONS: _____

2. A true, full, and correct copy of the aforesaid Order passed at the Meeting described in the above and foregoing paragraph is attached to and follows this Certificate; said Order has been duly recorded in said Board's minutes of said Meeting; the above and foregoing paragraph is a true, full, and correct excerpt from said Board's minutes of said Meeting pertaining to the passage of said Order; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of said Board as indicated therein; that each of the officers and members of said Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the aforesaid Meeting, and that said Order would be introduced and considered for passage at said Meeting, and each of said officers and members consented, in advance, to the holding of said Meeting for such purpose; and that said Meeting was open to the public, and public notice of the time, place, and purpose of said Meeting was given all as required by the Texas Government Code, Chapter 551.

3. The President of the Board of Trustees has approved and hereby approves the Order; and the President and the Secretary of the Board of Trustees hereby declare that their signing of this certificate shall constitute the signing of the attached and following copy of said Order for all purposes.

SIGNED AND SEALED ON JULY 31, 2025.

Secretary, Board of Trustees

President, Board of Trustees

(DISTRICT SEAL)

ORDER AUTHORIZING THE ISSUANCE OF UNLIMITED TAX SCHOOL BUILDING BONDS; LEVYING AN ANNUAL AD VALOREM TAX AND PROVIDING FOR THE SECURITY FOR AND PAYMENT OF SAID BONDS; APPROVING AN OFFICIAL STATEMENT; AUTHORIZING SUBMISSION OF THE BONDS TO THE TEXAS ATTORNEY GENERAL; AND ENACTING OTHER PROVISIONS RELATING TO THE SUBJECT

STATE OF TEXAS
WILLIAMSON AND TRAVIS COUNTIES
COUPLAND INDEPENDENT SCHOOL DISTRICT

WHEREAS, at an election in the Coupland Independent School District (the "*Issuer*") held on May 6, 2023 (the "*Election*"), the voters of the Issuer approved the issuance of unlimited tax bonds by the Issuer pursuant to the following propositions:

COUPLAND INDEPENDENT SCHOOL DISTRICT SPECIAL ELECTION
COUPLAND INDEPENDENT SCHOOL DISTRICT PROPOSITION A

Shall the Board of Trustees of the Coupland Independent School District be authorized to issue the bonds of the District, in one or more series, in the aggregate principal amount of \$56,000,000 for the purpose of constructing and equipping a new middle school campus and purchasing new school buses, with the bonds to mature, bear interest, and be issued and sold in accordance with law at the time of issuance; and shall the Board of Trustees be authorized to levy and pledge, and cause to be assessed and collected, annual ad valorem taxes, on all taxable property in the District, sufficient, without limit as to rate or amount, to pay the principal of and interest on the bonds?

WHEREAS, the Issuer has previously issued its Unlimited Tax School Building Bonds, Series 2023 using \$23,000,000 of authorization from the Election; and

WHEREAS, the Board of Trustees deems it necessary and advisable to authorize, issue and deliver a series of bonds for the purposes authorized by Proposition A of the Election and using \$1,465,000 of the authorization from Proposition A of the Election, leaving \$31,535,000 in authorized but unissued bonds from Proposition A of the Election; and

WHEREAS, the Board of Trustees of the Issuer hereby finds and determines that it is a public purpose and in the best interests of the Issuer to issue the Bonds on the terms described herein; and

WHEREAS, the bonds hereafter authorized are being issued and delivered pursuant to Sections 45.001 and 45.003(b)(1) of the Texas Education Code, as amended, and other applicable laws; and

THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF COUPLAND INDEPENDENT SCHOOL DISTRICT:

Section 1. Recitals, Amount and Purpose of the Bonds; Definitions.

(a) The recitals set forth in the preamble hereof are incorporated herein and shall have the same force and effect as if set forth in this Section.

(b) The Bonds of the Issuer are hereby authorized to be issued and delivered in the aggregate principal amount of \$1,465,000 with the proceeds being used for (i) constructing and equipping a new middle school campus and purchasing new school buses and (ii) paying costs of issuance of the Bonds.

(c) Definitions. Unless otherwise expressly provided or unless the context clearly requires otherwise in this Order, the following term shall have the meaning specified below:

(i) "*Authorized Denomination*" means any integral multiple of \$5,000 in principal amount.

(ii) "*Bonds*" means the Coupland Independent School District Unlimited Tax School Building Bonds, Series 2025" and includes all Bonds initially issued and delivered pursuant to this Order and all substitute Bonds exchanged therefor, as well as all other substitute bonds and replacement bonds issued pursuant hereto, and the term "Bond" shall mean any of the Bonds.

(iii) "*Code*" means the Internal Revenue Code of 1986, as amended.

(iv) "*Dated Date*" means August 15, 2025.

(v) "*Defeasance Securities*" means any securities and obligations now or hereafter authorized by Texas law that are eligible to discharge obligations such as the Bonds.

(vi) "*Delivery Date*" means August 26, 2025 which is the date of delivery of the Bonds to the initial purchaser or purchasers thereof against payment therefor.

(vii) "*Election*" means the election held in the Issuer on May 6, 2023 at which voters of the Issuer approved Proposition A authorizing the issuance of unlimited tax bonds by the Issuer in the aggregate principal amount of \$56,000,000.

(viii) "*Event of Default*" means (i) the failure of the Issuer to make payment of the principal of or interest on any of the Bonds when the same becomes due and payable or (ii) default in the performance or observance of any other covenant, agreement or obligation of the Issuer, which failure materially, adversely affects the rights of the Registered Owners, including, but not limited to, their prospect or ability to be repaid in accordance with this Order, and the continuation thereof for a period of sixty days after notice of such default is given by any Registered Owner to the Issuer.

(ix) "*Interest and Sinking Fund*" means the special fund created and established in Section 7 of this Order to assure the timely availability of sufficient funds for the payment of debt service requirements on the Bonds.

- (x) "*Issuer*" means Coupland Independent School District.
- (xi) "*Order*" means this Order adopted by the Board of Trustees of the Issuer authorizing the issuance, sale and delivery of the Bonds.
- (xii) "*Paying Agent/Registrar*" means BOKF, NA, located in Dallas, Texas.
- (xiii) "*Project*" means (i) constructing and equipping a new middle school campus and purchasing new school buses and (ii) paying costs of issuance of the Bonds.
- (xiv) "*Registered Owner*" means the person or entity in whose name ownership of a Bond is registered, and the term includes beneficial owners of Bonds to whom the benefits of ownership of Bonds accrue notwithstanding that the Bonds may be held by, or registered in the name of, another person or entity.
- (xv) "*Registration Books*" means the books or records maintained by the Paying Agent/Registrar for the registration of the transfer, conversion and exchange of the Bonds.

Section 2. Designation, Date, Authorized Denominations, Numbers, Interest Rates and Maturities of Bonds.

(a) Each Bond issued pursuant to this Order shall be designated "COUPLAND INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX SCHOOL BUILDING BOND, SERIES 2025", and initially there shall be issued, sold and delivered hereunder fully registered Bonds, without interest coupons, dated the Dated Date, in Authorized Denominations, with the Bonds being numbered consecutively R-1 upward, except that the initial Bond shall be numbered T-1 and be in the aggregate principal amount of \$1,465,000, with Bonds issued in replacement thereof being in the respective Principal Amounts and Maturity Amounts stated below, payable to the respective Registered Owner thereof (with the initial Bond being made payable to the Underwriter as described in Section 14 hereof), or to the registered assignee or assignees of said Bonds.

(b) Interest on the Bonds shall accrue from the Delivery Date and shall be payable February 15 and August 15 of each year with a special first interest payment date on August 28, 2025. The Bonds shall mature and be payable on the Maturity Dates and in the Principal Amounts, respectively, and shall bear interest in the manner provided, on the dates stated, and from the dates set forth, in the "Form of Bond" set forth in **Exhibit A** of this Order to their respective Maturity Dates or redemption prior to maturity at the rates per annum, as set forth in the following schedule.

| <u>Maturity</u> <u>Date</u> | <u>Principal</u> <u>Amount</u> | <u>Interest</u> <u>Rate</u> |
|--------------------------------|-----------------------------------|--------------------------------|
|--------------------------------|-----------------------------------|--------------------------------|

Section 3. Characteristics of the Bonds.

(a) The Issuer shall keep or cause to be kept at the corporate trust office of the Paying Agent/Registrar the Registration Books, and the Issuer hereby appoints the Paying Agent/Registrar as its registrar and transfer agent to keep such books or records and make such registrations of transfers, conversions and exchanges under such reasonable regulations as the Issuer and Paying Agent/Registrar may prescribe; and the Paying Agent/Registrar shall make such registrations, transfers and exchanges as herein provided. The Paying Agent/Registrar shall at all times maintain an office in the State of Texas or shall keep a copy of the Registration Books in the State of Texas.

(b) The Paying Agent/Registrar shall obtain and record in the Registration Books the address of the Registered Owners of each Bond to which payments with respect to the Bonds shall be mailed, as herein provided; but it shall be the duty of each Registered Owner to notify the Paying Agent/Registrar in writing of the address to which payments shall be mailed, and such interest payments shall not be mailed unless such notice has been given. To the extent possible and under reasonable circumstances, all transfers of Bonds shall be made within three business days after request and presentation thereof. The Issuer shall have the right to inspect the Registration Books during regular business hours of the Paying Agent/Registrar, but otherwise the Paying Agent/Registrar shall keep the Registration Books confidential and, unless otherwise required by law, shall not permit their inspection by any other entity. The Paying Agent/Registrar's standard or customary fees and charges for making such registration, transfer, conversion, exchange and delivery of a substitute Bond or Bonds shall be paid as provided in the "Form of Bond" set forth in **Exhibit A** of this Order. Registration of assignments, transfers, conversions and exchanges of Bonds shall be made in the manner provided and with the effect stated in the "Form of Bond" set forth in **Exhibit A** of this Order. Each substitute Bond shall bear a letter and/or number to distinguish it from each other Bond.

(c) Except as provided in (g) below, an authorized representative of the Paying Agent/Registrar shall, before the delivery of any such Bond, date and manually sign the "Paying Agent/Registrar's Authentication Certificate", and no such Bond shall be deemed to be issued or outstanding unless such "Paying Agent/Registrar's Authentication Certificate" is so executed. The Paying Agent/Registrar promptly shall cancel all paid Bonds and Bonds surrendered for transfer and exchange. No additional ordinances, orders, or resolutions need be passed or adopted by the governing body of the Issuer or any other body or person so as to accomplish the foregoing transfer and exchange of any Bond or portion thereof, and the Paying Agent/Registrar shall provide for the printing, execution, and delivery of the substitute Bonds in the manner prescribed herein, and said Bonds shall be of type composition printed on paper with lithographed or steel engraved borders of customary weight and strength. Pursuant to Texas Government Code, Chapter 1201, Subchapter D, the duty of transfer and exchange of Bonds as aforesaid is hereby imposed upon the Paying Agent/Registrar, and, upon the execution of said "Paying Agent/Registrar's Authentication Certificate", the transferred and exchanged Bond shall be valid, incontestable, and enforceable in the same manner and with the same effect as the Bonds that initially were issued and delivered pursuant to this Order, approved by the Attorney General, and registered by the Comptroller of Public Accounts.

(d) The Issuer hereby further appoints the Paying Agent/Registrar to act as the paying agent for paying the principal of and interest on the Bonds, all as provided in this Order. The Paying Agent/ Registrar shall keep proper records of all payments made by the Issuer and the Paying Agent/Registrar with respect to the Bonds.

(e) The Bonds (i) shall be issued in fully-registered form, without interest coupons, with the principal of and interest on such Bonds to be payable only to the Registered Owners thereof, (ii) may be transferred and assigned, (iii) may be exchanged for other Bonds, (iv) may be redeemed prior to their scheduled maturities (notice of which shall be given to the Paying Agent/Registrar by the Issuer at least 45 days prior to any such redemption date), (v) shall have the characteristics, (vi) shall be signed, sealed, executed and authenticated, (vii) the principal of and interest on the Bonds shall be payable, and (viii) shall be administered and the Paying Agent/Registrar and the Issuer shall have certain duties and responsibilities with respect to the Bonds, all as provided, and in the manner and to the effect as required or indicated, in the "Form of Bond" set forth in **Exhibit A** of this Order.

(f) The Issuer covenants with the Registered Owners of the Bonds that at all times while the Bonds are outstanding the Issuer will provide a competent and legally qualified bank, trust company, financial institution, or other entity to act as and perform the services of Paying Agent/Registrar for the Bonds under this Order, and that the Paying Agent/Registrar will be one entity. The Issuer reserves the right to, and may, at its option, change the Paying Agent/Registrar upon not less than 45 days written notice to the Paying Agent/Registrar, to be effective not later than 30 days prior to the next principal or interest payment date after such notice. In the event that the entity at any time acting as Paying Agent/Registrar (or its successor by merger, acquisition, or other method) should resign or otherwise cease to act as such, the Issuer covenants that promptly it will appoint a competent and legally qualified bank, trust company, financial institution, or other agency to act as Paying Agent/Registrar under this Order. Upon any change in the Paying Agent/Registrar, the previous Paying Agent/Registrar promptly shall transfer and deliver the Registration Books (or a copy thereof), along with all other pertinent books and records relating

to the Bonds, to the new Paying Agent/Registrar designated and appointed by the Issuer. Upon any change in the Paying Agent/Registrar, the Issuer promptly will cause a written notice thereof to be sent by the new Paying Agent/Registrar to each Registered Owner of the Bonds, by United States mail, first-class postage prepaid, which notice also shall give the address of the new Paying Agent/Registrar. By accepting the position and performing as such, each Paying Agent/Registrar shall be deemed to have agreed to the provisions of this Order, and a certified copy of this Order shall be delivered to each Paying Agent/Registrar.

(g) The Initial Bond issued and delivered pursuant to this Order is not required to be, and shall not be, authenticated by the Paying Agent/ Registrar, but on each substitute Bond issued in conversion of and exchange for any Bond issued under this Order the Paying Agent/Registrar shall execute the "Paying Agent/Registrar's Authentication Certificate" in the form set forth in the "Form of Bond." The Initial Bond delivered on the closing date shall have attached thereto the Comptroller's Registration Certificate substantially in the form provided in this Order, manually executed by the Comptroller of Public Accounts of the State of Texas or by his duly authorized agent, which Comptroller's Registration Certificate shall be evidence that the Initial Bond has been duly approved by the Attorney General of the State of Texas and that it is a valid and binding obligation of the Issuer, and has been registered by the Comptroller. Except as described above, no Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit of this Order unless and until there appears on such Bond the "Paying Agent/Registrar's Authentication Certificate" substantially in the form provided in this Order, duly authenticated by manual execution of the Paying Agent/Registrar. It shall not be required that the same authorized representative of the Paying Agent/Registrar sign the "Paying Agent/Registrar's Authentication Certificate" on all of the Bonds.

(h) On the Delivery Date, one Initial Bond representing the entire principal amount of the Bonds (collectively, the "*Initial Bond*") , payable in stated installments to the initial purchaser or its designee, executed by manual or facsimile signature of the President and Secretary of the Board of Trustees of the Issuer, approved by the Attorney General of Texas, and registered and manually signed by the Comptroller of Public Accounts of the State of Texas, will be delivered to the initial purchaser or its designee. Upon payment for the Initial Bond, the Paying Agent/Registrar shall cancel the Initial Bond and deliver to DTC (as defined below) on behalf of the initial purchaser one registered definitive Bond for each year of maturity of the Bonds, in the aggregate principal amount of all of the Bonds for such maturity.

Section 4. Book-Entry-Only System. The Bonds initially shall be issued and delivered in such manner that no physical distribution of the Bonds will be made to the public, and The Depository Trust Company ("*DTC*"), New York, New York, initially will act as depository for the Bonds. DTC has represented that it is a limited purpose trust company incorporated under the law of the State of New York, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered under Section 17A of the Securities Exchange Act of 1934, as amended, and the Issuer accepts, but in no way verifies, such representations. Immediately upon initial delivery of the Bonds that are payable to the initial purchaser, the Paying Agent/Registrar shall cancel such Bonds, and substitute Bonds shall be delivered to and registered in the name of CEDE & CO., the nominee of DTC. It is expected that DTC will hold the Bonds on behalf of the initial purchasers and their respective participants. So long as each Bond is registered in the name of CEDE & CO., the Paying

Agent/Registrar shall treat and deal with DTC the same in all respects as if it were the actual and beneficial owner thereof. It is expected that DTC will maintain a book-entry system that will identify ownership of the Bonds in Authorized Denominations, with transfers of ownership being effected on the records of DTC and its participants pursuant to rules and regulations established by them, and that the Bonds initially deposited with DTC shall be immobilized and not be further exchanged for substitute Bonds except as hereinafter provided. The Issuer is not responsible or liable for any function of DTC, will not be responsible for paying any fees or charges with respect to its services, will not be responsible or liable for maintaining, supervising, or reviewing the records of DTC or its participants, or protecting any interests or rights of the beneficial owners of the Bonds. It shall be the duty of the DTC Participants, as defined in the Official Statement herein approved, to make all arrangements with DTC to establish this book-entry system, the beneficial ownership of the Bonds, and the method of paying the fees and charges of DTC. The Issuer does not represent, nor does it in any respect covenant that the initial book-entry system establishment with DTC will be maintained in the future. Notwithstanding the initial establishment of the foregoing book-entry system with DTC, if for any reason any of the originally delivered Bonds is duly filed with the Paying Agent/Registrar with proper request for transfer and substitution, as provided for in this Order, substitute Bonds will be duly delivered as provided in this Order, and there will be no assurance or representation that any book-entry system will be maintained for such Bonds. To effect the establishment of the foregoing book-entry system, the President of the Board of Trustees of the Issuer or the Superintendent of the Issuer are hereby authorized to execute a "DTC Letter of Representation" in the form provided by DTC to evidence the Issuer's intent to establish said book-entry system.

Section 5. Redemption Provisions.

(a) Optional Redemption. On February 15, 2034 or on any date thereafter, the Bonds maturing on or after February 15, 2040, may be redeemed prior to their scheduled maturities, at the option of the Issuer, with funds derived from any available and lawful source, as a whole, or in part, and, if in part, the particular Bonds, or portions thereof, to be redeemed shall be selected and designated by the Issuer (provided that a portion of a Bond may be redeemed only in an Authorized Denomination), at a redemption price equal to the principal amount of the Bonds to be redeemed, plus accrued interest to the date fixed for redemption.

(b) Mandatory Sinking Fund Redemption. The Bonds maturing on February 15 in the years 2040, 2050 and 2055 are subject to mandatory redemption prior to maturity in part at random, by lot or other customary method selected by the Paying Agent/Registrar, at par plus accrued interest to the redemption date, and without premium, with funds on deposit in the Interest and Sinking Fund. Such Bonds shall be redeemed by the Paying Agent/Registrar on the following Mandatory Redemption Dates and in the Principal Amounts as set forth in the following schedule:

Term Bonds due February 15, 2040

| | |
|---------------------------------------|----------------------------|
| Mandatory Redemption Date: 2/15/2031 | Principal Amount: \$10,000 |
| Mandatory Redemption Date: 2/15/2032 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2033 | Principal Amount: \$10,000 |
| Mandatory Redemption Date: 2/15/2034 | Principal Amount: \$10,000 |
| Mandatory Redemption Date: 2/15/2035 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2036 | Principal Amount: \$10,000 |
| Mandatory Redemption Date: 2/15/2037 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2038 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2039 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2040* | Principal Amount: \$15,000 |

Term Bonds due February 15, 2050

| | |
|---------------------------------------|----------------------------|
| Mandatory Redemption Date: 2/15/2041 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2042 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2043 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2044 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2045 | Principal Amount: \$25,000 |
| Mandatory Redemption Date: 2/15/2046 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2047 | Principal Amount: \$25,000 |
| Mandatory Redemption Date: 2/15/2048 | Principal Amount: \$25,000 |
| Mandatory Redemption Date: 2/15/2049 | Principal Amount: \$25,000 |
| Mandatory Redemption Date: 2/15/2050* | Principal Amount: \$30,000 |

Term Bonds due February 15, 2050

| | |
|---------------------------------------|-----------------------------|
| Mandatory Redemption Date: 2/15/2051 | Principal Amount: \$30,000 |
| Mandatory Redemption Date: 2/15/2052 | Principal Amount: \$35,000 |
| Mandatory Redemption Date: 2/15/2053 | Principal Amount: \$35,000 |
| Mandatory Redemption Date: 2/15/2054 | Principal Amount: \$455,000 |
| Mandatory Redemption Date: 2/15/2055* | Principal Amount: \$485,000 |

* Stated Maturity

(b) Notice of Redemption. At least thirty days prior to the date fixed for any redemption of Bonds, or portions thereof, prior to maturity, the Issuer shall cause written notice of such redemption to be sent by United States mail, first class, postage prepaid, to each Registered Owner of a Bond to be redeemed, in whole or in part, at the address of the Registered Owner appearing on the registration books of the Paying Agent/Registrar at the close of business on the business day next preceding the date of mailing of such notice. All notices of redemption so mailed shall be conclusively presumed to have been duly given irrespective of whether received by the Registered Owner.

(c) Firm Banking and Financial Arrangements. By the date fixed for any prior redemption, due provision shall be made with the Paying Agent/Registrar for the payment of the required redemption price for the Bonds or portions thereof that are to be redeemed. If written notice of redemption is mailed and if due provision for such payment is made, all as provided

above, the Bonds or portions thereof that are to be redeemed shall automatically be treated as redeemed prior to their scheduled maturities, and they shall not bear interest after the date fixed for redemption, and they shall not be regarded as being outstanding except for the right of the Registered Owner to receive the redemption price from the Paying Agent/Registrar out of the funds provided for such payment. If a portion of any Bond shall be redeemed, a substitute Bond having the same maturity date, bearing interest at the same rate, in an Authorized Denomination, at the written request of the Registered Owner, and in an aggregate principal amount equal to the unredeemed portion thereof, will be issued to the Registered Owner upon the surrender thereof for cancellation, at the expense of the Issuer.

(d) Selection of Bonds, for Redemption. If less than all Bonds of the same maturity are to be redeemed on a redemption date, the Paying Agent/Registrar shall randomly select by lot the Bonds within such maturity to be redeemed.

(e) Conditional Notice of Redemption. With respect to any optional redemption of the Bonds, unless certain prerequisites to such redemption required by this Order have been met and moneys sufficient to pay the principal of and premium, if any, and interest on the Bonds to be redeemed shall have been received by the Paying Agent/Registrar prior to the giving of such notice of redemption, such notice shall state that said redemption may, at the option of the Issuer, be conditional upon the satisfaction of such prerequisites and receipt of such moneys by the Paying Agent/Registrar on or prior to the date fixed for such redemption, or upon any prerequisite set forth in such notice of redemption. If a conditional notice of redemption is given and such prerequisites to the redemption and sufficient moneys are not received, such notice shall be of no force and effect, the Issuer shall not redeem such Bonds and the Paying Agent/Registrar shall give notice, in the manner in which the notice of redemption was given, to the effect that the Bonds have not been redeemed.

Section 6. Form of Bond. The form of the Bond, including the form of Paying Agent/Registrar's Authentication Certificate, the form of Assignment and the form of Registration Certificate of the Comptroller of Public Accounts of the State of Texas to be attached only to the Bonds initially issued and delivered pursuant to this Order, shall be, respectively, substantially in the form provided in **Exhibit A**, with such appropriate variations, omissions, or insertions as are permitted or required by this Order.

Section 7. Tax Levy; Perfection of Security Interest; Appropriation of Funds.

(a) The special Interest and Sinking Fund is hereby created solely for the benefit of the Bonds, and the Interest and Sinking Fund shall be established and maintained by the Issuer at an official depository bank of the Issuer. The Interest and Sinking Fund shall be kept separate and apart from all other funds and accounts of the Issuer and shall be used only for paying the interest on and principal of the Bonds. All ad valorem taxes levied and collected for and on account of the Bonds shall be deposited, as collected, to the credit of the Interest and Sinking Fund. During each year while any of the Bonds or interest thereon are outstanding and unpaid, the governing body of the Issuer shall compute and ascertain a rate and amount of ad valorem tax that will be sufficient to raise and produce the money required to pay the interest on the Bonds as such interest comes due, and to provide and maintain a sinking fund adequate to pay the principal of its Bonds as such principal matures; and said tax shall be based on the latest approved tax rolls of the Issuer, with

full allowance being made for tax delinquencies and the cost of tax collection. Said rate and amount of ad valorem tax is hereby levied, and is hereby ordered to be levied, against all taxable property in the Issuer for each year while any of the Bonds or interest thereon are outstanding and unpaid; and said tax shall be assessed and collected each such year and deposited to the credit of the aforesaid Interest and Sinking Fund. Said ad valorem taxes sufficient to provide for the payment of the interest on and principal of the Bonds, as such interest comes due and such principal matures, are hereby pledged for such payment, without limit as to rate or amount.

(b) Chapter 1208, Texas Government Code, applies to the issuance of the Bonds and the pledge of the ad valorem taxes granted by the Issuer under this section, and such pledge is therefore valid, effective, and perfected. If Texas law is amended at any time while the Bonds are outstanding and unpaid such that the pledge of the taxes granted by the Issuer under this section is to be subject to the filing requirements of Chapter 9, Texas Business and Commerce Code, then in order to preserve to the Registered Owners of the Bonds the perfection of the security interest in said pledge, the Issuer agrees to take such measures as it determines are reasonable and necessary under Texas law to comply with the applicable provisions of Chapter 9, Texas Business and Commerce Code and enable a filing to perfect the security interest in said pledge to occur.

(c) In order to pay any debt service coming due on the Bonds prior to receipt of the taxes levied to pay such debt service, there is hereby appropriated from current funds on hand, which are hereby certified to be on hand and available for such purpose, an amount sufficient to pay such debt service, and such amount shall be used for no other purpose.

Section 8. Defeasance of Bonds.

(a) Any Bond and the interest thereon shall be deemed to be paid, retired and no longer outstanding (a "*Defeased Bond*") within the meaning of this Order, except to the extent provided in subsection 8(d), when payment of the principal of such Bond, plus interest thereon to the due date (whether such due date be by reason of maturity or otherwise) either (i) shall have been made or caused to be made in accordance with the terms thereof, or (ii) shall have been provided for on or before such due date by irrevocably depositing with or making available to the Paying Agent/Registrar in accordance with an escrow agreement or other instrument (the "*Future Escrow Agreement*") for such payment (1) lawful money of the United States of America sufficient to make such payment or (2) Defeasance Securities that mature as to principal and interest in such amounts and at such times as will insure the availability of sufficient money to provide for such payment, and when proper arrangements have been made by the Issuer with the Paying Agent/Registrar for the payment of its services until all Defeased Bonds shall have become due and payable.

(b) At such time as a Bond shall be deemed to be a Defeased Bond, such Bond and the interest thereon shall no longer be secured by, payable from, or entitled to the benefits of, the ad valorem taxes or revenues herein levied and pledged as provided in this Order, and such principal and interest shall be payable solely from such money or Defeasance Securities. Notwithstanding any other provision of this Order to the contrary, it is hereby provided that any determination not to redeem Defeased Bonds that is made in conjunction with the payment arrangements specified in subsection 8(a)(i) or (ii) shall not be irrevocable, provided that: (1) in the proceedings providing for such payment arrangements, the Issuer expressly reserves the right to call the Defeased Bonds

for redemption; (2) gives notice of the reservation of that right to the Registered Owners of the Defeased Bonds immediately following the making of the payment arrangements; and (3) directs that notice of the reservation be included in any redemption notices that it authorizes.

(c) Any moneys so deposited with the Paying Agent/Registrar may at the written direction of the Issuer be invested in Defeasance Securities, maturing in the amounts and times as hereinbefore set forth, and all income from such Defeasance Securities received by the Paying Agent/Registrar that is not required for the payment of the Bonds and interest thereon, with respect to which such money has been so deposited, shall be turned over to the Issuer, or deposited as directed in writing by the Issuer. Any Future Escrow Agreement pursuant to which the money and/or Defeasance Securities are held for the payment of Defeased Bonds may contain provisions permitting the investment or reinvestment of such moneys in Defeasance Securities or the substitution of other Defeasance Securities upon the satisfaction of the requirements specified in subsection 8(a)(i) or (ii). All income from such Defeasance Securities received by the Paying Agent/Registrar that is not required for the payment of the Defeased Bonds, with respect to which such money has been so deposited, shall be remitted to the Issuer or deposited as directed in writing by the Issuer.

(d) Until all Defeased Bonds shall have become due and payable, the Paying Agent/Registrar shall perform the services of Paying Agent/Registrar for such Defeased Bonds the same as if they had not been defeased, and the Issuer shall make proper arrangements to provide and pay for such services as required by this Order.

(e) In the event that the Issuer elects to defease less than all the principal amount of Bonds of a maturity, the Paying Agent/Registrar shall select, or cause to be selected, such amount of Bonds by such random method as it deems fair and appropriate.

Section 9. Damaged, Mutilated, Lost, Stolen, or Destroyed Bonds.

(a) Replacement Bonds. In the event any outstanding Bond is damaged, mutilated, lost, stolen, or destroyed, the Paying Agent/Registrar shall cause to be printed, executed, and delivered, a new bond of the same principal amount, maturity, and interest rate, as the damaged, mutilated, lost, stolen, or destroyed Bond, in replacement for such Bond in the manner hereinafter provided.

(b) Application for Replacement Bonds. Application for replacement of damaged, mutilated, lost, stolen, or destroyed Bonds shall be made by the Registered Owner thereof to the Paying Agent/Registrar. In every case of loss, theft, or destruction of a Bond, the Registered Owner applying for a replacement bond shall furnish to the Issuer and to the Paying Agent/Registrar such security or indemnity as may be required by them to save each of them harmless from any loss or damage with respect thereto. Also, in every case of loss, theft, or destruction of a Bond, the Registered Owner shall furnish to the Issuer and to the Paying Agent/Registrar evidence to their satisfaction of the loss, theft, or destruction of such Bond, as the case may be. In every case of damage or mutilation of a Bond, the Registered Owner shall surrender to the Paying Agent/Registrar for cancellation the Bond so damaged or mutilated.

(c) No Default Occurred. Notwithstanding the foregoing provisions of this Section, in the event any such Bond shall have matured, and no default has occurred that is then continuing in the payment of the principal of, redemption premium, if any, or interest on the Bond, the Issuer may authorize the payment of the same (without surrender thereof except in the case of a damaged or mutilated Bond) instead of issuing a replacement Bond, provided security or indemnity is furnished as above provided in this Section.

(d) Charge for Issuing Replacement Bonds. Prior to the issuance of any replacement bond, the Paying Agent/Registrar shall charge the Registered Owner of such Bond with all legal, printing, and other expenses in connection therewith. Every replacement bond issued pursuant to the provisions of this Section by virtue of the fact that any Bond is lost, stolen, or destroyed shall constitute a contractual obligation of the Issuer whether or not the lost, stolen, or destroyed Bond shall be found at any time, or be enforceable by anyone, and shall be entitled to all the benefits of this Order equally and proportionately with any and all other Bonds duly issued under this Order.

(e) Authority for Issuing Replacement Bonds. In accordance with Tex. Gov't Code Ann. Chapter 1201, Subchapter D, this Section shall constitute authority for the issuance of any such replacement bond without necessity of further action by the governing body of the Issuer or any other body or person, and the duty of the replacement of such bonds is hereby authorized and imposed upon the Paying Agent/Registrar, and the Paying Agent/Registrar shall authenticate and deliver such Bonds in the form and manner and with the effect, as provided in Section 3 of this Order for Bonds issued in conversion and exchange for other Bonds.

Section 10. Custody, Approval, and Registration of Bonds; Bond Counsel Opinion; Engagement of Bond Counsel; Attorney General Review Fee; CUSIP Numbers.

(a) The President of the Board of Trustees of the Issuer is hereby authorized to have control of the Bonds initially issued and delivered hereunder and all necessary records and proceedings pertaining to the Bonds pending their delivery and their investigation, examination, and approval by the Attorney General of the State of Texas, and their registration by the Comptroller of Public Accounts of the State of Texas. Upon registration of the Bonds said Comptroller of Public Accounts (or a deputy designated in writing to act for said Comptroller) shall manually sign the Comptroller's Registration Certificate attached to such Bonds, and the seal of said Comptroller shall be impressed, or placed in facsimile, on such Certificate. The approving legal opinion of the Issuer's Bond Counsel and the assigned CUSIP numbers may, at the option of the Issuer, be printed on the Bonds issued and delivered under this Order, but neither shall have any legal effect, and shall be solely for the convenience and information of the Registered Owners of the Bonds.

(b) The obligation of the initial purchaser to accept delivery of the Bonds is subject to the initial purchaser being furnished with the final, approving opinion of McCall, Parkhurst & Horton L.L.P., bond counsel to the Issuer, which opinion shall be dated as of and delivered on the date of initial delivery of the Bonds to the initial purchaser

(c) In accordance with the provisions of Section 1202.004, Texas Government Code in connection with the submission of the Bonds by the Attorney General of Texas for review and approval, a statutory fee (an amount equal to 0.1% principal amount of the Bonds, subject to a

minimum of \$750 and a maximum of \$9,500) is required to be paid to the Attorney General upon the submission of the transcript of proceedings for the Bonds. The Issuer hereby authorizes and directs that a check in the amount of the Attorney General filing fee for the Bonds, made payable to the "Texas Attorney General," be promptly furnished to the Issuer's Bond Counsel, for payment to the Attorney General in connection with his review of the Bonds.

Section 11. Covenants Regarding Tax Exemption of Interest on the Bonds.

(a) **Covenants.** The Issuer covenants to take any action necessary to assure, or refrain from any action which would adversely affect, the treatment of the Bonds as obligations described in section 103 of the Code, the interest on which is not includable in the "gross income" of the Registered Owner for purposes of federal income taxation. In furtherance thereof, the Issuer covenants as follows:

(i) to take any action to assure that no more than 10 percent of the proceeds of the Bonds or the projects financed therewith (less amounts deposited to a reserve fund, if any) are used for any "private business use," as defined in section 141(b)(6) of the Code or, if more than 10 percent of the proceeds or the projects financed therewith are so used, such amounts, whether or not received by the Issuer, with respect to such private business use, do not, under the terms of this Order or any underlying arrangement, directly or indirectly, secure or provide for the payment of more than 10 percent of the debt service on the Bonds, in contravention of section 141(b)(2) of the Code;

(ii) to take any action to assure that in the event that the "private business use" described in subsection (a)(i) hereof exceeds 5 percent of the proceeds of the Bonds or the projects financed therewith (less amounts deposited into a reserve fund, if any) then the amount in excess of 5 percent is used for a "private business use" which is "related" and not "disproportionate," within the meaning of section 141(b)(3) of the Code, to the governmental use;

(iii) to take any action to assure that no amount which is greater than the lesser of \$5,000,000, or 5 percent of the proceeds of the Bonds (less amounts deposited into a reserve fund, if any) is directly or indirectly used to finance loans to persons, other than state or local governmental units, in contravention of section 141(c) of the Code;

(iv) to refrain from taking any action which would otherwise result in the Bonds being treated as "private activity bonds" within the meaning of section 141(b) of the Code;

(v) to refrain from taking any action that would result in the Bonds being "federally guaranteed" within the meaning of section 149(b) of the Code;

(vi) to refrain from using any portion of the proceeds of the Bonds, directly or indirectly, to acquire or to replace funds which were used, directly or indirectly, to acquire investment property (as defined in section 148(b)(2) of the Code) which produces a materially higher yield over the term of the Bonds, other than investment property acquired with:

(A) proceeds of the Bonds invested for a reasonable temporary period of 3 years or less or, in the case of a refunding bond, for a period of 90 days or less until such proceeds are needed for the purpose for which the bonds are issued,

(B) amounts invested in a bona fide debt service fund, within the meaning of section 1.148 1(b) of the Treasury Regulations, and

(C) amounts deposited in any reasonably required reserve or replacement fund to the extent such amounts do not exceed 10 percent of the proceeds of the Bonds;

(vii) to otherwise restrict the use of the proceeds of the Bonds or amounts treated as proceeds of the Bonds, as may be necessary, so that the Bonds do not otherwise contravene the requirements of section 148 of the Code (relating to arbitrage);

(viii) to pay to the United States of America at least once during each five-year period (beginning on the date of delivery of the Bonds) an amount that is at least equal to 90 percent of the "Excess Earnings" (within the meaning of section 148(f) of the Code) and to pay to the United States of America, not later than 60 days after the Bonds have been paid in full, 100 percent of the amount then required to be paid as a result of Excess Earnings under section 148(f) of the Code; and

(ix) to refrain from using the proceeds of the Bonds or the proceeds of any prior bonds to pay debt services on another issue more than ninety (90) days after the issuance of the Bonds in contravention of section 149(d) of the Code (relating to advance refundings).

(b) Rebate Fund. In order to facilitate compliance with subsection (a)(viii), a "*Rebate Fund*" is hereby established by the Issuer for the sole benefit of the United States of America, and such fund shall not be subject to the claim of any other person, including without limitation the Registered Owners. The Rebate Fund is established for the additional purpose of compliance with section 148 of the Code.

(c) Proceeds. The Issuer understands that the term "proceeds" includes "disposition proceeds" as defined in the Treasury Regulations and, in the case of refunding bonds, transferred proceeds (if any) and proceeds of refunded obligations expended prior to the date of issuance of the Bonds. It is the understanding of the Issuer that the covenants contained herein are intended to assure compliance with the Code and any regulations or rulings promulgated by the U.S. Department of the Treasury pursuant thereto. In the event that regulations or rulings are hereafter promulgated which modify or expand provisions of the Code, as applicable to the Bonds, the Issuer will not be required to comply with any covenant contained herein to the extent that such failure to comply, in the opinion of nationally recognized bond counsel, will not adversely affect the exemption from federal income taxation of interest on the Bonds under section 103 of the Code. In the event that regulations or rulings are hereafter promulgated which impose additional requirements which are applicable to the Bonds, the Issuer agrees to comply with the additional requirements to the extent necessary, in the opinion of nationally recognized bond counsel, to preserve the exemption from federal income taxation of interest on the Bonds under section 103

of the Code. In furtherance of such intention, the Issuer hereby authorizes and directs the Superintendent to execute any documents, certificates or reports required by the Code and to make such elections, on behalf of the Issuer, which may be permitted by the Code as are consistent with the purpose for the issuance of the Bonds.

(d) Procedures to Monitor Compliance with Tax Covenants. The District hereby adopts the procedures attached hereto as **Exhibit B** as a means of monitoring compliance with the federal tax covenants made herein.

Section 12. Disposition of Project. The Issuer covenants that the property financed with the proceeds of the Bonds in accordance with Proposition A of the Election, as described in the recitals to this Order, will not be sold or otherwise disposed in a transaction resulting in the receipt by the Issuer of cash or other compensation, unless any action taken in connection with such disposition will not adversely affect the tax-exempt status of the Bonds. For purpose of the foregoing, the Issuer may rely on an opinion of nationally-recognized bond counsel that the action taken in connection with such sale or other disposition will not adversely affect the tax-exempt status of the Bonds. For purposes of the foregoing, the portion of the property comprising personal property and disposed in the ordinary course shall not be treated as a transaction resulting in the receipt of cash or other compensation. For purposes hereof, the Issuer shall not be obligated to comply with this covenant if it obtains an opinion that such failure to comply will not adversely affect the excludability for federal income tax purposes from gross income of the interest.

Section 13. Allocation of, and Limitation on, Expenditures for the Project. The Issuer covenants to account for the expenditure of sale proceeds and investment earnings to be used for the construction and acquisition of the Project on its books and records by allocating proceeds to expenditures within 18 months of the later of the date that (1) the expenditure is made, or (2) the Project is completed. The foregoing notwithstanding, the Issuer shall not expend sale proceeds or investment earnings thereon more than 60 days after the earlier of (1) the fifth anniversary of the delivery of the Bonds, or (2) the date the Bonds are retired, unless the Issuer obtains an opinion of nationally-recognized bond counsel that such expenditure will not adversely affect the status, for federal income tax purposes, of the Bonds or the interest thereon. For purposes hereof, the Issuer shall not be obligated to comply with this covenant if it obtains an opinion that such failure to comply will not adversely affect the excludability for federal income tax purposes from gross income of the interest.

Section 14. Sale of Bonds and Approval of Official Statement.

(a) The Bonds are hereby sold and shall be delivered to Oppenheimer & Co. (the "Underwriter") for the purchase price of \$1,493,447.12, representing the aggregate principal amount of the Bonds, plus a reoffering premium of \$47,963.30 , less an underwriting discount of \$19,516.18, pursuant to the terms and provisions of a Purchase Agreement, in substantially the form presented at this meeting, which the President or Vice President of the Board of Trustees or the Superintendent is hereby authorized to execute and deliver. It is hereby officially found, determined, and declared that the terms of this sale are the most advantageous reasonably obtainable. The Bonds shall initially be registered in the name of Oppenheimer & Co. or its designee.

(b) The Issuer hereby approves the form and content of the Official Statement relating to the Bonds and any addenda, supplement or amendment thereto, and approves the distribution of such Official Statement in the reoffering of the Bonds by the Underwriter in final form, with such changes therein or additions thereto as the officer executing the same may deem advisable, such determination to be conclusively evidenced by his execution thereof. The distribution and use of the Preliminary Official Statement, prior to the date hereof is hereby ratified and confirmed.

Section 15. Interest Earnings on Bond Proceeds; Use of Premium Received from Sale of Bonds; Establishment of Construction Fund.

(a) Interest Earnings. Interest earnings derived from the proceeds deposited to the Issuer's construction fund shall be retained therein and used for the purpose of constructing the Project, provided that after the completion of the Project, any amounts remaining therein shall be deposited to the Interest and Sinking Fund for the Bonds. It is further provided, however, that any interest earnings on bond proceeds that are required to be rebated to the United States of America pursuant to Section 11 hereof in order to prevent the Bonds from being arbitrage bonds shall be so rebated and not considered as interest earnings for the purposes of this Section.

(b) Use of Bond Premium. The premium received from the sale of the Bonds, in the amount of \$47,963.30 shall be applied as follows: (i) the sum of \$28,447.12 shall be applied to pay costs of issuance incurred in connection with the issuance of the Bonds and (ii) the sum of \$19,516.18 shall be applied to pay the underwriting discount. The par amount of the Bonds is allocated as follows: (i) the sum of \$1,425,000.00 shall be deposited into the construction fund of the Issuer to be used to pay costs of the Project; (ii) the sum of \$4,419.90 shall be deposited into the Interest and Sinking Fund for the Bonds and (iii) the sum of \$35,580.10 shall be used to pay costs of issuance.

(c) The voted authorization of Bonds which are being issued pursuant to Proposition A of the Election is \$1,465,000.00 (\$1,465,000.00 in principal) with the balance of voted but unissued bonds authorized by Proposition A of the Election being \$51,535,000).

(d) Establishment of Construction Fund.

(i) The Issuer hereby creates and establishes and shall maintain on the books of the Issuer a separate fund to be entitled the "*Series 2025 Bonds Construction Fund*" for use by the Issuer for payment of all lawful costs associated with the Project as hereinbefore provided. Proceeds of the Bonds in the amount of \$1,425,000 shall be deposited into the Construction Fund. Upon payment of all such Project costs, any moneys remaining on deposit in said Fund shall be transferred to the Interest and Sinking Fund. Amounts so deposited to the Interest and Sinking Fund shall be used in the manner described in Section 7 of this Ordinance.

(ii) The Issuer may place proceeds of the Bonds (including investment earnings thereon) and amounts deposited into the Interest and Sinking Fund in investments authorized by the Public Funds Investment Act, Chapter 2256, Texas Government Code, as amended; provided, however, that the Issuer hereby covenants that the proceeds of the

sale of the Bonds will be used as soon as practicable for the Project for which the Bonds are issued.

(iii) All deposits authorized or required by this Order shall be secured to the fullest extent required by law for the security of public funds.

Section 16. Method of Amendment. The Issuer hereby reserves the right to amend this Order subject to the following terms and conditions:

(a) Amendment without Consent. The Issuer may from time to time, without the consent of any Registered Owner (except as required by subsection (b) below), amend or supplement this Order in order to (i) cure any ambiguity, defect or omission in this Order that does not materially adversely affect the interests of the Registered Owners, (ii) grant additional rights or security for the benefit of the Registered Owners, (iii) add events of default as shall not be inconsistent with the provisions of this Order and that shall not materially adversely affect the interests of the Registered Owners, (iv) qualify this Order under the Trust Indenture Act of 1939, as amended, or corresponding provisions of federal laws from time to time in effect, or (v) make such other provisions in regard to matters or questions arising under this Order as shall not be inconsistent with the provisions of this Order and that shall not in the opinion of Bond Counsel materially adversely affect the interests of the Registered Owners.

(b) Amendment Requiring Consent. The Registered Owners of Bonds aggregating in a majority of the principal amount of then outstanding Bonds that are the subject of a proposed amendment shall have the right to approve any amendment to this Order that may be deemed necessary or desirable by the Issuer; provided, however, the consent of the Registered Owners of 100% of the aggregate principal amount of then outstanding Bonds shall be required in order to amend the terms and conditions of this Order or the Bonds so as to:

- (i) make any change in the maturity of any of the outstanding Bonds;
- (ii) reduce the rate of interest borne by any of the outstanding Bonds;
- (iii) reduce the amount of the principal of, or redemption premium, if any, payable on any outstanding Bonds;
- (iv) modify the terms of payment of principal or of interest or redemption premium on outstanding Bonds or any of them or impose any condition with respect to such payment; or
- (v) change the minimum percentage of the principal amount of the Bonds necessary for consent to such amendment.

(c) If at any time the Issuer shall desire to amend this Order under this Section, the Issuer shall send by U.S. mail to each Registered Owner of the affected Bonds a copy of the proposed amendment and state whether consent of the Registered Owners is or is not required for such proposed amendment.

(d) Whenever at any time within one year from the date of mailing of such notice the Issuer shall receive an instrument or instruments executed by the Registered Owners of a majority in aggregate principal amount of all of the Bonds then outstanding that are required for the amendment, which instrument or instruments shall refer to the proposed amendment and which shall specifically consent to and approve such amendment, the Issuer may adopt the amendment in substantially the same form.

(e) Upon the adoption of any amendatory Order pursuant to the provisions of this Section, this Order shall be deemed to be modified and amended in accordance with such amendatory Order, and the respective rights, duties, and obligations of the Issuer and all Registered Owners of such affected Bonds shall thereafter be determined, exercised, and enforced, subject in all respects to such amendment.

(f) Any consent given by the Registered Owner of a Bond pursuant to the provisions of this Section shall be irrevocable for a period of six months from the date of such consent and shall be conclusive and binding upon all future Registered Owners of the same bond during such period. Such consent may be revoked at any time after six months from the date of said consent by the Registered Owner who gave such consent, or by a successor in title, by filing notice with the Issuer, but such revocation shall not be effective if the Registered Owners of a majority in aggregate principal amount of the affected Bonds then outstanding, have, prior to the attempted revocation, consented to and approved the amendment.

(g) For the purposes of establishing ownership of the Bonds, the Issuer shall rely solely upon the registration of the ownership of such bonds on the registration books kept by the Paying Agent/Registrar.

Section 17. Further Procedures. The President or Vice President and Secretary of the Board of Trustees of the Issuer and the Superintendent of the Issuer shall be and they are hereby expressly authorized, empowered and directed from time to time and at any time to do and perform all such acts and things and to execute, acknowledge and deliver in the name and under the corporate seal and on behalf of the Issuer a Letter of Representations with DTC regarding the Book-Entry Only System, a Paying Agent/Registrar Agreement with the Paying Agent/Registrar, the Purchase Agreement between the Issuer and the Underwriter, all forms and documents necessary to ensure the interest on the Bonds is exempt from federal income taxation, and all other instruments, whether or not herein mentioned, as may be necessary or desirable in order to carry out the terms and provisions of this Order and the Bonds. Notwithstanding anything to the contrary contained herein, while the Bonds are subject to DTC's Book-Entry-Only System and to the extent permitted by law, the Letter of Representation is hereby incorporated herein and its provisions shall prevail over any other provisions of this Order in the event of conflict. The President and Secretary of the Board of Trustees of the Issuer shall sign each Bond, including the initial bond, with their manual or facsimile signatures, and the official seal of the Issuer shall be duly impressed, or placed in facsimile, on each Bond. In case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes the same as if such officer had remained in office until such delivery.

Section 18. Compliance With Rule 15c2-12 (17 C.F.R. § 240.15c2-12).

(a) Definitions. As used in this Section, the following terms have the meanings ascribed to such terms below:

(i) "Financial Obligation" means a: (a) debt obligation; (b) derivative instrument entered into in connection with or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) a guarantee of the foregoing (a) and (b). The term Financial Obligation does not include any municipal securities as to which a final official statement has been provided to the Municipal Securities Rulemaking Board consistent with the Rule.

(ii) "*MSRB*" means the Municipal Securities Rulemaking Board or any successor to its functions under the Rule.

(iii) "*Rule*" means SEC Rule 15c2-12, as amended from time to time.

(iv) "*SEC*" means the United States Securities and Exchange Commission.

(b) Annual Reports. The Issuer shall provide annually to the MSRB, in the electronic format prescribed by the MSRB, certain updated financial information and operating data of the type included in APPENDIX A of the Official Statement (except with respect to Table 6 – “Estimated Overlapping Debt”) and the Issuer's comprehensive annual financial report. The Issuer will update and provide the information in APPENDIX A of the Official Statement (except with respect to Table 6 – “Estimated Overlapping Debt”) within six months after the end of each fiscal year ending in and after 2025. The Issuer will additionally provide audited financial statements when and if available, and in any event, within 12 months after the end of each fiscal year ending in or after 2025, if not provided at the time referenced tables are provided. If the audit of such financial statements is not complete within 12 months after any such fiscal year end, then the Issuer will file unaudited financial statements within such 12-month period and audited financial statements for the applicable fiscal year, when and if the audit report on such statements becomes available.

(c) Any financial information so to be provided shall be (i) prepared in accordance with the accounting principles described in the financial statements of the Issuer appended to the Official Statement, or such other accounting principles as the Issuer may be required to employ from time to time pursuant to state law or regulation, and (ii) audited, if the Issuer commissions an audit of such statements and the audit is completed within the period during which they must be provided.

(d) If the Issuer changes its fiscal year, it will notify the MSRB of the change (and of the date of the new fiscal year end) prior to the next date by which the Issuer otherwise would be required to provide financial information and operating data pursuant to this Section. The financial information and operating data to be provided pursuant to this Section may be set forth in full in one or more documents or may be included by specific reference to any documents available to the public on the MSRB's internet website or filed with the SEC. All documents provided to the MSRB shall be accompanied by identifying information as prescribed by the MSRB.

(e) Event Notices.

(i) *Material Event Notices.* The Issuer shall notify the MSRB in an electronic format as prescribed by the MSRB, in a timely manner (but not in excess of ten business days after the occurrence of the event) of any of the following events with respect to the Bonds, if such event is material within the meaning of the federal securities laws:

(A) non-payment related defaults;

(B) modifications to rights of Registered Owners;

(C) Bond calls;

(D) release, substitution, or sale of property securing repayment of the Bonds;

(E) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms;

(F) appointment of a successor or additional trustee or the change of name of a trustee;

(G) incurrence of a Financial Obligation of the Issuer, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Issuer, any of which affect Bondholders, if material.

(ii) *Event Notices Without Regard to Materiality.* The Issuer shall notify the MSRB in an electronic format as prescribed by the MSRB, in a timely manner (but not in excess of ten business days after the occurrence of the event) of any of the following events with respect to the Bonds, without regard to whether such event is considered material within the meaning of the federal securities laws:

(A) principal and interest payment delinquencies;

(B) unscheduled draws on debt service reserves reflecting financial difficulties;

(C) unscheduled draws on credit enhancements reflecting financial difficulties;

(D) substitution of credit or liquidity providers, or their failure to perform;

(E) adverse tax opinions or the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form

5701-TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;

(F) tender offers;

(G) defeasances;

(H) rating changes;

(I) bankruptcy, insolvency, receivership or similar event of an obligated person.

(J) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the Issuer, any of which reflect financial difficulties.

(iii) The Issuer shall notify the MSRB, in a timely manner, of any failure by the Issuer to provide financial information or operating data in accordance with subsection (b) of this Section by the time required by such subsection.

(f) Limitations, Disclaimers, and Amendments.

(i) The Issuer shall be obligated to observe and perform the covenants specified in this Section for so long as, but only for so long as, the Issuer remains an "obligated person" with respect to the Bonds within the meaning of the Rule, except that the Issuer in any event will give the notice required by subsection (e) hereof of any Bond calls and defeasance that cause the Issuer to no longer be such an "obligated person".

(ii) The provisions of this Section are for the sole benefit of the Registered Owners and beneficial owners of the Bonds, and nothing in this Section, express or implied, shall give any benefit or any legal or equitable right, remedy, or claim hereunder to any other person. The Issuer undertakes to provide only the financial information, operating data, financial statements, and notices which it has expressly agreed to provide pursuant to this Section and does not hereby undertake to provide any other information that may be relevant or material to a complete presentation of the Issuer's financial results, condition, or prospects or hereby undertake to update any information provided in accordance with this Section or otherwise, except as expressly provided herein. The Issuer does not make any representation or warranty concerning such information or its usefulness to a decision to invest in or sell Bonds at any future date.

(iii) UNDER NO CIRCUMSTANCES SHALL THE ISSUER BE LIABLE TO THE REGISTERED OWNER OR BENEFICIAL OWNER OF ANY BOND OR ANY OTHER PERSON, IN CONTRACT OR TORT, FOR DAMAGES RESULTING IN WHOLE OR IN PART FROM ANY BREACH BY THE ISSUER, WHETHER NEGLIGENT OR WITHOUT FAULT ON ITS PART, OF ANY COVENANT SPECIFIED IN THIS SECTION, BUT EVERY RIGHT AND REMEDY OF ANY SUCH PERSON, IN CONTRACT OR TORT, FOR OR ON ACCOUNT OF ANY SUCH

BREACH SHALL BE LIMITED TO AN ACTION FOR MANDAMUS OR SPECIFIC PERFORMANCE.

(iv) No default by the Issuer in observing or performing its obligations under this Section shall comprise a breach of or default under the Order for purposes of any other provision of this Order. Nothing in this Section is intended or shall act to disclaim, waive, or otherwise limit the duties of the Issuer under federal and state securities laws.

(v) The provisions of this Section may be amended by the Issuer from time to time to adapt to changed circumstances that arise from a change in legal requirements, a change in law, or a change in the identity, nature, status, or type of operations of the Issuer, but only if (1) the provisions of this Section, as so amended, would have permitted an underwriter to purchase or sell Bonds in the primary offering of the Bonds in compliance with the Rule, taking into account any amendments or interpretations of the Rule since such offering as well as such changed circumstances and (2) either (a) the Registered Owners of a majority in aggregate principal amount (or any greater amount required by any other provision of this Order that authorizes such an amendment) of the outstanding Bonds consent to such amendment or (b) a person that is unaffiliated with the Issuer (such as nationally recognized bond counsel) determined that such amendment will not materially impair the interest of the Registered Owners and beneficial owners of the Bonds. If the Issuer so amends the provisions of this Section, it shall include with any amended financial information or operating data next provided in accordance with subsection (a) of this Section an explanation, in narrative form, of the reason for the amendment and of the impact of any change in the type of financial information or operating data so provided. The Issuer may also amend or repeal the provisions of this continuing disclosure agreement if the SEC amends or repeals the applicable provision of the Rule or a court of final jurisdiction enters judgment that such provisions of the Rule are invalid, but only if and to the extent that the provisions of this sentence would not prevent an underwriter from lawfully purchasing or selling Bonds in the primary offering of the Bonds.

Section 19. Facilities Allotment Funds; State Assistance Funds.

(a) In connection with the issuance of the Bonds, the Issuer may receive financial assistance from the Texas Education Agency in accordance with the instructional facilities allotment program established pursuant to Chapter 46, Texas Education Code, as amended (the "Program"). In each fiscal year in which the Issuer receives funding under the Program or any successor State funding program that provides a debt service subsidy for the Bonds and, in either case, that requires the Issuer to deposit such debt service subsidy into the Interest and Sinking Fund for the Bonds (such funds being collectively referred to herein as "Debt Subsidy Funds"), the Issuer shall deposit immediately upon receipt the Debt Subsidy Funds received to the credit of the Interest and Sinking Fund for the Bonds created pursuant to Section 7. Notwithstanding the requirements of Section 7, if Debt Subsidy Funds are actually on deposit in the Interest and Sinking Fund for the Bonds in advance of the time when ad valorem taxes are scheduled to be levied for any fiscal year, then the amount of ad valorem taxes that otherwise would have been required to be levied pursuant to Section 7 shall be reduced to the extent and by the amount of the Debt Subsidy Funds then on deposit in the Interest and Sinking Fund for the Bonds.

(b) To the extent that the Issuer demonstrates to the Texas Attorney General that the Issuer's ability to comply with the requirements of Section 45.0031, Texas Education Code, as amended, is contingent on receiving State assistance, the Issuer covenants, to the extent required, and for so long as required, to comply with the provisions of said Section 45.0031, and to not set a tax rate for a year until the Issuer has credited to the account of the Interest and Sinking Fund for the Bonds the amounts of State assistance received or to be received in accordance with the terms of said Section 45.0031.

Section 20. Permanent School Fund Guarantee Program. The Issuer covenants to timely comply with all applicable requirements and procedures under Article VII, Section 5 of the Texas Constitution, Subchapter C of Chapter 45, Texas Education Code and the Rules of the State Board of Education relating to the guarantee of the principal and interest on the Bonds by the Texas Permanent School Fund. Upon defeasance of such Bonds prior to maturity in accordance with applicable law, the guarantee of the principal and interest on such Bonds by the Texas Permanent School Fund shall cease and no longer be available. In case of a default in the payment of principal or interest on the Bonds, and in accordance with Section 45.061, Texas Education Code, the Comptroller of Public Accounts of the State of Texas is authorized to withhold from the Issuer amounts equal to the amounts paid by the Permanent School Fund on account of such default, plus interest thereon, from the first state money payable to the Issuer from the following sources and in the following order, to wit: foundation school fund, available school fund.

Section 21. Inconsistent Provisions. All indentures, orders or resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Order are hereby repealed to the extent of such conflict and the provisions of this Order shall be and remain controlling as to the matters contained herein.

Section 22. Governing Law. This Order shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 23. Severability. If any provision of this Order or the application thereof to any circumstance shall be held to be invalid, the remainder of this Order and the application thereof to other circumstances shall nevertheless be valid, and this governing body hereby declares that this Order would have been enacted without such invalid provision.

Section 24. Remedies for Events of Default.

(a) **Remedies for Default.** Upon the happening of any Event of Default, then and in every case, any Registered Owner or an authorized legal representative thereof, including, but not limited to, a trustee for such Registered Owner, may proceed against the Issuer or the Board of Trustees of the Issuer, as appropriate, for the purpose of protecting and enforcing the rights of the Registered Owners under this Order, by mandamus or other suit, action or special proceeding in equity or at law, in any court of competent jurisdiction, for any relief permitted by law, including the specific performance of any covenant or agreement contained in this Order, to enjoin any act or thing that may be unlawful or in violation of any right of the Registered Owners hereunder or

any combination of such remedies. All such proceedings for remedy shall be instituted and maintained for the equal benefit of all Registered Owners of Bonds then outstanding.

(b) Remedies are not Exclusive.

(i) No remedy conferred or reserved in this Order is intended to be exclusive of any other available remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or under the Bonds or now or hereafter existing at law or in equity; provided, however, that notwithstanding any other provision of this Order, **the right to accelerate the debt service payments evidenced by the Bonds shall not be available as a remedy under this Order.**

(ii) The exercise of any remedy herein conferred or reserved shall not be deemed a waiver of any other available remedy.

(iii) By accepting the delivery of a Bond authorized under this Order, such Registered Owner agrees that the certifications required to effectuate any covenants or representations contained in this Order do not and shall never constitute or give rise to a personal or pecuniary liability or charge against the officers, employees or trustees of the Issuer or the Board of Trustees of the Issuer.

[Remainder of page intentionally left blank]

EXHIBIT A

FORM OF BOND

The form of the Bond, including the form of Paying Agent/Registrar's Authentication Certificate, the form of Assignment and the form of Registration Certificate of the Comptroller of Public Accounts of the State of Texas to be attached only to the Bonds initially issued and delivered pursuant to this Order, shall be, respectively, substantially as follows, with such appropriate variations, omissions, or insertions as are permitted or required by this Order.

NO. R-__ UNITED STATES OF AMERICA PRINCIPAL
STATE OF TEXAS AMOUNT
\$ _____
COUPLAND INDEPENDENT SCHOOL DISTRICT
UNLIMITED TAX SCHOOL BUILDING BOND
SERIES 2025

| <u>INTEREST RATE</u> | <u>DELIVERY DATE</u> | <u>MATURITY DATE</u> | <u>CUSIP NO.</u> |
|----------------------|----------------------|----------------------|------------------|
| _____ | August 26, 2025 | February 15, 20__ | _____ |

REGISTERED OWNER:

PRINCIPAL AMOUNT: DOLLARS

ON THE MATURITY DATE specified above, COUPLAND INDEPENDENT SCHOOL DISTRICT (the "Issuer"), in Williamson and Travis Counties, being a political subdivision of the State of Texas, hereby promises to pay to the Registered Owner set forth above, or registered assigns (the "Registered Owner") the Principal Amount set forth above, and to pay interest thereon from the Delivery Date set forth above, on February 15 and August 15 of each year with a special first interest payment date on August 28, 2025, and thereafter to the Maturity Date specified above, or the date of redemption prior to maturity, at the interest rate per annum specified above; except that if this Bond is required to be authenticated and the date of its authentication is later than the first Record Date (hereinafter defined), such principal amount shall bear interest from the interest payment date next preceding the date of authentication, unless such date of authentication is after any Record Date but on or before the next following interest payment date, in which case such principal amount shall bear interest from such next following interest payment date; provided, however, that if on the date of authentication hereof the interest on the Bond or Bonds, if any, for which this Bond is being exchanged or converted from is due but has not been paid, then this Bond shall bear interest from the date to which such interest has been paid in full.

THE PRINCIPAL OF AND INTEREST ON this Bond are payable in lawful money of the United States of America, without exchange or collection charges. The principal of this Bond shall be paid to the Registered Owner hereof upon presentation and surrender of this Bond at maturity or the date fixed for its redemption prior to maturity, at the corporate trust office of BOKF, NA, Dallas, Texas, which is the "Paying Agent/Registrar" for this Bond. The payment of interest on this Bond shall be made by the Paying Agent/Registrar to the Registered Owner hereof on each

interest payment date by check, dated as of such interest payment date, drawn by the Paying Agent/Registrar on, and payable solely from, funds of the Issuer required by the Order authorizing the issuance of this Bond (the "*Bond Order*") to be on deposit with the Paying Agent/Registrar for such purpose as hereinafter provided; and such check shall be sent by the Paying Agent/Registrar by United States mail, first-class postage prepaid, on each such interest payment date, to the Registered Owner hereof, at its address as it appeared on the last business day of the month next preceding each such date (except that the Record Date for the special first interest payment on August 28, 2025 is the close of business on the preceding business date) (the "*Record Date*") on the Registration Books kept by the Paying Agent/Registrar, as hereinafter described. In the event of a non-payment of interest on a scheduled payment date, and for thirty days thereafter, a new record date for such interest payment (a "*Special Record Date*") will be established by the Paying Agent/Registrar if and when funds for the payment of such interest have been received from the Issuer. Notice of the Special Record Date and of the scheduled payment date of the past due interest (the "*Special Payment Date*" which shall be fifteen days after the Special Record Date) shall be sent at least five business days prior to the Special Record Date by United States mail, first class, postage prepaid, to the address of each Registered Owner appearing on the Registration Books of the Paying Agent/Registrar at the close of business on the last business day next preceding the date of mailing of such notice. Any accrued interest due upon the redemption of this Bond prior to maturity as provided herein shall be paid to the Registered Owner upon presentation and surrender of this Bond for redemption and payment at the designated corporate trust office of the Paying Agent/Registrar (unless the redemption date is a regularly scheduled interest payment date, in which case accrued interest on such redeemed Bonds shall be payable in the regular manner described above). The Issuer covenants with the Registered Owner of this Bond that on or before each principal payment date, interest payment date, and accrued interest payment date for this Bond it will make available to the Paying Agent/Registrar, from the "Interest and Sinking Fund" created by the Bond Order, the amounts required to provide for the payment, in immediately available funds, of all principal of and interest on the Bonds, when due.

IF THE DATE for the payment of the principal of or interest on this Bond shall be a Saturday, Sunday, legal holiday, or day on which banking institutions in the city where the corporate trust office of the Paying Agent/Registrar that is designated for payment of the Bonds is located are authorized by law or executive order to close, or the United States Postal Service is not open for business, then the date for such payment shall be the next succeeding day that is not such a Saturday, Sunday, legal holiday, or day on which banking institutions are authorized to close, or the United States Postal Service is not open for business; and payment on such date shall have the same force and effect as if made on the original date payment was due.

THIS BOND is one of a series of Bonds dated August 15, 2025, authorized in accordance with the Constitution and laws of the State of Texas in the principal amount of \$1,465,000, with the proceeds of such being used for (i) constructing and equipping a new middle school campus and purchasing new school buses and (ii) paying costs of issuance of the Bonds.

ON FEBRUARY 15, 2034 OR ON ANY DATE THEREAFTER, the Bonds maturing on and after February 15, 2040, may be redeemed prior to their scheduled maturities, at the option of the Issuer, with funds derived from any available and lawful source, as a whole, or in part, and, if in part, the particular Bonds, or portions thereof, to be redeemed shall be selected and designated by the Issuer (provided that a portion of a Bond may be redeemed only in an Authorized

Denomination), at a redemption price equal to the principal amount of the Bonds to be redeemed, plus accrued interest to the date fixed for redemption.

THE BONDS MATURING ON FEBRUARY 15 IN THE YEARS 2040, 2050 and 2055 are subject to mandatory redemption prior to maturity in part at random, by lot or other customary method selected by the Paying Agent/Registrar, at par plus accrued interest to the redemption date, and without premium, with funds on deposit in the Interest and Sinking Fund. Such Bonds shall be redeemed by the Paying Agent/Registrar on the following Mandatory Redemption Dates and in the Principal Amounts as set forth in the following schedule:

Term Bonds due February 15, 2040

| | |
|---------------------------------------|----------------------------|
| Mandatory Redemption Date: 2/15/2031 | Principal Amount: \$10,000 |
| Mandatory Redemption Date: 2/15/2032 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2033 | Principal Amount: \$10,000 |
| Mandatory Redemption Date: 2/15/2034 | Principal Amount: \$10,000 |
| Mandatory Redemption Date: 2/15/2035 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2036 | Principal Amount: \$10,000 |
| Mandatory Redemption Date: 2/15/2037 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2038 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2039 | Principal Amount: \$15,000 |
| Mandatory Redemption Date: 2/15/2040* | Principal Amount: \$15,000 |

Term Bonds due February 15, 2050

| | |
|---------------------------------------|----------------------------|
| Mandatory Redemption Date: 2/15/2041 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2042 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2043 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2044 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2045 | Principal Amount: \$25,000 |
| Mandatory Redemption Date: 2/15/2046 | Principal Amount: \$20,000 |
| Mandatory Redemption Date: 2/15/2047 | Principal Amount: \$25,000 |
| Mandatory Redemption Date: 2/15/2048 | Principal Amount: \$25,000 |
| Mandatory Redemption Date: 2/15/2049 | Principal Amount: \$25,000 |
| Mandatory Redemption Date: 2/15/2050* | Principal Amount: \$30,000 |

Term Bonds due February 15, 2050

| | |
|---------------------------------------|-----------------------------|
| Mandatory Redemption Date: 2/15/2051 | Principal Amount: \$30,000 |
| Mandatory Redemption Date: 2/15/2052 | Principal Amount: \$35,000 |
| Mandatory Redemption Date: 2/15/2053 | Principal Amount: \$35,000 |
| Mandatory Redemption Date: 2/15/2054 | Principal Amount: \$455,000 |
| Mandatory Redemption Date: 2/15/2055* | Principal Amount: \$485,000 |

* Stated Maturity

The principal amount of Term Bonds of a stated maturity required to be redeemed on any mandatory redemption date pursuant to the operation of the mandatory sinking fund redemption provisions shall be reduced, at the option of the Issuer, by the principal amount of any Term Bonds

of the same maturity which, at least fifty days prior to a mandatory redemption date (1) shall have been acquired by the Issuer at a price not exceeding the principal amount of such Term Bonds plus accrued interest to the date of purchase thereof, and delivered to the Paying Agent/Registrar for cancellation, (2) shall have been purchased and canceled by the Paying Agent/Registrar at the request of the Issuer at a price not exceeding the principal amount of such Term Bonds plus accrued interest to the date of purchase, or (3) shall have been redeemed pursuant to the optional redemption provisions and not theretofore credited against a mandatory redemption requirement.

AT LEAST THIRTY days prior to the date fixed for any redemption of Bonds or portions thereof prior to maturity, the Issuer shall cause written notice of such redemption to be sent by United States mail, first class, postage prepaid, to each Registered Owner of a Bond to be redeemed, in whole or in part, at the address of the Registered Owner appearing on the registration books of the Paying Agent/Registrar at the close of business on the business day next preceding the date of mailing of such notice. Any notice of redemption so mailed shall be conclusively presumed to have been duly given irrespective of whether received by the Registered Owner. By the date fixed for any such redemption, due provision shall be made with the Paying Agent/Registrar for the payment of the required redemption price for the Bonds or portions thereof that are to be so redeemed. If such written notice of redemption is mailed and if due provision for such payment is made, all as provided above, the Bonds or portions thereof that are to be so redeemed thereby automatically shall be treated as redeemed prior to their scheduled maturities, and they shall not bear interest after the date fixed for redemption, and they shall not be regarded as being outstanding except for the right of the Registered Owner to receive the redemption price from the Paying Agent/Registrar out of the funds provided for such payment. If a portion of any Bond shall be redeemed a substitute Bond or Bonds having the same maturity date, bearing interest at the same rate, in an Authorized Denomination, at the written request of the Registered Owner, and in an aggregate principal amount equal to the unredeemed portion thereof, will be issued to the Registered Owner upon the surrender thereof for cancellation, at the expense of the Issuer, all as provided in the Bond Order.

ALL BONDS OF THIS SERIES are issuable solely as fully-registered Bonds, without interest coupons in an Authorized Denomination. As provided in the Bond Order, this Bond, or any unredeemed portion hereof, may, at the request of the Registered Owner or the assignee or assignees hereof, be assigned, transferred and exchanged for a like aggregate principal amount of fully-registered Bonds, without interest coupons, payable to the appropriate Registered Owner, assignee or assignees, as the case may be, having the same Authorized Denomination as requested in writing by the appropriate Registered Owner, assignee or assignees, as the case may be, upon surrender of this Bond to the Paying Agent/Registrar for cancellation, all in accordance with the form and procedures set forth in the Bond Order. Among other requirements for such assignment and transfer, this Bond must be presented and surrendered to the Paying Agent/Registrar, together with proper instruments of assignment, in form and with guarantee of signatures satisfactory to the Paying Agent/Registrar, evidencing assignment of this Bond or any portion or portions hereof in any Authorized Denomination to the assignee or assignees in whose name or names this Bond or any such portion or portions hereof is or are to be registered. The form of Assignment printed or endorsed on this Bond may be executed by the Registered Owner to evidence the assignment hereof, but such method is not exclusive, and other instruments of assignment satisfactory to the Paying Agent/Registrar may be used to evidence the assignment of this Bond or any portion or portions hereof from time to time by the Registered Owner. The Paying Agent/Registrar's

reasonable standard or customary fees and charges for transferring and exchanging any Bond or portion thereof shall be paid by the Issuer, but any taxes or governmental charges required to be paid with respect thereto shall be paid by the one requesting such assignment, transfer or exchange as a condition precedent to the exercise of such privilege. The Paying Agent/Registrar shall not be required to make any such transfer or exchange with respect to Bonds (i) during the period commencing with the close of business on any Record Date and ending with the opening of business on the next following principal or interest payment date, or, (ii) with respect to any Bond or any portion thereof called for redemption prior to maturity, within 45 days prior to its redemption date; provided, however, such limitation of transfer shall not be applicable to an exchange by the Registered Owner of an unredeemed balance of a Bond called for redemption in part.

IN THE EVENT any Paying Agent/Registrar for the Bonds is changed by the Issuer, resigns, or otherwise ceases to act as such, the Issuer has covenanted in the Bond Order that it promptly will appoint a competent and legally qualified substitute therefor, and cause written notice thereof to be mailed to the Registered Owners of the Bonds.

IT IS HEREBY certified, recited, and covenanted that this Bond has been duly and validly voted, authorized, issued and delivered; that all acts, conditions and things required or proper to be performed, exist and be done precedent to or in the authorization, issuance and delivery of this Bond have been performed, existed and been done in accordance with law; that this Bond is a general obligation of the Issuer, issued on the full faith and credit thereof; and that ad valorem taxes sufficient to provide for the payment of the interest on and principal of this Bond, as such interest comes due, and as such principal matures, have been levied and ordered to be levied against all taxable property in the Issuer, and have been pledged for such payment, without limit as to rate or amount.

THE ISSUER ALSO HAS RESERVED THE RIGHT to amend the Bond Order as provided therein, and under some (but not all) circumstances amendments thereto must be approved by the Registered Owners of a majority in aggregate principal amount of the outstanding Bonds.

BY BECOMING the Registered Owner of this Bond, the Registered Owner thereby acknowledges all of the terms and provisions of the Bond Order, agrees to be bound by such terms and provisions, acknowledges that the Bond Order is duly recorded and available for inspection in the official minutes and records of the governing body of the Issuer, and agrees that the terms and provisions of this Bond and the Bond Order constitute a contract between each Registered Owner hereof and the Issuer.

IN WITNESS WHEREOF, the Issuer has caused this Bond to be signed with the manual or facsimile signature of the President of the Board of Trustees of the Issuer and countersigned with the manual or facsimile signature of the Secretary of the Board of Trustees of the Issuer and has caused the official seal of the Issuer to be duly impressed, or placed in facsimile, on this Bond.

(signature)
Secretary, Board of Trustees

(signature)
President, Board of Trustees

(SEAL)

COMPTROLLER'S REGISTRATION CERTIFICATE:

§ REGISTER NO. _____

I hereby certify that there is on file and of record in my office a true and correct copy of the opinion of the Attorney General of the State of Texas approving this Bond and that this Bond has been registered this day by me.

Witness my signature and seal this _____.

Comptroller of Public Accounts
of the State of Texas

(COMPTROLLER'S SEAL)

PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE

(To be executed if this Bond is not accompanied by an executed
Registration Certificate of the Comptroller of Public Accounts of the State of Texas)

It is hereby certified that this Bond has been issued under the provisions of the Bond Order described in the text of this Bond; and that this Bond has been issued in exchange for a bond or bonds, or a portion of a bond or bonds of a series that originally was approved by the Attorney General of the State of Texas and registered by the Comptroller of Public Accounts of the State of Texas.

Dated: _____.

BOKF, NA
Dallas, Texas
Paying Agent/Registrar

By: _____
Authorized Representative

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto:

Please insert Social Security or Taxpayer Identification Number of Transferee

Please print or type name and address, including zip code of Transferee

the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints: _____, attorney, to register the transfer of the within Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by an eligible guarantor institution participating in a securities transfer association recognized signature guarantee program.

NOTICE: The signature above must correspond with the name of the Registered Owner as it appears upon the front of this Bond in every particular, without alteration or enlargement or any change whatsoever.

FORM OF PSF CERTIFICATE

PSF CERTIFICATE

Under the authority granted by Article 7, Section 5 of the Texas Constitution and Subchapter C of Chapter 45 of the Texas Education Code, the payment, when due, of the principal of and interest on the issuance by the Coupland Independent School District of its Unlimited Tax School Building Bonds, Series 2025, dated August 15, 2025, in the principal amount of \$1,465,000 is guaranteed by the corpus of the Permanent School Fund of the State pursuant to the bond guarantee program administered by the Texas Education Agency. This guarantee shall be removed in its entirety upon defeasance of such bonds.

Reference is hereby made to the continuing disclosure agreement of the Texas Education Agency, set forth in Section I of the Agency's Investment Procedure Manual and the Agency's commitment letter for the guarantee. Such disclosure agreement has been made with respect to the bond guarantee program, in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission, for the benefit of the holders and beneficial owners of the bonds.

In witness thereof I have caused my signature to be placed in facsimile on this bond.



Mike Morath
Commissioner of Education

INSERTIONS FOR THE INITIAL BOND. The initial Bond shall be in the form set forth in paragraph (a) of this Form of Bond, except that:

- i. immediately under the name of the Bond, the headings "INTEREST RATE" and "MATURITY DATE" shall both be completed with the words "As shown below" and

"CUSIP NO. _____" shall be deleted.

ii. the first paragraph shall be deleted and the following will be inserted:

"COUPLAND INDEPENDENT SCHOOL DISTRICT (the "*Issuer*"), being a political subdivision located in Williamson and Travis Counties, hereby promises to pay to the Registered Owner specified above, or registered assigns (the "*Registered Owner*"), on the dates, in the Principal Amounts and bearing interest at the per annum Interest Rates set forth in the following schedule:

| <u>Maturity</u> <u>Date</u> | <u>Principal</u> <u>Amount</u> | <u>Interest</u> <u>Rate</u> |
|--------------------------------|-----------------------------------|--------------------------------|
| 02/15/2026 | \$15,000 | 5.000% |
| 02/15/2027 | \$10,000 | 5.000% |
| 02/15/2028 | \$15,000 | 5.000% |
| 02/15/2029 | \$15,000 | 5.000% |
| 02/15/2030 | \$10,000 | 5.000% |
| *** | *** | *** |
| 02/15/2040 | \$130,000 | 5.250% |
| *** | *** | *** |
| 02/15/2050 | \$230,000 | 5.500% |
| *** | *** | *** |
| 02/15/2055 | \$1,040,000 | 5.500% |

The Issuer promises to pay interest on the unpaid principal amount hereof (calculated on the basis of a 360-day year of twelve 30-day months) from the Delivery Date above at the respective Interest Rate per annum specified above. Interest is payable on each February 15 and August 15 of each year with a special first interest payment date on August 28, 2025, to the date of payment of the Principal Amounts specified above, or the date of redemption prior to maturity; except, that if this Bond is required to be authenticated and the date of its authentication is later than the first Record Date (hereinafter defined), such principal amount shall bear interest from the interest payment date next preceding the date of authentication, unless such date of authentication is after any Record Date but on or before the next following interest payment date, in which case such principal amount shall bear interest from such next following interest payment date; provided, however, that if on the date of authentication hereof the interest on the Bond or Bonds, if any, for which this Bond is being exchanged is due but has not been paid, then this Bond shall bear interest from the date to which such interest has been paid in full."

iii. the initial Bond shall be numbered "T-1."

EXHIBIT B

WRITTEN PROCEDURES FOR FEDERAL TAX COMPLIANCE

These procedures, together with any federal tax certifications, provisions included in the order, ordinance or resolution (the "Authorizing Document") authorizing the issuance and sale of any tax-exempt debt such as the Bonds (the "Obligations"), letters of instructions and/or memoranda from bond counsel and any attachments thereto (the "Closing Documents"), are intended to assist the Issuer in complying with federal guidelines related to the issuance of such Obligations.

I. Arbitrage Compliance. Federal income tax laws generally restrict the ability to earn arbitrage in connection with the Obligations. The Issuer's Superintendent (such officer, together with other employees of the Issuer who report to or such officer, is collectively, the "Responsible Person") will review the Closing Documents periodically (at least once a year) to ascertain if an exception to arbitrage compliance applies.

1. Procedures applicable to Obligations issued for construction and acquisition purposes. With respect to the investment and expenditure of the proceeds of the Obligations that are issued to finance public improvements or to acquire land or personal property, the Responsible Person will:
 - a. Instruct the appropriate person who is primarily responsible for the construction, renovation or acquisition of the facilities financed with the Obligations (the "Project") that (i) binding contracts for the expenditure of at least 5% of the proceeds of the Obligations must be entered into within 6 months of the date of closing of the Obligations (the "Issue Date") and that (ii) the Project must proceed with due diligence to completion;
 - b. Monitor that at least 85% of the proceeds of the Obligations to be used for the construction, renovation or acquisition of the Project are expended within 3 years of the Issue Date;
 - c. Monitor the yield on the investments purchased with proceeds of the Obligations and restrict the yield of such investments to the yield on the Obligations after 3 years from the Issue Date; and
 - d. To the extent that there are any unspent proceeds of the Obligations at the time the Obligations are refunded, or if there are unspent proceeds of the Obligations that are being refunded by a new issuance of Obligations, the Responsible Person shall continue monitoring the expenditure of such unspent proceeds to ensure compliance with federal tax law with respect to both the refunded Obligations and any Obligations being issued for refunding purposes.
2. Procedures applicable to Obligations with a debt service reserve fund. In addition to the foregoing, if the Issuer issues Obligations that are secured by a debt service reserve fund, the Responsible Person will assure that the maximum amount of any reserve fund for the Obligations invested at a yield higher than the yield on the Obligations will not exceed the lesser of (1) 10% of the principal amount of the Obligations, (2) 125% of the average

annual debt service on the Obligations measured as of the Issue Date, or (3) 100% of the maximum annual debt service on the Obligations as of the Issue Date.

3. Procedures applicable to Escrow Accounts for Refunding Obligations. In addition to the foregoing, if the Issuer issues Obligations and proceeds are deposited to an escrow fund to be administered pursuant to the terms of an escrow agreement, the Responsible Person will:
 - a. Monitor the actions of the escrow agent to ensure compliance with the applicable provisions of the escrow agreement, including with respect to reinvestment of cash balances;
 - b. Contact the escrow agent on the date of redemption of obligations being refunded to ensure that they were redeemed; and
 - c. Monitor any unspent proceeds of the refunded obligations to ensure that the yield on any investments applicable to such proceeds are invested at the yield on the applicable obligations or otherwise applied (see Closing Documents).

4. Procedures applicable to all Tax-Exempt Obligation Issues. For all issuances of Obligations, the Responsible Person will:
 - a. Maintain any official action of the Issuer (such as a reimbursement resolution) stating the Issuer's intent to reimburse with the proceeds of the Obligations any amount expended prior to the Issue Date for the acquisition, renovation or construction of the Project;
 - b. Ensure that the applicable information return (e.g., U.S. Internal Revenue Service ("IRS") Form 8038-G, 8038-GC, or any successor forms) is timely filed with the IRS;
 - c. Assure that, unless excepted from rebate and yield restriction under section 148(f) of the Internal Revenue Code of 1986, as amended, excess investment earnings are computed and paid to the U.S. government at such time and in such manner as directed by the IRS (i) at least every 5 years after the Issue Date and (ii) within 30 days after the date the Obligations are retired;
 - d. Monitor all amounts deposited into a sinking fund or funds pledged (directly or indirectly) to the payment of the Obligations, such as the Interest and Sinking Fund, to assure that the maximum amount invested within such applicable fund at a yield higher than the yield on the Obligations does not exceed an amount equal to the debt service on the Obligations in the succeeding 12 month period plus a carryover amount equal to one-twelfth of the principal and interest payable on the Obligations for the immediately preceding 12-month period; and
 - e. Ensure that no more than 50% of the proceeds of the Obligations are invested in an investment with a guaranteed yield for 4 years or more.

II. Private Business Use. Generally, to be tax-exempt, only an insignificant amount of the proceeds of each issue of Obligations can benefit (directly or indirectly) private businesses. The Responsible Person will review the Closing Documents periodically (at least once a year) for the purpose of determining that the use of the Project financed or refinanced with the proceeds of the Obligations does not violate provisions of federal tax law that pertain to private business use. In addition, the Responsible Person will:

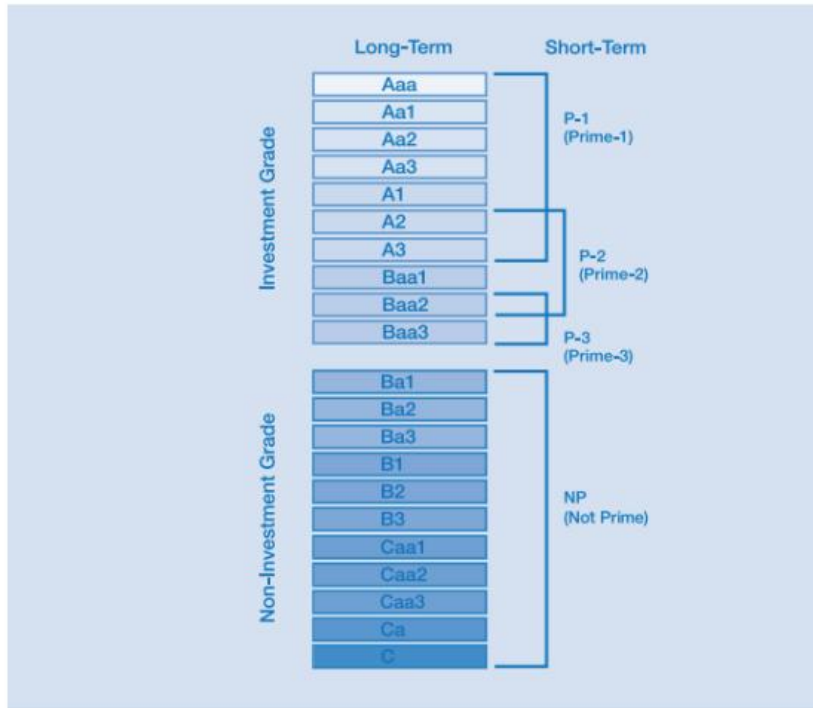
1. Develop procedures or a "tracking system" to identify all property financed with Obligations;
2. Monitor and record the date on which the Project is substantially complete and available to be used for the purpose intended;
3. Monitor and record whether, at any time the Obligations are outstanding, any person, other than the Issuer, the employees of the Issuer, the agents of the Issuer or members of the general public:
 - a. has any contractual right (such as a lease, purchase, management or other service agreement) with respect to any portion of the Project;
 - b. has a right to use the output of the Project (e.g., water, gas, electricity); or
 - c. has a right to use the Project to conduct or to direct the conduct of research;
4. Monitor and record whether, at any time the Obligations are outstanding, any person, other than the Issuer, has a naming right for the Project or any other contractual right granting an intangible benefit;
5. Monitor and record whether, at any time the Obligations are outstanding, the Project, or any portion thereof, is sold or otherwise disposed of; and
6. Take such action as is necessary to remediate any failure to maintain compliance with the covenants contained in the Authorizing Document related to the public use of the Project.

III. Record Retention. The Responsible Person will maintain or cause to be maintained all records relating to the investment and expenditure of the proceeds of the Obligations and the use of the Project financed or refinanced thereby for a period ending three (3) years after the complete extinguishment of the Obligations. If any portion of the Obligations is refunded with the proceeds of another series of Obligations, such records shall be maintained until the three (3) years after the refunding Obligations mature or are otherwise paid off. Such records can be maintained in paper or electronic format.

IV. Responsible Person. A Responsible Person shall receive appropriate training regarding the Issuer's accounting system, contract intake system, facilities management and other systems necessary to track the investment and expenditure of the proceeds and the use of the Project financed or refinanced with the proceeds of the Obligations. The foregoing notwithstanding, each Responsible Person shall report to the governing body of the Issuer whenever experienced advisors and agents may be necessary to carry out the purposes of these instructions for the purpose of seeking approval of the governing body to engage or utilize existing advisors and agents for such purposes.

Moody's Rating Scale

The following is a ranking (from highest to lowest) of Moody's long-term and short-term categories. The indicated relationship between long-term and short-term ratings is approximate and may not necessarily apply in all situations.



Moody's Long-Term Rating Definitions

Moody's long-term obligation ratings are opinions of the relative credit risk of fixed-income obligations with an original maturity of one year or more. They address the possibility that a financial obligation will not be honored as promised. Such ratings reflect both the likelihood of default and any financial loss suffered in the event of default.

- Aaa** Obligations rated Aaa are judged to be of the highest quality, with minimal risk.

- Aa** Obligations rated Aa are judged to be of high quality and are subject to very low credit risk.

- A** Obligations rated A are considered upper-medium-grade and are subject to low credit risk.

- Baa** Obligations rated Baa are subject to moderate credit risk. They are considered medium-grade and as such may possess speculative characteristics.

- Ba** Obligations rated Ba are judged to have speculative elements and are subject to substantial credit risk.

- B** Obligations rated B are considered speculative and are subject to high credit risk.

- Caa** Obligations rated Caa are judged to be of poor standing and are subject to very high credit risk.

- Ca** Obligations rated Ca are highly speculative and are likely in, or very near, default, with some prospect of recovery in principal and interest.

- C** Obligations rated C are the lowest-rated class of bonds and are typically in default, with little prospect for recovery of principal and interest.

Note: Moody's appends numerical modifiers 1, 2, and 3 to each generic rating classification from Aa through Caa. The modifier 1 indicates that the obligation ranks in the higher end of its generic rating category; the modifier 2 indicates a mid-range ranking; and the modifier 3 indicates a ranking in the lower end of that generic rating category.



Board of Trustees

| | |
|-----------------|--|
| Date of Meeting | |
| Item Type | |

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

| | | | |
|----------------|----------------------|----------------|----------------------|
| Contact Person | <input type="text"/> | E-Mail Address | <input type="text"/> |
|----------------|----------------------|----------------|----------------------|

**Depository Contract for Funds
of Independent School Districts
under the Texas Education Code, Chapter 45, Subchapter G,
School District Depositories**

State of Texas

246-914

County-District Number

County of Williamson

Article I. The Coupland Independent School District, referred to in this contract
Name of District

as the "District," is located in Williamson County, Texas. The board of trustees of the District has selected
Name of County

Citizens National Bank, referred to in this contract as the "Depository," to serve as the Depository of the
Name of Depository Bank

school funds of the District (or if there are tie bids or proposals as defined in the Texas Education Code [TEC], as one of the Depositories). This selection was made in accordance with the TEC, Chapter 45, Subchapter G. The Depository will serve under this contract for a two-year term starting with the fiscal year beginning 09/01/2025 and ending 08/31/2027, and until its successor is selected and has qualified unless
Date *Date*

this contract is terminated sooner by the Depository's failure to adhere to all requirements of the TEC and of this contract. The school funds of the District include all school funds except those permitted by law to be deposited or invested otherwise at the sole discretion of the District's board of trustees.

The Depository is located at 102 Hoxie, Coupland, Tx 78615 Williamson County, State of Texas, and is a
Bank Mailing Address, City, Zip Code *Name of County*

bank as defined in the TEC, §45.201.

Article II. The District selected the Depository based on the Depository's written bid or proposal submitted as provided by State Board of Education rule. The District determined that the Depository's written bid or proposal was the best, or equal to the best, among _____ bids or
Number Submitted

proposals submitted to the District and opened on _____. The bid or proposal is incorporated in this contract by reference.
Date

This contract is subject to the TEC and any amendments to it and to any acts of the Texas Legislature that affect public moneys held by the District during the term of this contract.

Article III. The Depository has elected a method to adequately protect the funds of the District deposited with the Depository in accordance with the TEC, §45.208, and a copy of the election is attached to this contract and incorporated by reference.

Article IV.

- A. The TEC, §45.205, requires that this contract and any extension of this contract coincide with the District's fiscal year. If the District changes its fiscal year in accordance with the TEC, §44.0011, the parties may agree to shorten or extend the two-year term of the contract by no more than one year to coincide with the end of the new fiscal year, provided that this contract remains in effect until the Depository's successor is selected and has qualified. If the parties cannot agree, the District has the option to change the term of this contract to coincide with the end of a new fiscal year closest to its original expiration date.
- B. The District and the Depository may agree to extend this contract for three additional two-year terms in accordance with the TEC, §45.205(b). An extension under this subsection is not subject to the requirements of the TEC, §45.206.
- C. The District must electronically file this contract and any additional two-year extension of this contract with the Texas Education Agency.
- D. The Depository must allow the District to purchase time deposits that mature after the ending date of this contract; however, the Depository may apply new interest rates to the time deposits after the ending date of this contract. The District is entitled to withdraw these time deposits without penalty when this contract expires. But in that event, the Depository will be obligated only to pay interest rates comparable to rates offered in the contract for the term the time deposits were actually held. The Depository may impose an early withdrawal penalty on a time deposit withdrawn within six days of creation of the deposit, to the extent required to comply with federal regulations defining time deposits.
- E. If a contractual dispute results in litigation between the Depository and the District, the trial will be held in the county in which the District has its central office, but only if this venue designation is not considered to be a waiver of any immunity that either party to this contract may be entitled to claim.

Article V. The District and the Depository execute this contract and each retain a copy, both of which are considered to be originals, and file the contract with the TEA electronically as specified in Article IV, item C, above.

**To Be Completed by the District and Verified by the Depository
(For all funds received from the Texas Education Agency)**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|--|--|
| 1 | 1 | 1 | 9 | 0 | 2 | 8 | 1 | 9 | | |
|---|---|---|---|---|---|---|---|---|--|--|

Routing Transit Number
(Must be 9 digits)

Type of Account:

Account Number
(Up to 13 digits)

Check One:
 Checking
 Savings

Check here if the TEA currently sends funds to an investment pool and no change is required in routing of funds.

Please note that the account information above must match the current direct deposit information on file with the Texas Education Agency, Accounting Division. If the District is changing the current direct deposit information, the District must submit a Vendor Direct Deposit Authorization form along with the depository contract.

Agreed and accepted on behalf of the District this _____ day of _____, _____

Signature of President of School Board

Agreed and accepted on behalf of the Depository this _____ day of _____, _____

Typed Name of Depository

Signature of Authorized Officer

Title of Authorized Officer

Acknowledgment

Acknowledged before me in _____ County, Texas, on _____, 20____, by _____, bank officer of the Depository named in the preceding document, for the Depository.

Signature of Notary

(SEAL)

Notary Public in and for _____
County, Texas

**Election of Collateral Method for Funds
of Independent School Districts
under the Texas Education Code, Chapter 45, Subchapter G,
School District Depositories**

In accordance with Article III of the Depository Contract for Funds, the Depository has elected to use the following method(s) to protect the funds of the District:

- Surety bond (TEC, §45.208[b])
- Deposit or pledge securities (TEC, §45.208[f])

- A. If the Depository elected to file with the District a corporate surety bond, then the corporate surety bond is in an initial amount of \$ _____, which is equal to the estimated highest daily balance of the District funds determined by the board of trustees of the District to be on deposit with the Depository during the term of this contract. The corporate surety bond is executed in the form and with the content prescribed by State Board of Education rule. A fully executed copy of the corporate surety bond is attached to and made a part of this contract by reference, provided further that:
- (1) the initial amount of the corporate surety bond may rise or fall from day to day so long as all deposits of the District are fully protected;
 - (2) the bond is made payable to the District and is signed by the Depository and the surety company authorized to do business in this state;
 - (3) the bond and the surety on the bond are approved by the board of trustees of the District;
 - (4) the bond exists under the condition that the Depository must:
 - (a) faithfully perform all duties and obligations required by law and this contract;
 - (b) pay on presentation all checks or drafts ordered according to law by the District's board of trustees;
 - (c) pay on demand any demand deposit in the Depository;
 - (d) pay any time deposit after the required notice period expires;
 - (e) faithfully keep school district funds and account for the funds according to law; and
 - (f) faithfully pay over to the successor depository all balances remaining in the account; and
 - (5) the District may not pay a premium on the depository bond out of school district funds.
- B. If the Depository did not elect to make the corporate surety bond in the amount and as referred to in A, above, then the Depository must either deposit or pledge with the District, or with a trustee designated by the District, approved securities as defined in the TEC, §45.201. The pledged or deposited securities must meet the following conditions:
- (1) The pledged securities must be approved securities and authorized by law and must be in a total market value sufficient to protect the funds of the District on deposit as directed at any time by the District in accordance with standards acceptable to the Texas Education Agency.
 - (2) The pledge of approved securities must be waived only to the extent of the exact dollar amount of Federal Deposit Insurance Corporation insurance protection for the District's funds on deposit with the Depository from day to day, and if the insurance protection ends, this contract must immediately become void except as provided in (4) below.
 - (3) The conditions of the pledge of approved securities required by this contract are that the Depository must:
 - (a) credit the account(s) of the District with the full amount of all State of Texas warrants presented to the Depository for the District's account no later than the next banking day after the day the Depository receives the warrants credit the account(s) of the District with the full amount of electronically transferred funds on the effective settlement date;
 - (b) faithfully perform all duties and obligations required by law and this contract;
 - (c) pay upon presentation all checks or drafts ordered according to law by the District's board of trustees;
 - (d) pay upon demand any demand deposit of the District in the Depository;
 - (e) pay any time deposit or certificate of deposit upon maturity or after the required notice period expires;
 - (f) faithfully keep school district funds and account for the funds according to law; and
 - (g) faithfully pay over to the successor depository all balances of funds remaining in the account.
 - (4) The pledge of approved securities required by this contract must continue until either this contract ends or the Depository fulfills all its duties and obligations arising out of this contract, whichever is later. And a continuing security interest in the District's favor must immediately apply to any pledge to all proceeds of sale and to all substitutions, replacements, and exchanges of the securities, and in no event may this continuing security interest be voided by any act of the Depository; however, the Depository will have the right, with the District's consent, to purchase and sell, and substitute or replace with other approved securities, any of the approved securities pledged under this contract, provided that the Depository adheres to all the other conditions of this contract, and the pledge is in addition to all other remedies available in law to the District.
 - (5) The Depository must immediately furnish or cause to be furnished to the District original and valid safekeeping or trust receipts issued by the custodian holding the approved securities pledged under this contract, marked on their face by the custodian to show the pledge and market value as required above, and the Depository must upon the District's request provide a description of securities being pledged and evidence that the securities are legally acceptable in accordance with (1) above.
 - (6) The District may examine and verify at any reasonable time a pledged investment security or a record that a custodian maintains in accordance with the Texas Government Code, §2257.061. The District or its agent may inspect at any time an investment security evidenced by trust receipt.
 - (7) Upon any closing or failure of the Depository, or any event considered by a state or federal regulatory agency to constitute a closing or failure of the Depository, title to all securities pledged under this depository contract must be considered to be vested in, and to be held by

the District. The District is empowered to take immediate possession of and to sell any such pledged securities, whether in safekeeping at another bank or in possession of the District or the Depository, and the District is specifically so empowered by execution of this contract.

- (8) The collateral pledge agreement must conform to Title 12 United States Code Annotated, §1823(e), so to defeat the claim of the Federal Deposit Insurance Corporation, its successor, or any other receiver to the securities, and be:
 - (a) in writing;
 - (b) executed by the Depository at the same time the asset is acquired;
 - (c) approved by the Depository's board of directors or loan committee, with the approval reflected in the board's or committee's minutes; and
 - (d) maintained continuously from the date of its execution as an official record of the Depository.

The Depository must furnish the minutes of the Depository's board of directors or loan committee to the District.

- C. If the Depository elects to give both a corporate surety bond and to pledge approved securities, the corporate surety bond and pledged approved securities must be in an aggregate amount that, together with applicable Federal Deposit Insurance Corporation insurance, will adequately protect the total amount of District funds on deposit with the Depository from day to day. The provisions of A, above, permitting the amount of the corporate surety bond to rise or fall from day to day, and all the provisions of B, above, relating to the amount and conditions of pledge of approved securities, including but not limited to substitution and conditions of pledge, apply to the election permitted by this paragraph C.
- D. The Depository agrees to cover by corporate surety bond, pledge of approved securities, or both an amount that is equal to funds anticipated to be on deposit from day to day, which is estimated not to exceed \$_____. The amount of collateral will be calculated in accordance with the Texas Government Code, Chapter 2257, Collateral for Public Funds Act.
- E. After the beginning date of this contract if the amount of deposit exceeds that which is initially covered by corporate surety bond, pledged approved securities, and FDIC insurance, the amount covered will be increased, and original and valid safekeeping or trust receipts of the additional securities, increased corporate surety bond, or both will be provided in accordance with the TEC and Texas Education Agency rules.



Board of Trustees

| | |
|-----------------|--|
| Date of Meeting | |
| Item Type | |

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

| | | | |
|----------------|----------------------|----------------|----------------------|
| Contact Person | <input type="text"/> | E-Mail Address | <input type="text"/> |
|----------------|----------------------|----------------|----------------------|

Authorized Representative Add Form

Name of Participant _____ Participant Number _____

Addition of Authorized Representative

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

| | Rep #1 | Rep #2 | Rep #3 |
|----------------|--------|--------|--------|
| Printed Name | _____ | _____ | _____ |
| Title | _____ | _____ | _____ |
| E-mail address | _____ | _____ | _____ |
| Signature | _____ | _____ | _____ |

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representatives, each Investment Officer of Lone Star appointed by the Lone Star Board of Trustees from time to time is hereby designated as an Investment Officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

PASSED AND APPROVED this _____ day of _____, 20____.

By: _____ By: _____

Printed Name, Board President

Printed Name, Board Secretary

State of Texas, County of _____.

Before me, _____, on this day personally appeared _____, and _____
(name of notary) (name of President) (name of Clerk/Secretary)

known to me (or proved to me on the oath of _____) or through _____ to be the person(s)
(person providing oath) (identification item)

whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 20____.

(Personalized Seal)

Notary Public's Signature

If you have any questions, call the Lone Star Investment Pool at 800-758-3927 for assistance.

Please return the completed form to **customer.service@lonestarinvestmentpool.com** or fax **512-452-7842**.



Board of Trustees

Date of Meeting

Item Type

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

Contact Person

E-Mail Address



TRS-ActiveCare Health Insurance Plans Coupland Independent School District

Region 13
Rate Comparison

| | |
|------------------------|------------------------|
| 2024 - 2025 | 2025 - 2026 |
| Employer Contributions | Employer Contributions |
| 450 | 450 |

Monthly Rates

TRS-ActiveCare Primary | In-Network Only | Employees must select a Primary Care Physician (PCP)

| | 2024 - 2025 Monthly | | | 2025 -2026 Monthly | | | Overall Plan Change |
|-----------------------|---------------------|-----------------------|---------------|--------------------|-----------------------|---------------|---------------------|
| | Medical Insurance | District Contribution | Employee Cost | Medical Insurance | District Contribution | Employee Cost | |
| Employee Only | \$445.00 | \$445.00 | \$0.00 | \$484.00 | \$450.00 | \$34.00 | 8.76% |
| Employee + Spouse | \$1,202.00 | \$450.00 | \$752.00 | \$1,307.00 | \$450.00 | \$857.00 | 8.74% |
| Employee + Child(ren) | \$757.00 | \$450.00 | \$307.00 | \$823.00 | \$450.00 | \$373.00 | 8.72% |
| Employee + Family | \$1,513.00 | \$450.00 | \$1,063.00 | \$1,646.00 | \$450.00 | \$1,196.00 | 8.79% |

TRS-ActiveCare HD (High Deductible Health Plan) | Nationwide Network | Deductible per Covered Individual

| | 2024 - 2025 Monthly | | | 2025 -2026 Monthly | | | Overall Plan Change |
|-----------------------|---------------------|-----------------------|---------------|--------------------|-----------------------|---------------|---------------------|
| | Medical Insurance | District Contribution | Employee Cost | Medical Insurance | District Contribution | Employee Cost | |
| Employee Only | \$460.00 | \$450.00 | \$10.00 | \$500.00 | \$450.00 | \$50.00 | 8.70% |
| Employee + Spouse | \$1,242.00 | \$450.00 | \$792.00 | \$1,350.00 | \$450.00 | \$900.00 | 8.70% |
| Employee + Child(ren) | \$782.00 | \$450.00 | \$332.00 | \$850.00 | \$450.00 | \$400.00 | 8.70% |
| Employee + Family | \$1,564.00 | \$450.00 | \$1,114.00 | \$1,700.00 | \$450.00 | \$1,250.00 | 8.70% |

TRS-ActiveCare Primary + | In-Network Only | Employees must select a Primary Care Physician (PCP)

| | 2024 - 2025 Monthly | | | 2025 -2026 Monthly | | | Overall Plan Change |
|-----------------------|---------------------|-----------------------|---------------|--------------------|-----------------------|---------------|---------------------|
| | Premium | District Contribution | Employee Cost | Premium | District Contribution | Employee Cost | |
| Employee Only | \$522.00 | \$450.00 | \$72.00 | \$568.00 | \$450.00 | \$118.00 | 8.81% |
| Employee + Spouse | \$1,358.00 | \$450.00 | \$908.00 | \$1,477.00 | \$450.00 | \$1,027.00 | 8.76% |
| Employee + Child(ren) | \$888.00 | \$450.00 | \$438.00 | \$966.00 | \$450.00 | \$516.00 | 8.78% |
| Employee + Family | \$1,723.00 | \$450.00 | \$1,273.00 | \$1,875.00 | \$450.00 | \$1,425.00 | 8.82% |

TRS-ActiveCare 2 (PPO) | In-Nationwide Network | Current Participants Only

| | 2024 - 2025 Monthly | | | 2025 -2026 Monthly | | | Overall Plan Change |
|-----------------------|---------------------|-----------------------|---------------|--------------------|-----------------------|---------------|---------------------|
| | Premium | District Contribution | Employee Cost | Premium | District Contribution | Employee Cost | |
| Employee Only | \$1,013.00 | \$450.00 | \$563.00 | \$1,013.00 | \$450.00 | \$563.00 | 0.00% |
| Employee + Spouse | \$2,402.00 | \$450.00 | \$1,952.00 | \$2,402.00 | \$450.00 | \$1,952.00 | 0.00% |
| Employee + Child(ren) | \$1,507.00 | \$450.00 | \$1,057.00 | \$1,507.00 | \$450.00 | \$1,057.00 | 0.00% |
| Employee + Family | \$2,841.00 | \$450.00 | \$2,391.00 | \$2,841.00 | \$450.00 | \$2,391.00 | 0.00% |



Board of Trustees

| | |
|-----------------|--|
| Date of Meeting | |
| Item Type | |

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

| | | | |
|----------------|----------------------|----------------|----------------------|
| Contact Person | <input type="text"/> | E-Mail Address | <input type="text"/> |
|----------------|----------------------|----------------|----------------------|

ADDENDUM TO THE CONTRACT OF SALE FOR USED BUSES

This Addendum is entered into by and between the Pflugerville ISD (hereinafter referred to as “PflISD” or “Seller”) and Coupland ISD (hereinafter referred to as “Buyer”), (jointly referred to as the “Parties”) and modifies the original contract of sale entered into on September 9, 2024 and an addendum executed on February 18, 2025 for the property described as surplus of used school buses and more specifically described below.

RECITALS

WHEREAS, the Parties wish to amend the contract to allow for the purchase of additional used school buses under the terms outlined below;

THEREFORE,

The Parties agree to the following additions to the contract:

- 1. The Seller agrees to sell and the Buyer agrees to purchase the following additional Bus Units in accordance with the terms of the original contract:

See “Exhibit C”

IN WITNESS WHEREOF, the parties have executed this Addendum on the date of the last signature below.

By: _____
Quintin Shepherd, Superintendent
Pflugerville Independent School District
1401 W. Pecan
Pflugerville, Texas 78660

Date: _____

By: _____
Earl Parcell, Superintendent
Coupland Independent School District
620 S Commerce Street
Coupland, Texas 78615

Date: _____

Exhibit C

| Bus # | VIN | Mileage | Year and Make | Description | Price |
|--------------|-------------------|----------------|----------------------|--------------------|--------------|
| 278 | 1BAKGCEA5LF363025 | 52,572 | 2020 Blue Bird | 71 Passenger | \$ 60,000 |

Initials: _____ Buyer _____ Seller



Board of Trustees

| | |
|-----------------|--|
| Date of Meeting | |
| Item Type | |

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

| | | | |
|----------------|----------------------|----------------|----------------------|
| Contact Person | <input type="text"/> | E-Mail Address | <input type="text"/> |
|----------------|----------------------|----------------|----------------------|

Manville Water Supply Corporation
P.O. Box 248
Coupland, TX 78615

Invoice No. 070925 00

INVOICE

Customer

Name **Coupland ISD**
 Address P.O. Box 217
 City Coupland, TX 78615
 Email eparcell@couplandisd.org

Misc

Date 7/9/2025
 Order No.
 Rep
 FOB

| Qty | Description | Unit Price | TOTAL |
|-----|---|--------------|---------------|
| 31 | 1st 50% Capital Recovery Fees Coupland Middle School 350 CR 460 Coupland, TX 78615 1 LUE = \$12,071 31 LUEs approved by Manville's Board of Directors Total amount due = \$374,201.00 | \$ 12,071.00 | \$ 187,100.50 |

SubTotal \$ 187,100.50

Please remit payment to Manville WSC

| | |
|--------------------|-------------------|
| USPS: | UPS/FedEx: |
| P.O. Box 248 | 13805 S. Hwy 95 |
| Coupland, TX 78615 | Couland, TX 78615 |

TOTAL \$ 187,100.50

Check or Cashier's Check. Thank you!

Office Use Only

Manville Water Supply Corporation
P.O. Box 248
Coupland, TX 78615

Invoice No. 070925 00

INVOICE

Customer

Name **Coupland ISD**
 Address P.O. Box 217
 City Coupland, TX 78615
 Email eparcell@couplandisd.org

Misc

Date 7/9/2025
 Order No.
 Rep
 FOB

| Qty | Description | Unit Price | TOTAL |
|-----|---|--------------|---------------|
| 31 | Final 50% Capital Recovery Fees Coupland Middle School 350 CR 460 Coupland, TX 78615 1 LUE = \$12,071 31 LUEs approved by Manville's Board of Directors Total amount due = \$374,201.00 | \$ 12,071.00 | \$ 187,100.50 |

SubTotal \$ 187,100.50

Please remit payment to Manville WSC

USPS:

UPS/FedEx:

P.O. Box 248

13805 S. Hwy 95

Coupland, TX 78615

Couland, TX 78615

TOTAL \$ 187,100.50

Check or Cashier's Check. Thank you!

Office Use Only



Board of Trustees

Date of Meeting

Item Type

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

Contact Person

E-Mail Address



Coupland ISD

Contribution & Coverage Summary (CCS) Participation Period: 9/1/2025 through 8/31/2026

The following is a summary of coverages, limits, deductibles, and contribution amounts. More information about coverage, limits, deductibles, terms, and conditions can be found on the following pages and is part of this CCS. Please review all pages of this CCS document and associated Fund Coverage Agreements. **Coverage under this CCS is contingent upon concurrent participation in the Fund’s Auto, Liability, Property and Worker’s Compensation programs.**

This document is not a declarations page. The Fund is not insurance but a self-insured risk pool through which members agree to share risk and actively participate in their contractual obligations as a member of the Fund.

| Coverage | Limit | Deductible | Contribution |
|---|--|---------------------------------------|-----------------|
| Property | See Property Coverage Summary | See Property Coverage Summary | \$28,912 |
| Automobile Liability | \$100K Person Bodily / \$300K Occurrence Bodily / \$100K Occurrence Property | \$1,000 | \$1,960 |
| Automobile Physical Damage | Actual Cash Value | See Automobile Coverage Summary | \$2,086 |
| School Liability including Professional Legal, General, and Employee Benefits Liability | See School Liability Coverage Summary | See School Liability Coverage Summary | \$4,600 |
| Privacy & Information Security | \$500,000 | \$0 | \$5,500 |
| Violent Acts | \$250,000 | \$0 | No Cost |
| Total Contribution | | | \$43,058 |

THIS IS NOT AN INVOICE. The TASB Risk Management Fund will issue an invoice when coverage is accepted by the member. Total Contribution is an estimate and is subject to exposure audit.

All provisions and terms of this CCS, including contribution amounts, are offered by the Fund in total as indicated only; if not accepted by the member in total, please contact your underwriter for other options and updated pricing.



Board of Trustees

Date of Meeting
Item Type

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

Contact Person E-Mail Address

Annual Service Contract Proposal for Coupland ISD

06-06-2025



Prepared for:
Earl Parcell
Coupland ISD

Hello, Coupland ISD!

It is an honor to partner with you during the 2025-2026 school year!

This proposal includes:

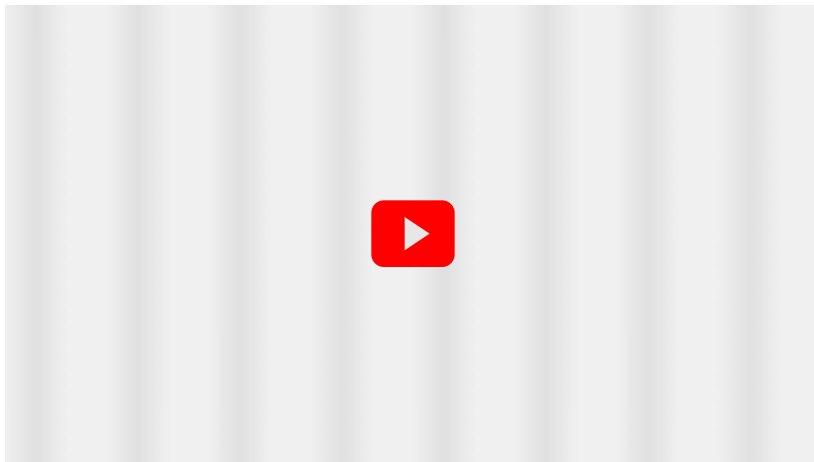


Renewals: All Annual Service Contracts (ASCs) enlisted by your LEA during the 2024-2025 school year, complete with updated pricing, descriptions, and primary points of contact.



Recommendations: A curated selection of ASCs relevant to your LEA. Feel free to choose as many as needed, and contact us if you require additional services. Access our full list of Annual Service Contracts [here](#).

Approval is easy. Simply review the following pages, finalize your selections, and sign. Review this video to learn how to navigate the ASC proposal.









Questions regarding your contract? [Email us!](#)

Yours in Service,
Product & Service Development, ESC Region 13
esc13.net

Renewals

The following ASCs were utilized by your district during the 2024-2025 school year. Pricing details for the 2025-2026 school year are listed below with flexibility to de-select as needed.

Questions? [Contact us](#) and we'll be happy to help!

| | | | |
|-------------------------------------|---|--|--------------------------|
| <input checked="" type="checkbox"/> |  | ASCENDER Enterprise System DESCRIPTION ▾ | Total \$25,290.72 |
| <input checked="" type="checkbox"/> |  | Discovery Education Experience: Your Daily Learning Platform DESCRIPTION ▾ | Total \$658.92 |
| <input type="checkbox"/> |  | Payroll Cooperative DESCRIPTION ▾ | Total \$1,500.00 |
| <input type="checkbox"/> |  | School Finance Cooperative DESCRIPTION ▾ | Total \$4,000.00 |
| <input checked="" type="checkbox"/> |  | TEKS Resource System DESCRIPTION ▾ | Total \$2,901.74 |
| <input checked="" type="checkbox"/> |  | Texas Student Data Systems (TSDS) PEIMS Coop DESCRIPTION ▾ | Total \$5,500.00 |



TExGUIDE PK-12

Total **\$5,000.00**

DESCRIPTION

Total




\$39,351.38

Recommended for '25-'26


We've gone to great lengths to seek out additional ASCs that meet specific needs in your LEA and truly compliment your current initiatives.



Explore the entire [ASC catalog](#) or [contact us](#) to include any additional services to your proposal.

Please **SELECT** the offerings you wish to include.

| | | |
|--------------------------|---|-------------------------|
| <input type="checkbox"/> |  Human Resources Coop DESCRIPTION ▾ | Total \$1,200.00 |
| <input type="checkbox"/> |  Parent and Family Engagement Cooperative - 4 Sessions (0-1,000 Students) DESCRIPTION ▾ | Total \$1,000.00 |
| <input type="checkbox"/> |  Payroll Coaching and Support DESCRIPTION ▾ | Total \$4,000.00 |
| Total | | \$0.00 |

After selecting the following ASCs, please indicate the appropriate quantity.

| | | |
|--------------------------|---|--|
| <input type="checkbox"/> |  Counselor Support Services Coop - 1-9 seats (Priced per seat) BUY 2 FOR \$500.00 EACH DESCRIPTION ▾ Quantity 1 | Price \$500.00 Total \$500.00 |
|--------------------------|---|--|

| | | | |
|--------------------------|---|---|-------------------------|
| <input type="checkbox"/> |  | Data Culture Academy (Priced per campus) | Price \$1,500.00 |
| | | DESCRIPTION ▾ | |
| | | Quantity 1 | Total \$1,500.00 |
| <input type="checkbox"/> |  | Early Childhood Instructional Coaching Services (Priced per teacher) | Price \$2,500.00 |
| | | DESCRIPTION ▾ | |
| | | Quantity 1 | Total \$2,500.00 |
| Total | | | \$0.00 |

Recommended Products

Limited-time Offer: 20% Off!

These products are invaluable for any educator - especially new and novice teachers. Empower your teachers to reach their full potential by making best practices the norm in every classroom.



Teaching Essentials Kit (Print & Digital)

~~\$115 USD~~ **\$92 USD** with discount code **ASC2526**

A comprehensive K12 toolkit designed for classroom teachers to support effective teaching strategies.

Includes:

- How-to guide on classroom setups and routines
- Strategy and activity card sets
- Notepads, passes and journals
- Substitute plan folder
- Digital lesson plan templates
- Student support sheets
- and more!!



Check for Understanding

~~\$25 USD~~ **\$20 USD** with discount code **ASC2526**

Quick and easy ways to assess student comprehension in real-time. Includes over 60 formative assessment strategies in face-to-face and virtual platforms.

- Categories correspond to Bloom's Taxonomy
- Cards build student ability to remember and understand content; to apply and analyze content; and to evaluate and create using content
- New! The Check for Understanding Virtual Tool - recommendations and guidance in how to implement strategies in the virtual environment

Shop now and save! Order at store.esc13.net

Use code: **ASC2526** at checkout. | Offer valid until 09/30/2025.

Contact for quotes: productstore@esc13.txed.net

Final Agreement

Termination of Contract during the School Year: Either party may terminate this contract with 30 days written notice delivered to the other's principal place of business during the contract period. This contract constitutes the full and complete agreement between the District and Region 13. This agreement may be amended at any time by mutual written agreement of the parties.

This contract shall be governed by Texas Law for all purposes. The venue for any legal proceedings relating to this contract shall lie in Travis County, Texas. This is an Interlocal Cooperation Agreement entered pursuant to Chapter 791 of the Texas Government Code, for Business Accounting/Budget and Payroll Services. This Agreement is entered into as of the date of approval, by and between Education Service Center Region 13 and other state entity i.e. ISD, charter/private school, or Service Center ("LEA").

Payment Terms

Upon contract signature, an invoice will be generated and sent to the designated contract signer. If you would like invoices to be sent to a different email address, please provide the details below:

Send invoices to:



Board of Trustees

Date of Meeting

Item Type

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

Contact Person

E-Mail Address

Adult Meal Calculator Worksheet

This worksheet provides the information needed to calculate adult meal prices using both approved methods. Choose the method of calculation (see the *Administrator's Reference Manual (ARM), Section 19, Meal Pricing* for additional information on which method to use). If the rate applies, record the rate in the *Amount CE Receives* cell. If using Method 1, record the local student paid charge in the designated *Local Student Paid Charge* cell. If using Excel, this worksheet will automatically calculate the amounts in the *Minimum Adult Charge* and *Total Federal Funds* cells. All amounts are carried to 4 digits and must be rounded up when determining the adult meal price. Non-pricing programs must always use Method 2. TDA posts the current reimbursement rates at SquareMeals.org.

Use the applicable rates for the school year when the adult meal prices will apply.

| Method 1 Lunch | |
|-------------------------------------|--------------------|
| Federal Funds/Reimbursement Rate | Amount CE Receives |
| Paid Reimbursement Rate | \$ 0.45 |
| Performance-Based Rate | \$ 0.09 |
| Severe Need Lunch Rate | \$ 0.02 |
| USDA Foods Rate | \$ 0.45 |
| Total Federal Funds Received | \$ 1.01 |
| Highest Local Student Price Charged | \$ 3.00 |
| Minimum Adult Charge | \$ 4.01 |
| Method 2 Lunch | |
| Federal Funds/Reimbursement Rate | Amount CE Receives |
| Free Reimbursement Rate | \$ 4.60 |
| Performance-Based Rate | \$ 0.09 |
| Severe Need Lunch Rate | \$ 0.02 |
| USDA Foods Rate | \$ 0.45 |
| Total Federal Funds Received | \$ 5.16 |
| Minimum Adult Charge | \$ 5.16 |

| Method 1 Breakfast | |
|---|--------------------|
| Federal Funds/Reimbursement Rate | Amount CE Receives |
| Paid Reimbursement Rate | \$ 0.40 |
| Severe Need Breakfast Rate | \$ 0.48 |
| USDA Foods Rate (Add if USDA Foods are used at breakfast) | \$ 0.45 |
| Total Federal Funds Received | \$ 1.33 |
| Highest Local Student Price Charged | \$ 1.75 |
| Minimum Adult Breakfast Charge | \$ 3.08 |
| Method 2 Breakfast | |
| Federal Funds/Reimbursement Rate | Amount CE Receives |
| Free Reimbursement Rate | \$ 2.94 |
| Severe Need Breakfast Rate | \$ 0.47 |
| USDA Foods Rate (Add if USDA Foods are used at breakfast) | \$ 0.45 |
| Total Federal Funds Received | \$ 3.86 |
| Minimum Adult Breakfast Charge | \$ 3.86 |



Food and Nutrition Service

U.S. DEPARTMENT OF AGRICULTURE

Date: May 14, 2025

Memo code: SP 12-2025

Subject: Paid Lunch Equity: Guidance for School Year 2025-2026

To: Regional Directors, Child Nutrition Programs, All Regions

State Directors, Child Nutrition Programs, All States

Purpose

The purpose of this memorandum is to provide guidance to State agencies and school food authorities (SFAs) on the paid lunch equity (PLE) requirements for school year (SY) 2025-2026. This memorandum explains the PLE exemption provided in Full-Year Continuing Appropriations and Extensions Act, 2025 ([Public Law 119-4](#)) (the 2025 Appropriations Act), March 15, 2025. This memorandum also provides guidance for SFAs that do not qualify for the exemption.

Guidance for Paid Lunch Pricing for SY 2025-2026

Under the 2025 Appropriations Act, for SY 2025-2026, only SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2024, shall be required to establish a price for paid lunches according to the PLE provisions in Section 12(p) of the Richard B. Russell National School Lunch Act (NSLA) ([42 U.S.C. 1760\(p\)](#)) and implemented in the National School Lunch Program (NSLP) regulations at [7 CFR 210.14\(e\)](#). This memorandum provides notice that any SFA with a positive or zero balance in its nonprofit school food service account as of June 30, 2024, is exempt from PLE pricing requirements found at [7 CFR 210.14\(e\)](#) for SY 2025-2026. Therefore, the guidance that follows is separated into two categories: SFAs that qualify for the exemption and SFAs that do not qualify for the exemption.

SFAs Qualifying for the SY 2025-2026 PLE Exemption

For SY 2025-2026, SFAs with a positive or zero balance in the nonprofit school food service account as of June 30, 2024, are exempt from PLE pricing requirements found at [7 CFR 210.14\(e\)](#).

Because the 2025 Appropriations Act affects one school year only, FNS recommends that State agencies maintain documentation that includes which SFAs are using the PLE exemption for SY 2025-2026 in order to demonstrate State agency oversight of this provision. This documentation should include a record that each SFA implementing the exemption had a positive or zero balance in the nonprofit school food service account as of June 30, 2024. This record could include documents such as a financial ledger or an attestation provided by the SFA. This documentation may be reviewed by FNS upon request.

While not required, exempt SFAs may still use the PLE tool to complete the steps necessary to determine their target SY 2025-2026 paid lunch price, consistent with Program regulations at [7 CFR 210.14\(e\)](#), and adjust their paid lunch prices accordingly. Please note, the SY 2025-2026 PLE tool and instructions will be provided in a separate communication.

SFAs Not Qualifying for the SY 2025-2026 Exemption

SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2024, must follow PLE requirements according to [7 CFR 210.14\(e\)](#) when establishing their paid lunch prices for SY 2025-2026. SFAs may use the forthcoming SY 2025-2026 PLE tool, or an equivalent procedure, to determine their required paid lunch prices.

In the PLE tool, or via the equivalent procedure, SFAs may use the prices they last charged students as the basis for their SY 2025-2026 paid lunch price calculation, even if those prices were charged during a year the SFA was not required to comply with PLE requirements. For

example, SFAs that were exempt based on the FY 2024 Appropriations Act¹ may use prices charged during SY 2024-2025 to determine their PLE requirement for SY 2025-2026.

If an SFA did not charge for meals during SY 2024-2025, such as an SFA that operated the Community Eligibility Provision, Provisions 2 or 3, or a State funded non-pricing option and is returning to standard counting and claiming in SY 2025-2026, it may use the most recent paid lunch price data as the basis for its SY 2025-2026 paid lunch calculation. If an SFA is unable to find documentation of the last paid meal price charged to students, then it must follow FNS guidance for new schools found in [*SP 39-2011: Guidance on Paid Lunch Equity and Revenue from Nonprogram Foods | Food and Nutrition Service \(usda.gov\)*](#).

Consistent with [7 CFR 210.14\(e\)\(4\)\(i\)](#), SFAs are not required to raise their paid lunch price by more than 10 cents for SY 2025-2026 from the last year they charged for paid lunches. SFAs may still choose to raise the price by more than 10 cents.

Reporting

As a reminder, while SFAs that meet the 2025 Appropriations Act's criteria are exempt from the PLE pricing requirements, all State agencies and SFAs must continue to report paid lunch prices for SY 2025-2026, as required by [7 CFR 210.14\(e\)\(7\)](#).

¹ On May 14, 2024, FNS issued SP 18-2024, CACFP 06-2024, SFSP 11-2024 - Consolidated Appropriations Act, 2024: Effect on Child Nutrition Programs, notifying States that any SFA with a positive or zero balance in its nonprofit school food service account as of June 30, 2023, was exempt from PLE pricing requirements found at 7 CFR 210.14(e) for SY 2024-2025. <https://www.fns.usda.gov/cn/appropriations-act-2024-effect>

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agencies should direct questions to the appropriate FNS Regional Office.

Original Signed

Tina Namian
Deputy Associate Administrator
Child Nutrition Programs



Board of Trustees

| | |
|-----------------|--|
| Date of Meeting | |
| Item Type | |

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

| | | | |
|----------------|----------------------|----------------|----------------------|
| Contact Person | <input type="text"/> | E-Mail Address | <input type="text"/> |
|----------------|----------------------|----------------|----------------------|



LEASOR CRASS, P.C.
YOUR SCHOOL • OUR MISSION

PROACTIVE LEGAL SERVICES & RETAINER PROGRAM

The _____ Independent School District (hereinafter “District”), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Leasor Crass, PC (hereinafter “Law Firm”), to provide the services to the District set forth below.

1. **Telephone Consultation:** The Law Firm shall provide telephone consultation on routine matters at no charge to the District’s Trustees, Superintendent, or any Superintendent designee pertaining to questions arising out of the operation of the District. District Trustees and staff shall have access to attorneys’ cell phone numbers and direct telephone numbers to enable access to the firm’s attorneys.
2. **Email Questions:** The Law Firm shall provide responses to email questions regarding routine matters at no charge to the District’s Trustees, Superintendent, or any Superintendent designee pertaining to questions arising out of the general operation of the District. The District shall be provided a list of attorney email addresses for email access.
3. **Additional Legal Work:** Additional legal work may include, but is not limited to, negotiation of contracts, grievances, personnel nonrenewal or terminations, review of construction documents, intellectual property, review and preparation for ARD and §504 meetings, litigation, administrative appeals, and specialized trainings. This includes research, the preparation of opinion letters and memorandum of law, the provision of legal advice, and extended phone conferences or lengthy emails as well as representation in adversarial matters. All time, including telephone calls, is charged at the hourly rates set forth below billable in six (6) minute increments, plus expenses and shall be charged and invoiced on a monthly basis.

Fees for Retainer Districts and Charter Schools

| Partners/ Of Counsel | Sr. Associates | Associates | Law Clerks | Paralegals |
|-------------------------|----------------|------------|------------|------------|
| \$310/hour | \$290/hour | \$275/hour | \$150/hour | \$140/hour |

4. **Access to Publications:** The Law Firm shall send information in the form of publications to designated District personnel and trustees on a routine basis relating to developments in school law. The content and publication schedule of such updates shall be determined by the Law Firm.

5. **School Board Trainings:** Individuals at the law firm are approved by TEA to provide board training continuing education credits. Discounted rates will be provided to your District for the annual required school board training hours. Customized programs at special rates can be negotiated for your specific district.

6. **Administrator Recruitment:** Because of the vast networking opportunities available, combined with our many years of service, both as educators and school attorneys, we are in a unique position to assist the District in recruiting top candidates for your administrator positions. Firm members will assist the Superintendent/Human Resources Department in soliciting, contacting, or evaluating individuals for key administrator positions within your District at a nominal charge to the District.

7. **District Trainings:** Individuals at the law firm are approved by TEA to provide professional continuing education credits for administrators. Discounted rates will be provided to your District for training in the areas listed below. Customized programs at special rates can be negotiated for your specific district. These trainings include:
 - a) Documentation Training for Administrators
 - b) Special Education Training
 - c) §504 Training
 - d) Mandatory Reporting and Human Trafficking
 - e) Bond Election Issues for Board Members and Administrators
 - f) Title IX Training
 - g) Chapter 37 Discipline Training

8. **Retainer Term and Cost:** There is an annual fee for this Retainer Agreement due no later than September 1st of each year. For the 2025-26 school year, Leasor Crass is reducing the rate for membership by half due to the difficult climate districts continue to face. Failure to provide the annual retainer agreement and remit payment shall result in the non-retainer rates being charged and the inability to access the services of our programs. This Retainer Agreement shall remain in effect unless notice of cancellation is received in writing by Leasor Crass. The annual fee is based upon the District's total student enrollment as of the last day of school for the 2024-25 school year and is as follows:

| | | |
|---------------------------------------|---------------------|-------------------|
| Student enrollment of <999 | \$595.00 | \$297.50/annually |
| Student enrollment of 1000-2499 | \$695.00 | \$347.50/annually |
| Student enrollment of 2500-4999..... | \$795.00 | \$397.50/annually |
| Student enrollment of 5000-7499..... | \$895.00 | \$447.50/annually |
| Student enrollment of >7500 | \$995.00 | \$497.50/annually |
| Charter Schools..... | \$895.00 | \$447.50/annually |
| Special Education Cooperatives..... | \$895.00 | \$447.50/annually |

9. **Optional Communications Services:** The District may elect to participate in the Leasor Crass Communications Support Program for an additional annual fee of \$1,000. This program provides the District with twelve (12) hours of direct access to Amanda Brim, Strategic Communications Consultant for Leasor Crass. Amanda brings more than two decades of experience in school public relations, crisis communication, marketing, and stakeholder engagement.

Participating districts will receive customized communications support, including:

- Strategic discussion of sensitive or complex situations before they escalate;
- Review and refinement of messaging prior to public release;
- Support for internal communications, parent engagement, and media coordination; and
- Brainstorming and development of storytelling and outreach strategies.

These services are designed to help superintendents and their teams communicate with clarity and confidence. Additional communications support beyond the included twelve (12) hours is available for an additional fee, tailored to your District's needs.

If the District would like to participate in this program, please check the box below to receive the Leasor Crass Communications Support Program and invoice.

I would like to participate in the Leasor Crass Communications Program for the 2025-26 school year.

10. **Scope of Attorney-Client Relationship:** Membership in the Leasor Crass Proactive Legal Services & Retainer Program establishes a limited attorney-client relationship only between the Law Firm and the District. The relationship exists only as to the consultations and additional legal work that are requested by the District. Membership in the Proactive Legal Services & Retainer Program does not impose any duty upon the Law Firm to provide advice or legal services to the District regarding matters unless a specific request by the District's Board President, Superintendent or designee is made for specific advice. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustee or employee of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or employee of the District, the Law Firm may require the execution of one or more separate letters of engagement prior to establishing an attorney-client relationship in the matter.


The State Bar of Texas asks every lawyer to advise his or her clients that the State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. Although not every complaint against or dispute with a lawyer involves professional misconduct, the State Bar Office of General Counsel will provide you with information about these matters. For more information, call 1-800-932-1900. This is a toll-free call.

11. **Term of Agreement:** Upon the payment of the invoice and execution, this Agreement shall be effective immediately and shall renew annually on September 1st unless written notice of cancellation is received by Leasor Crass. Access to the publications shall become effective upon completion and return of the District Information Sheet included herein.


Effective this _____ day of _____, 2025.

LEASOR CRASS, P.C.

_____ INDEPENDENT SCHOOL DISTRICT

By: 
Mike Leasor, Shareholder

By: _____
_____, Superintendent

By: 
Rhonda Crass, Shareholder



LEASOR CRASS, P.C.
YOUR SCHOOL • OUR MISSION

Attn: Accounting

📞 682-422-0009

📠 682-422-0008

📍 302 W. Broad Street, Mansfield, Texas 76063

District _____

Superintendent: _____

Re: 2025-26 Proactive Legal Services & Retainer Program

YEARLY INVOICE

| | AMOUNT | ✓ ONE |
|---|-------------------|-------|
| Student enrollment of <999 | \$297.50 | |
| Student enrollment of 1000-2499 | \$347.50 | |
| Student enrollment of 2500-4999 | \$397.50 | |
| Student enrollment of 5000-7499 | \$447.50 | |
| Student enrollment of >7500 | \$497.50 | |
| Charter Schools | \$447.50 | |
| Special Education Cooperatives | \$447.50 | |
| Optional Communications Services | \$1,000.00 | |
| TOTAL | | |

Enclosures required:

- Signed Agreement
- Information Sheet
- Payment



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

June 6, 2025

Dr. Earl Parcell
Superintendent
Coupland ISD
620 S Commerce St
Coupland, Texas 78615

RE: Renewal of Membership in Walsh Gallegos' Retainer Program

Dear Dr. Parcell:

It is our privilege to serve Coupland Independent School District through the Walsh Gallegos Retainer Program. The District's membership is up for renewal on July 1, 2025, and so enclosed you will find our Legal Services Retainer Agreement. If the District chooses to continue its membership, please sign and return the agreement. The invoice for the renewal will be sent on or around 7/1/2025 with your regular monthly statement so there is no need to send a check with the signed agreement. This program includes the following valuable benefits for just \$1,000.00 per year:

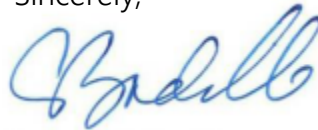
- No-charge telephone consultation on day-to-day general and special education matters with attorneys in any of our offices,
- Reduced rates for legal work,
- Reduced fees for inservices,
- Reduced rates for practical Walsh Gallegos products such as the web-based Student Code of Conduct, The Legal Guide to DAEP & Expulsion and the Extracurricular Code of Conduct,
- A free subscription to our bi-monthly general education newsletter "*Time Out with Walsh Gallegos*,"
- A free subscription to our monthly special education newsletter "*This Just In*," and
- Email updates about the latest developments in education law.

More information about these services and other advantages of the retainer program are included in the attached description. Also enclosed is information about our EFT/ACH payment program that provides a convenient, efficient, secure, and less costly method of payment than paper checks.

It is an honor to be of service to Coupland Independent School District. Many districts have adopted the Texas Association of School Boards' policy BDD (Local), which requires approval of the agreement by the Board of Trustees; check your policy to see who is authorized to approve and sign the Agreement. Additionally, please note that in accordance with the requirements of HB 1295 we have filed Form 1295 with the Texas Ethics Commission and are enclosing a certification of filing of Form 1295 for your records.

We look forward to receiving your signed contract. In the meantime, please remember that you can call any of our offices and speak with the attorney of your choice to get the guidance you need, when you need it. I am pleased to be your shareholder contact regarding the retainer program. Should you have any questions about the Retainer Agreement or wish to reach me directly, please contact me at (800) 252-3405.

Sincerely,



Christine S. Badillo

CSB/glo
Enclosures

cc: Ms. Crystal Ward, Board President



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

**LEGAL SERVICES RETAINER AGREEMENT
FOR COUPLAND INDEPENDENT SCHOOL DISTRICT**

The Coupland Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh Gallegos Kyle Robinson & Roalson P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.
2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.
3. Publications: The Law Firm shall provide at no charge the monthly publication This Just In, dealing with special education law issues, and the bi-monthly general school law publication Time Out with Walsh Gallegos, both published by the Law Firm.
4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.
5. Retainer Term and Cost: There shall be a fee of \$1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.
6. Compliance with Texas Government Code Chapter 2271: Pursuant to Texas Government Code Chapter 2271, as amended, the Law Firm verifies that it does not boycott Israel and will not boycott Israel during the term of this Agreement.

7. Compliance with Texas Government Code Chapter 2252: Pursuant to Texas Government Code Chapter 2252, as amended, the Law Firm verifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152.
8. Compliance with Texas Government Code Chapter 2274 and 809: Pursuant to Texas Government Code Chapters 2274 and 809, as amended, the Law Firm verifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement.
9. Compliance with Texas Government Code Chapter 2274: Pursuant to Texas Government Code Chapter 2274, as amended, the Law Firm verifies that it does not discriminate against firearm entities or firearm trade associations and will not discriminate against firearm entities or firearm trade associations during the term of this Agreement.
10. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. All communications between the parties shall be deemed privileged, and all work product shall be protected from disclosure. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.
11. Confidential Relationship: All information furnished by the District to Law Firm hereunder, including their respective agents, and employees, shall be treated as confidential ("Confidential Information") and shall not be disclosed to third parties except as required by law or authorized in writing. Any Confidential Information of the District may be used by Law Firm only in connection with the Services. Law Firm agrees to protect the confidentiality of any Confidential Information in the same manner that it protects the confidentiality of its own proprietary and confidential information. Access to the Confidential Information shall be restricted to those of Law Firm's personnel engaged under this Agreement. All Confidential Information made available hereunder, including copies thereof, shall be returned in accordance with Law Firm's File Retention Policy or request by the District, whichever occurs first. The restrictions set forth in this section shall not apply to information that is or becomes in the public domain through no fault of Law Firm, is independently developed by Law Firm, is provided to Law Firm by a third party who is not

subject to a duty of confidentiality, or is required to be disclosed pursuant to law or legal process.

12. Texas Lawyer's Creed: Under rules of the Texas Supreme Court and the State Bar of Texas, we advise our clients of the contents of the Texas Lawyer's Creed, a copy of which is enclosed. In addition, we advise clients that the State Bar of Texas investigates and prosecutes complaints of professional misconduct against attorneys licensed in Texas. A brochure entitled Attorney Complaint Information is available at all of our offices and is likewise available upon request. A client that has any questions about the State Bar's disciplinary process should call the Office of the General Counsel of the State Bar of Texas at 1-800-932-1900 (toll free).

13. Generative AI: While representing District, Law Firm may use generative AI tools and technology like Westlaw to assist in legal research, document drafting and other legal tasks. This technology enables us to provide more efficient and cost-effective legal services. However, it is important to note that while generative AI can enhance Law Firm's work, it is not a substitute for the expertise and judgment of Law Firm's attorneys. Law Firm will exercise professional judgment in using AI-generated content and ensure its accuracy and appropriateness in your specific matters. By entering into this agreement, District understands and agrees to Law Firm's use of AI-assisted applications, including Law Firm's limited, supervised use of those tools to process certain confidential information under Law Firm's continuing monitoring to reasonably protect the confidentiality of all information.

COUPLAND INDEPENDENT SCHOOL DISTRICT

By: _____
(Signature)

(Print Name)

(Title)

(Date)

WALSH GALLEGOS KYLE ROBINSON & ROALSON P.C.



By: _____

Joe A. De Los Santos
Managing Shareholder

6/1/2025

(Date)

THE TEXAS LAWYER'S CREED -- A MANDATE FOR PROFESSIONALISM

The Texas Supreme Court and the Texas Court of Criminal Appeals adopted this Creed, with the requirement that lawyers advise their clients of its contents when undertaking representation.

I am a lawyer. I am entrusted by the People of Texas to preserve and improve our legal system. I am licensed by the Supreme Court of Texas. I must therefore abide by the Texas Disciplinary Rules of Professional Conduct, but I know that professionalism requires more than merely avoiding the violation of laws and rules. I am committed to this creed for no other reason than it is right.

I. OUR LEGAL SYSTEM

A lawyer owes to the administration of justice personal dignity, integrity, and independence. A lawyer should always adhere to the highest principles of professionalism. I am passionately proud of my profession. Therefore, "My word is my bond." I am responsible to assure that all persons have access to competent representation regardless of wealth or position in life. I commit myself to an adequate and effective pro bono program. I am obligated to educate my clients, the public, and other lawyers regarding the spirit and letter of this Creed. I will always be conscious of my duty to the judicial system.

II. LAWYER TO CLIENT

A lawyer owes to a client allegiance, learning, skill, and industry. A lawyer shall employ all appropriate means to protect and advance the client's legitimate rights, claims, and objectives. A lawyer shall not be deterred by any real or imagined fear of judicial disfavor or public unpopularity, nor be influenced by mere self-interest. I will advise my client of the contents of this creed when undertaking representation. I will endeavor to achieve my client's lawful objectives in legal transactions and in litigation as quickly and economically as possible. I will be loyal and committed to my client's lawful objectives, but I will not permit that loyalty and commitment to interfere with my duty to provide objective and independent advice. I will advise my client that civility and courtesy are expected and are not a sign of weakness. I will advise my client of proper and expected behavior. I will treat adverse parties and witnesses with fairness and due consideration. A client has no right to demand that I abuse anyone or indulge in any offensive conduct. I will advise my client that we will not pursue conduct which is intended primarily to harass or drain the financial resources of the opposing party. I will advise my client that we will not pursue tactics which are intended primarily for delay. I will advise my client that we will not pursue any course of action which is without merit. I will advise my client that I reserve the right to determine whether to grant accommodations to opposing counsel in

all matters that do not adversely affect my client's lawful objectives. A client has no right to instruct me to refuse reasonable requests made by other counsel. I will advise my client regarding the availability of mediation, arbitration, and other alternative methods of resolving and settling disputes.

III. LAWYER TO LAWYER

A lawyer owes to opposing counsel, in the conduct of legal transactions and the pursuit of litigation, courtesy, candor, cooperation, and scrupulous observance of all agreements and mutual understandings. Ill feelings between clients shall not influence a lawyer's conduct, attitude, or demeanor toward opposing counsel. A lawyer shall not engage in unprofessional conduct in retaliation against other unprofessional conduct. I will be courteous, civil, and prompt in oral and written communications. I will not quarrel over matters of form or style, but I will concentrate on matters of substance. I will identify for other counsel or parties all changes I have made in documents submitted for review. I will attempt to prepare documents which correctly reflect the agreement of the parties. I will not include provisions which have not been agreed upon or omit provisions which are necessary to reflect the agreement of the parties. I will notify opposing counsel, and, if appropriate, the Court or other persons, as soon as practicable, when hearings, depositions, meetings, conferences, or closings are cancelled. I will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided legitimate objectives of my client will not be adversely affected. I will not serve motions or pleadings in any manner that unfairly limits another party's opportunity to respond. I will attempt to resolve by agreement my objections to matters contained in pleadings and discovery requests and responses. I can disagree without being disagreeable. I recognize that effective representation does not require antagonistic or obnoxious behavior. I will neither encourage nor knowingly permit my client or anyone under my control to do anything which would be unethical or improper if done by me. I will not, without good cause, attribute bad motives or unethical conduct to opposing counsel nor bring the profession into disrepute by unfounded accusations of impropriety. I will avoid disparaging personal remarks or acrimony towards opposing counsel, parties, and witnesses. I will not be influenced by any ill feeling between clients. I will abstain from any allusion to personal peculiarities or idiosyncrasies of opposing counsel. I will not take advantage, by causing any default or dismissal to be rendered, when I know the identity of an opposing counsel, without first inquiring about that counsel's intention to proceed. I will promptly submit orders to the Court. I will deliver copies to opposing counsel before or contemporaneously with submission to the Court. I will promptly approve the form of orders which accurately reflect the substance of the rulings of the Court. I will not attempt to gain an unfair advantage by sending the Court or its staff correspondence or copies of correspondence. I will not arbitrarily schedule a deposition, court appearance, or hearing until a good faith effort has been made to schedule it by agreement. I will readily stipulate

to undisputed facts in order to avoid needless costs or inconvenience for any party. I will refrain from excessive and abusive discovery. I will comply with all reasonable discovery requests. I will not resist discovery requests which are not objectionable. I will not make objections nor give instructions to a witness for the purpose of delaying or obstructing the discovery process. I will encourage witnesses to respond to all deposition questions which are reasonably understandable. I will neither encourage nor permit my witness to quibble about words where their meaning is reasonably clear. I will not seek Court intervention to obtain discovery which is clearly improper and not discoverable. I will not seek sanctions or disqualification unless it is necessary for protection of my client's lawful objectives or is fully justified by the circumstances.

IV. LAWYER AND JUDGE

Lawyers and judges owe each other respect, diligence, candor, punctuality, and protection against unjust and improper criticism and attack. Lawyers and judges are equally responsible to protect the dignity and independence of the Court and the profession. I will always recognize that the position of judge is the symbol of both the judicial system and administration of justice. I will refrain from conduct that degrades this symbol. I will conduct myself in Court in a professional manner and demonstrate my respect for the Court and the law. I will treat counsel, opposing parties, the Court, and members of the Court staff with courtesy and civility. I will be punctual. I will not engage in any conduct which offends the dignity and decorum of proceedings. I will not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities to gain an advantage. I will respect the rulings of the Court. I will give the issues in controversy deliberate, impartial and studied analysis and consideration. I will be considerate of the time constraints and pressures imposed upon the Court, Court staff and counsel in efforts to administer justice and resolve disputes.



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

Program for EFT/ACH Payments

Walsh Gallegos Kyle Robinson & Roalson P.C. is working to improve our services to you and assist you in saving time and money. To that end, we now offer our clients the option to pay their invoices electronically by either Electronic Funds Transfer (EFT) or Automated Clearing House (ACH) payment--instead of the traditional paper, check-by-mail method.

An EFT/ACH payment authorizes the client's bank to move funds from its bank account to the bank account of the authorized merchant (Walsh, Gallegos). This movement of funds is done between banks electronically—thus the term Electronic Funds Transfer (EFT) or Automated Clearing House (ACH). This electronic movement of funds between banks is more convenient, efficient, secure, and far less costly than the handling of paper checks.

If your district is interested in participating in our EFT/ACH payment program, please e-mail a request to WA-EFT@wabsa.com or call Karla Alvarado at (800) 252-3405 to receive our bank account information for EFT/ACH payments.

We are excited to be able to extend this opportunity to our clients. Please feel free to contact us if you have any questions.



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

File Retention Policy

At the conclusion of a matter, the file is closed and all documents related to the file are gathered in a centralized location and properly labeled. This includes both paper and electronic documents. Because the nature of our work means that many matters may become active again, we have established a policy of maintaining our closed files for a period of 10 years. If a file is reopened, the 10 year period will start again after the file is closed again.

At the end of 10 years, we will notify clients that we will be destroying all files that have been closed for more than 10 years.* Clients will have 30 days from the date of the letter to let us know if they would prefer that the files be returned to them instead of being destroyed. Clients can also request a list of the files we plan on destroying and request to inspect the files before making a decision about whether or not to allow them to be destroyed. We will provide an estimate cost for delivering the files to clients if they choose to have the files returned to them instead of being destroyed. Any files that are destroyed will be done so at our expense.

For more information about our File Retention Policy please contact Vicki Limon at vlimon@wabsa.com or by calling 512.454.6864.

*Note that there are certain types of files that our attorneys may flag to hold for longer than 10 years before being destroyed. Clients can request a list of all of the closed matters that we have for them at any time by contacting Vicki Limon at vlimon@wabsa.com.



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

FEE SCHEDULE AS OF JULY 16, 2022
LEGAL SERVICES RETAINER AGREEMENT

For Retainer Program Clients

Annual retainer fee is \$1,000 billed each year on the anniversary of the client joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$315/hour for associates licensed over two years, or \$335/hour for shareholders is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of a contract, grievance, nonrenewal, review of constructions documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses. A new file is set up so that the billings show legal fees attributable to that particular matter.

For Non-retainer Program Clients

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$335/hour for associates licensed over two years, or \$355/hour for shareholders is charged for time spent on any work, including all telephone calls, office visits, litigation, research, opinion letters, hearings, and the like.

The above rates are subject to change at any time.



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

BENEFITS OF THE RETAINER PROGRAM

1. **FREE TELEPHONE CONSULTATION:** The law firm provides telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director or any designee pertaining to questions arising out of the general operation of the District. Last year, our member clients received an average of 10.27 free hours of telephone consultation. That is a \$3,047.00 value in telephone calls alone!

As a retainer client, the District has exclusive access to the statewide toll-free telephone numbers for calls to the law firm. Before making decisions with legal consequences, use our exclusive toll-free number to reach any Walsh Gallegos attorney:

- Austin (800) 252-3405
- San Antonio (800) 232-9169
- Irving (800) 231-4207
- Houston (888) 565-6864
- Rio Grande Valley (866) 770-6864
- Amarillo (800) 622-6864
- Albuquerque (800) 771-6864

2. **REDUCED RATES FOR ADDITIONAL LEGAL WORK:** The District receives reduced hourly rates for additional works that goes beyond the initial general telephone consultations, such as analyzing documents, writing opinion letters, attending school board meetings, or follow up phone consultations. Though the hourly rates are reduced for retainer clients, any actual expenses (copy costs or mileage, for example) incurred by the law firm in providing such additional work are charged.
3. **FREE SUBSCRIPTIONS TO FIRM PUBLICATIONS:** Membership in the Walsh Gallegos Retainer Program also entitles the District to receive free subscriptions to both of the firm's newsletters:
 - (1) the informative bi-monthly newsletter "*Time Out with Walsh Gallegos*" that provides timely reminders and practical suggestions about general education law issues arising throughout the school year, and
 - (2) the monthly publication "*This Just In*" which addresses legal issues specific to the special needs of students with disabilities
4. **E-MAIL UPDATES:** As another benefit of the Retainer Program, Walsh Gallegos sends periodic e-mail updates to you (and to any other District personnel or trustees you designate) to help

keep the District abreast of the latest developments in school law. These updates, averaging more than one per month, address a broad range of timely topics and are designed to keep you informed and better prepared in your work for the District. Examples of the topics of our updates include:

- EEOC Releases New Regulations for Pregnant Workers Fairness Act
- Attorney General Rule Updating Title II of the ADA Ensuring that Web Content and Mobile Apps are Accessible
- U.S. Department of Labor Increases Salary Threshold for Exempt Employees
- Final Title IX Regulations Released
- Supreme Court Clarifies Limits on Public Officials' Social Media Conduct
- Next Steps in Medicaid Review Process
- HB 3033 Crucial NEW Deadlines for Responding to PIA Requests
- New I-9 Form for Employment Eligibility Verification
- HB 114 Creates a New Mandatory DAEP Offense

Don't let your District personnel miss our next update!

5. REDUCED RATES ON ALL WALSH GALLEGOS INSERVICES: Our Retainer Program members also receive reduced rates on all inservices presented at the District. Our up-to-date training programs are presented by attorneys with firsthand experience and knowledge about the current legal issues confronting Texas school districts. Our retainer clients also receive priority scheduling for inservice training.
6. REDUCED RATES ON ALL WALSH GALLEGOS PRODUCTS: To assist clients in their day-to-day operations, we have developed several practical products to save you time and head off potential problems during the school year. These products are easy to navigate, written in plain language, and are full of useful suggestions. As a member of the Retainer Program, clients receive reduced rates on these helpful tools, including:
 - Interactive Student Code of Conduct
 - Discipline Guide for DAEP & Expulsion
 - Administrator's Anti-Bullying Toolkit
 - Sexual Harassment Investigation Guide
 - Operating Guidelines for Cameras in Special Education Settings
7. ONE FREE ON-DEMAND WEBINAR: Our retainer clients are also eligible for one free On-Demand webinar of the District's choice, to be selected from our published webinar schedule. Our On-Demand webinars provide excellent training for school administrators without having to leave the district.



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

COUPLAND ISD E-MAIL UPDATE FORM

The Walsh Gallegos E-mail Update program is designed to keep our clients informed of the latest developments in school law. These updates address a broad range of topics related to legal issues confronting school districts. In addition, e-mail update recipients will also be notified of upcoming audio/video conferences and specialty publications produced by Walsh Gallegos.

Below is the list of personnel and/or Board of Trustees that are currently in our system. Please review carefully and make any necessary changes or additions. Also note that there may be some names without an e-mail address or position. Please provide a current e-mail address, indicate whether the individual should remain one of our e-mail update recipients, and provide the named position of the individual. If you are having difficulty receiving our e-mail updates, please ask your technology department to add mypinpointe.com to the list of accepted domains.

| Name | Title | E-mail Address |
|------------------|---------------------------|--------------------------|
| Dr. Earl Parcell | Superintendent | eparcell@couplandisd.org |
| Ms. Crystal Ward | Board President | cdward1113@gmail.com |
| Pam Herber | Business Services Manager | (pherber@couplandisd.org |

Attach additional sheets if necessary. Please return this form to Client Services. If you have any questions or need additional information, please contact Client Services at (800) 252-3405.

VIA FAX
(512) 467-9318

VIA MAIL
Client Services
Walsh Gallegos
P.O. Box 2156
Austin, TX 78768

VIA E-MAIL
info@wabsa.com

CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

Certificate Number:
2025-1308047

Date Filed:
05/12/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Walsh Gallegos Kyle Robinson & Roalson P.C., or just Walsh Gallegos
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Coupland ISD

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

05875
Legal Services Retainer Agreement

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest (check applicable) | |
|---|--------------------------|--|---------------------------------------|--------------|
| | | | Controlling | Intermediary |
| | Robinson, Bridget | Austin, TX United States | X | |
| | Kyle, Paige | Austin, TX United States | X | |
| | Robinson, Bridget | Austin, TX United States | X | |
| | Walsh, Jim | Austin, TX United States | X | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Joe De Los Santos, and my date of birth is 10/3/1971.

My address is 505 E. Huntland Drive, Suite 600, Austin, TX, 78752, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 12th day of May, 20 25.
(month) (year)



Joe De Los Santos, Managing Shareholder

Signature of authorized agent of contracting business entity
(Declarant)

The Board shall retain an attorney or attorneys, as necessary, to serve as the District's legal counsel and representative in matters requiring legal services. Services to be performed and reasonable fees and expenses to be paid by the District shall be set forth in writing between the Board and the attorney or attorneys.

Individual Board members shall channel legal inquiries through the Superintendent, Board President, or Board's designee, as appropriate, when seeking advice or information from the District's legal counsel.

A staff request for legal advice from the District's legal counsel must be submitted through the Superintendent.

Advice from legal counsel shall be reported to the Board upon request of the Board or when deemed necessary by the Superintendent, Board President, or Board's designee.



Board of Trustees

Date of Meeting

Item Type

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

Contact Person E-Mail Address



Texas A&M AgriLife Extension Services, Bastrop County

15 American Legion Dr. | PO Box 650 | Bastrop, Texas 78602

Phone: 512-581-7186 | Fax: 512-581-7187



July 10, 2025

Dr. Earl Parcell, Superintendent
Coupland Independent School District
620 S. Commerce St.
Coupland, TX 78615

RE: Request for Extracurricular Activity Status

Dear Superintendent Parcell:

On behalf of the 4-H members of Bastrop County, I/we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the Coupland Independent School District.

I/we further request that questions regarding this RESOLUTION be directed to me/us in a timely manner so that I/we may prepare and present an appropriate response so as not to delay action on this request.

Finally, I/we request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me/us for my/our files.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

Mellanie L. Mickelson
Bastrop County Extension Agent,
4-H & Youth Development
MLMickelson@ag.tamu.edu

Attachment(s):

1. Resolution for Extracurricular Status of 4-H Organization

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

Coupland Independent School District

meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

Bastrop County Texas 4-H Organization

as approved for recognition and eligible
for extracurricular status consideration under 19 Texas Administrative Code,
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject
to all rules and regulations set forth under the 19 Texas Administrative Code
as interpreted by this Board and designated officials of this school district.

A local representative of the Texas A&M AgriLife Extension Service
will request academic eligibility for all 4-H competitive activities,
regardless if a school absence is or is not required, and
for non-competitive purposes when an absence is required.

Approved this _____ day of _____, 20_____ .

Board of Trustee Signature

Superintendent



Texas A&M AgriLife Extension Services, Bastrop County

15 American Legion Dr. | PO Box 650 | Bastrop, Texas 78602

Phone: 512-581-7186 | Fax: 512-581-7187



July 10, 2025

Dr. Earl Parcell, Superintendent
Coupland Independent School District
620 S. Commerce St.
Coupland, TX 78615

RE: Request for Adjunct Faculty Status

Dear Superintendent Parcell:

On behalf of the Bastrop County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Coupland Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 (j). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

(1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:

(A) has a minimum of a bachelor's degree; and

(B) is eligible for participation in the Teacher Retirement System of Texas.

Bastrop County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period of time indicated on the agreement.

I hope Coupland Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

Mellanie Mickelson
Bastrop County Extension Agent,
4-H & Youth Development
MLMickelson@ag.tamu.edu

Attachment(s): Adjunct Faculty Request

ADJUNCT FACULTY REQUEST

**THE STATE OF TEXAS
COUNTY OF BASTROP**

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Coupland Independent School District, hereinafter referred to as "District." A quorum having been established, the Board proceeded to consider the appointment of the herein named individual(s) as an adjunct member of the Coupland Independent School District.

Upon consideration and vote of _____ in favor, Dakota Kempken, Mellanie Mickelson, and Amanda Ortega are hereby named as adjunct faculty member(s) of the Coupland Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the _____ day of _____, 20____ and remain in effect until the _____ day of _____, 20_____.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

| NAME | TITLE | DEGREE(S) | INSTITUTION | DATE |
|-----------------------|---|--|---------------------------------------|------------------|
| Dakota Kempken | County Extension Agent, Agriculture & Natural Resources | B.S. Animal Sciences | Sam Houston State University | May 2018 |
| | | Master of Natural Resources Development | Texas A&M University | December 2024 |
| Mellanie Mickelson | County Extension Agent, 4-H & Youth Development | B.S. Animal Science | Oklahoma State University | May 2009 |
| | | M.S. Management & Leadership | Tarleton State University | May 2017 |
| Amanda Ortega | County Extension Agent, Family & Community Health | B.S. Kinesiology (Exercise Science) | Texas A&M University Kingsville | August 2022 |

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from the District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District 10 or Mellanie Mickelson, County Extension Director.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Bastrop County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Bastrop County Extension Agent(s), Dakota Kempken, Mellanie Mickelson and Amanda Ortega (Extension employees), is/are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Coupland Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this _____ day of _____, 2025

Coupland Independent School District

By: _____

EXTRACURRICULAR STATUS REQUEST

Request for Extracurricular Status for 4-H



WILLIAMSON COUNTY EXTENSION SERVICE

Date July 15, 2025

Coupland ISD

To whom it may concern:

On behalf of the 4-H members of Williamson County, I/we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the (name of school district). I/we further request that questions regarding this RESOLUTION be directed to me/us in a timely manner so that I/we may prepare and present an appropriate response so as not to delay action on this request.

Finally, I/we request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me/us for my/our files.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Brittany Allen".

*Brittany Allen, County Extension Agent
4-H Youth Development*

Attachment: Resolution for Extracurricular Status of 4-H Organization

Williamson County Extension Office
100 Wilco Way Ste AG 201 Georgetown, Tx 786265
<http://texas4-h.tamu.edu> | Tel.512.943.3300 |

EXTRACURRICULAR STATUS REQUEST
Resolution requesting Extracurricular Status for 4-H

RESOLUTION
EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

_____ *(Complete name of school district)*

meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

_____ Williamson County

Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under
19TexasAdministrative Code,
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to all rules and regulations set forth under the
19Texas Administrative Code as interpreted by this Board and designated officials of this school district.

A local representative of the Texas A&M AgriLife Extension Service
will request academic eligibility for all 4-H competitive activities, regardless if a school absence is or is not required, and
for non-competitive purposes when an absence is required.

Approved this ____ day of _____, 20 ____.

Board of Trustee

Superintendent

ADJUNCT FACULTY REQUEST
Cover Letter requesting Adjunct Faculty Status



WILLIAMSON COUNTY EXTENSION SERVICE

Date July 15, 2025

Coupland ISD

On behalf of the Williamson County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Coupland Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 U). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

(1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:

- (A) has a minimum of a bachelor's degree; and
- (B) is eligible for participation in the Teacher Retirement System of Texas.

Williamson County requests the Extension personnel listed on the enclosed Adjunct Faculty Agreement be awarded adjunct faculty staff member status for the period of time indicated on the agreement. Extension personnel, as ISD adjunct faculty members, will only supervise and be responsible for Texas 4-H members of the district.

I hope Coupland Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

*Brittany Allen, County Extension Agent
4-H Youth Development*

Attachment: Resolution for Extracurricular Status of 4-H Organization

Williamson County Extension Office
100 Wilco Way Ste AG 201 Georgetown, Tx 786265 <http://texas4-h.tamu.edu> | Tel.512.943.3300

ADJUNCT FACULTY REQUEST

SAMPLE TEMPLATE: Adjunct Faculty Agreement

THE STATE OF TEXAS COUNTY OF:

Williamson _____

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Coupland Independent School District, hereinafter referred to as "District." A quorum having been established; the Board proceeded to consider the appointment of the herein named individual(s) as an adjunct member of the Coupland Independent School District.

Upon consideration and vote of _____ in favor, _____ is hereby named as adjunct faculty member(s) of the _____ Independent School District subject to the following considerations and provisions of such appointment to wit:

- This appointment shall commence on the ___ day of _____, 20__ and remain in effect until the _____ day of _____, 20__.
- This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

| NAME | TITLE | DEGREE | INSTITUTION | DATE |
|------------------|-------------------------|--------|----------------------------|------|
| Brittany Allen | 4-H Youth Development | BA/MS | Texas Tech University | 2017 |
| Shelley Franklin | Natural Resources | BA/MED | West Texas A&M | 2020 |
| Gary Pastushok | Agriculture | BS/MS | University of Saskatchewan | 1982 |
| Jennifer Powell | Family Community Health | BS/MS | University of New Mexico | 2003 |

- Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Coupland Independent School District.
- Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M Agrilife Extension Service.
- Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District 8 or Williamson County Extension Director.
- Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M Agrilife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M Agrilife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Williamson County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M Agrilife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M Agrilife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Williamson County Extension Agent(s), Williamson (Extension employee) is/are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Coupland Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this ___ day of _____, 20__.

_____ Independent School District

By: _____

ACADEMIC ELIGIBILITY PROCESS

Procedures for securing Academic Eligibility Information and Excused Absences for 4-H Members to participate in 4-H Event or Activity

This procedure applies to ALL 4-H events or activities (competitive or non-competitive) and all 4-H members in public, private, and/or home school that requires a 4-H member to be absent from school. For instance, if a 4-H member is a member of a state planning task force and needs to miss a day of school to participate, the 4-H member would have to be eligible according to the Texas Education Code to be excused from school.

There are two ways a County Extension Office can request academic eligibility for 4-H members. One is on an individual basis using the Declaration of Eligibility Form (Attachment F) for times when only one or two 4-H members may be needing an absence. The second option is for situations when a large number of youths may be needing an excused absence, such as a county or major stock show. The steps below outline how the county office needs to proceed with each of the processes.

| BEGINNING OF THE SCHOOL YEAR | |
|---|---|
| August/September | County Extension Agents should meet with school officials to determine the steps the agent needs to take to assist 4-H members in obtaining excused absences to participate in 4-H events and to determine eligibility of 4-H members for competitive events. |
| 30 DAYS PRIOR TO ANY 4-H EVENT/ACTIVITY NEEDING ACADEMIC ELIGIBILITY CHECKED | |
| Declaring academic eligibility for small number of 4-H members | <ol style="list-style-type: none"> 1. Ensure that all members needing an excused absence are ACTIVE 4-H members. 2. Complete the County Agent section of the Declaration of Eligibility Form. Provide the form to either the 4-H member and request they submit to the school for completion or have the 4-H parent/guardian complete the first section, return to the County Extension Office and then submit as a group to the respective school campuses. 4-H member then returns completed form back to the County Extension Office within the timeframe given by the office. |
| Declaring academic eligibility for large number of 4-H members | <p>Extension agents should prepare a document on official letterhead which includes the items listed below and submit to each school/campus requesting eligibility status for each 4-H member.</p> <ol style="list-style-type: none"> a) Name of 4-H member(s) involved b) School they attend c) Current grade level in school d) Dates of proposed absence(s) e) Name of event f) Educational value g) Chaperone <p>List is returned back to County Extension Office by school/campus.</p> |
| RESPONSE FROM SCHOOL ON DECLARATION OF ACADEMIC ELIGIBILITY | |
| Eligible | The school should respond to CEA if there are any students who are academically eligible. County Extension Office should follow up with the school/campus if no response is received. |
| Ineligible | If a 4-H member is academically ineligible for a 4-H competitive event, the agent must notify the 4-H member, their parents and the sponsoring agency, in writing – letter/email (a phone call can also be made but should be followed up with a written notification). |

If county Extension faculty and schools develop and agree on procedures they deem more efficient and effective and still ensures 4-H's compliance with the Texas Education Code requirements, they should inform their District Administrator/County Extension Director of the plan to be followed.

DECLARATION OF ELIGIBILITY FORM INSTRUCTIONS

4-H'ers should complete a separate form for each competitive event/activity in which they plan to participate. The original form should be returned to the county Extension office by the deadline established by the County Extension Office.

NOTE: Schools requiring a copy of this form should make their copy before returning it to the student.

Parent/Guardian Section:

1. Parent/Guardian will select the information requested. It is either:
 - a. Academic eligibility information only. (Used to verify academic eligibility only for 4-H competitive events/activities.), or
 - b. Academic eligibility information and authorization to receive an excused absence from school. (Used to verify academic eligibility as well as receive authorization to receive an excused absence. This would be used for events held during school hours such as stock shows, district, state and national 4-H contests and events, etc.)
2. Complete the date and name of the activity. (Used to notify school officials of exact dates/times a student would be participating in a [4-H] activity or representing 4-H at an event.)
3. Parent/Guardian signature is required. The signature of the parent/guardian confirms that this person is aware of the academic eligibility and excused absence requirements of the Texas Education Code.

County Extension Agent Section:

1. Extension Office will complete this section and certify the youth is a 4-H member and his/her participation in the event.
2. County Extension Agent (with adjunct faculty status) will sign the form.

School Principal/Designee Section:

1. Principal, or designee, will indicate the 4-H members eligibility status, options are:
 - a. Academically eligible to participate
 - b. Not academically eligible to participate
2. The principal, or designee, will indicate whether or not an excused absence will be granted.
3. The principal, or designee, will provide the date being used to determine eligibility.
4. Principal, or designee, will sign and date the form in order to be valid.

4-H family should follow instructions provided by the County Extension Office on returning form to the Extension Office by the given deadline.



PRAIRIE VIEW A&M UNIVERSITY COLLEGE OF AGRICULTURE AND HUMAN SCIENCES

Cooperative Extension Program



Texas 4-H Youth Development Program DECLARATION OF ELIGIBILITY FORM

This form is requested in accordance with the requirement of the Texas Education Code and in cooperation with the Texas Education Agency and local school board policies. Instructions: Complete one form per activity. The original form should be returned to the County Extension Office.

PARENT/GUARDIAN SECTION

In accordance with 4-H policy, provided by our local Extension office, I respectfully request: (CHECK ONE)

- Academic eligibility information only.
Academic eligibility information and authorization to receive an excused absence from school.

Date of Activity: Name of Activity:

Signature of Parent/Guardian:

COUNTY EXTENSION AGENT SECTION

I hereby certify that is a member of 4-H in County and is scheduled to participate in this activity representing 4-H. He/she will be under the supervision of the Texas A&M Agrilife Extension Service faculty or agency's designated volunteer leader.

Date: Signature:

SCHOOL PRINCIPAL OR DESIGNEE SECTION

ACADEMIC ELIGIBILITY (CHECK ONE)

- I do certify that the student is academically eligible to participate in the above-mentioned activity.
I do not certify the student because he/she is NOT academically eligible to participate in the above-mentioned activity.

EXCUSED ABSENCE (CHECK ONE)

EDUCATIONAL STATUS (CHECK ONE)

- An excused absence will be granted
An excused absence will NOT be granted.
Does not apply
Face-to-Face (on campus)
Virtual Option
Homeschooled

Date used to determine eligibility:

Date: Signature of Principal or Designee:

Name of School:



SB 401: UIL Participation for Non-Enrolled Students

- School districts are required to allow homeschool students residing in their district boundaries to participate in school-sponsored UIL activities in the same manner as any enrolled public school student
- School boards may adopt a policy opting out of this requirement (on a timeline set by UIL rule)
- Homeschool students have a right to participate in UIL activities from the closest school district that has not opted out
- Of note: under prior law, districts may admit homeschool students for the purposes of offering them participation in any UIL activity, and the district will receive \$1500 per student per activity per year

PROPOSED POLICY 7.21.25

| | |
|---|--|
| Persons Age 21 and Over | The District shall not admit into its public schools any person age 21 or over unless otherwise required by law. |
| Registration Forms | The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms. |
| Proof of Residency | In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency. The District may investigate stated residency as necessary. |
| Minor Living Apart | A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District. |
| Person Standing in Parental Relation | |
| Misconduct | A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school. |
| Exceptions | Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct. |
| Extracurricular Activities | The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities. |
| <u>Students Not Enrolled</u> | <u>A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities. [See EEL and FM]</u> |
| Nonresident Student in Grandparent's After-School Care | <p>The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.</p> <p>The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.</p> |
| "Accredited" Defined | For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an |

accrediting association recognized by the commissioner of education.

Grade-Level Placement

Accredited Schools

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

Nonaccredited Schools

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

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

Transfer of Credit

Accredited Texas Public Schools

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

Other Accredited or Nonaccredited Schools

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

Transition Assistance

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

[See EI]

Withdrawal

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

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

PROPOSED REVISIONS 7.21.25

Extracurricular Activity Absences

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board.

[The District shall not limit an eligible student's absences related to participation in extracurricular activities. \[See Record of Absences in FM\(LEGAL\)\]](#)

~~A student shall be allowed up to ten extracurricular absences per year.~~

[\[For eligibility of a private school student, including a homeschool student, to participate in extracurricular activities, see FD\(LOCAL\).\]](#)

Use of District Facilities

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.



Homeschool Participation Guidelines

In accordance with Senate Bill 401 passed in the 89th Legislative Session, Coupland ISD allows participation of homeschooled students in UIL sports and activities.

Homeschool students who wish to represent Coupland ISD in UIL sports and activities must meet the following guidelines at all times:

1. Homeschool participants must live within the boundaries of Coupland ISD and must annually provide proof of residency, unless requested more frequently.
2. Homeschool participants cannot have been previously enrolled in any public school during the same academic year in which they are seeking homeschool participation.
3. In order to participate in UIL activities during the first nine weeks of the school year, homeschool students must demonstrate grade-level academic proficiency on any nationally recognized, norm-referenced assessment instrument, such as the Iowa Test of Basic Skills, Stanford Achievement Test, California Achievement Test, or Comprehensive Test of Basic Skills. A nonenrolled student demonstrates the required academic proficiency by achieving a composite, score, or survey score that is within the average or higher than average range of scores, as established by the applicable testing service. Testing and any associated cost are the responsibility of the homeschool student. Test results showing proficiency will be accepted for the current and one subsequent year.
4. Homeschool students will be required to follow the same rules and procedures as any other student and will be required to complete a Previous Athletic Participation Form (PAFP) and will be subject to eligibility rules, including the 15-day rule, if applicable. If the student moved into the district attendance zone within the previous 12 months, a full hearing of the District Executive Committee for that sport will be required for varsity participation.
5. Homeschool students must meet all team and activity requirements that apply to enrolled students, including attendance in the athletic or class period, attendance at practices, games, meets and performances, qualifications, responsibilities, standards of behavior, and standards of performance as determined by coaches and sponsors.
6. Homeschool students are responsible for providing their own transportation to and from class periods and practices.
7. Homeschool students are required to abide by the CISD Student Code of Conduct, CISD Student Handbook, and the handbook specific to each sport or activity. Failure to abide by these expectations will result in removal from the sport or activity for the remainder of the academic year.
8. Homeschool students may not participate in both UIL and homeschool league sports and



activities. To do so is a violation of the UIL Constitution.

9. Homeschool students may not receive accelerated physical education skill or strength training exceeding 60 minutes during the school day.
10. Homeschool students must be fully immunized as required for all enrolled students or must present a certificate or statement that for medical reason or reasons of conscience, including a religious belief, the student will not be immunized. For exceptions based on conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the District.

Additional Rules

1. Homeschool students can arrive no earlier than five minutes prior to the start of the athletic or class period and must leave campus within five minutes of the end of the athletic or class period. CISD is not responsible for supervision of homeschool students except during the athletic or class period.
2. Homeschool students can arrive no earlier than five minutes prior to the start of afterschool practice (unless previous arrangements have been made with the head coach of the sport) and must be picked up within ten minutes of the scheduled end time of the afterschool practice.
3. Homeschool students can arrive no earlier than five minutes before the scheduled time set by the coach or sponsor to leave for an event or game and must be picked up no more than 15 after arriving back to the campus.
4. While on campus during the school day, students must abide by the dress code as published in the CISD Student Handbook.



HB 1481: Cell Phones

- School districts & charters must adopt a policy prohibiting use of cell phones while on school property during the school day.
- In adopting a policy, district or school must authorize use necessary to implement IEP, 504 plan, or other similar program/plan; by a student with a documented need based on doctor directive; or as necessary to comply with health or safety requirement.
- School systems have flexibility on the specific mechanism used to prohibit.
- School boards have until 90 days after effective date (effective June 20) to adopt cell phone policy.
- TEA must provide a model policy.

PROPOSED POLICY 7.21.25

Note: For searches of personal communication devices or other personal electronic devices, see FNF.

**Personal
Communication
Devices**

A student shall not use a personal communication device on school property during the school day. While on school property, the student shall store any personal communication device in accordance with administrative regulations.

A student who violates this policy or any regulations shall be subject to discipline in accordance with the Board-adopted Student Code of Conduct.

An authorized District employee shall confiscate a student's personal communication device that is used in violation of this policy or any applicable regulations.

If a personal communication device is not retrieved, the District shall dispose of the device after providing the notice required by law.

Exceptions

A student shall be authorized to use a personal communication device on school property during the school day only under the following circumstances:

1. The student's use is necessary for implementation of the student's individualized education program, a 504 plan, or a similar program or plan;
2. The student's use is required due to a documented need based on a directive from a qualified physician; or
3. The student's use is necessary to comply with a health or safety requirement imposed by law or as part of the District or campus safety protocols.

Implementation

The Superintendent shall develop regulations to implement this policy.

Compliance

Annually, the Superintendent shall report to the Board on the implementation and compliance of this policy.



SB 13: Library Books

- Entitles parents to access information related to library books accessed by their children
- Clarifies library material prohibitions related to harmful material, profane content, and indecent content
- Permits school districts to establish local library councils to help with review of new materials, material reviews, or collection guidelines
- Library materials challenges must be accepted from any resident, parent, or staff member, and local library councils must offer a recommendation related to the challenge within 90 days of receipt

PROPOSED POLICY 7.21.25

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

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" is defined by law and may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library. [See EFB(LEGAL)]

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, online catalogs, library mobile applications used in the District, and any other library catalog a student may access.

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 are trained or receive information on the proper collection development standards.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law, library standards, 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.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

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.
6. Represent diverse viewpoints and cultural groups of the state and their contributions to the state, the nation, and the world, to ensure the collection embodies the background of all students.

Recommendation
and Procurement of
Materials

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

Librarians and other professional staff shall develop recommendations to be presented to the Board. The 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 development of recommendations of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District residents.
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

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

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.

The Board shall consider the list of library materials that have been donated or proposed by the administration for procurement. Each Board member may propose changes before the Board takes action on the list of donated or proposed library materials.

The Board shall either approve or reject the library materials that have been donated or proposed for procurement.

Donated and
Proposed
Procurement List

At least 30 days prior to the Board's vote to accept donated library materials or approve procurement of library materials, the Superintendent shall make accessible to the public the list of library materials in accordance with law.

Access Plan

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

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 child'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 child.

In accordance with state law and administrative procedures, parents or guardians may submit to the principal or a staff member

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

designated by the principal a list of library materials that the parent's or guardian's child shall not be allowed to check out or access for use outside of the school library. The Superintendent shall develop procedures that permit a parent or guardian to submit the request in at least one of the methods permitted by law.

The parent or guardian may select alternative library materials for their child. [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.

Library Catalog

A parent or guardian who wishes to access the catalog of library materials for any school in the District shall submit a written request to the school's principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

Protection from
Inappropriate
Material

In accordance with law and guidance from the Texas State Library and Archives Commission, library materials shall not include "harmful material"; any library material that is pervasively vulgar or educationally unsuitable; any library material containing indecent or profane content; any library material that refers a person to a website, including by use of a link or QR code, containing content legally prohibited under law; 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]

**Challenge of Library
Material**

A District employee, a parent or guardian of a District student, or District resident may challenge library material maintained in the District's library program.

Guiding Principles The following principles shall guide the review of a challenge of library material:

1. An individual may challenge library material used in the District's library program, despite the fact that the professional staff and the Board followed the proper procedure and adhered to the objectives and criteria for recommending and procuring library materials set out in this policy.
2. Access to challenged material shall be restricted during the challenge process.

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 Challenge When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or administrator 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 the form to request a formal challenge of the library material.

Formal Challenge The District shall make the Texas Education Agency form to challenge library material available on the District's website.

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

After a challenge 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.

Challenge Committee The principal shall appoint a challenge committee and notify committee members in accordance with administrative procedures.

The challenge 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.

The District shall provide members of the committee the relevant materials to review in accordance with the deadlines established in administrative procedures and in accordance with law.

Any meeting of the committee must comply with the meeting requirements under Education Code 33.024(g) and (h), including required notices, meeting minutes, audio or video recordings, and submission of minutes and audio or video recordings of the meeting to the District.

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.

The Superintendent, the school librarian, the individual submitting the challenge, and any other appropriate staff shall receive a copy of the committee's report.

Appeal

An individual who submitted a challenge may appeal the decision to the Board. The individual must provide the notice of appeal in accordance with administrative procedures.

The Board shall hear the appeal and render a decision in accordance with the timelines established in law.

When considering the appeal, the Board shall consider the factors in Education Code 33.027(f). The Board shall consider appeals in accordance with timelines set out in law.

*Frequency of
Review*

After a library material has been challenged and the Board determines not to remove the library material from a school library catalog, it may not be challenged again before the second anniversary of the Board's final decision not to remove the material.

Removal of Library
Materials

If a challenge to a library material results in the removal of the library material from the school library catalog, each teacher assigned as the classroom teacher at the grade level for which the library material was removed shall be notified and instructed to remove any copy of the library material from the teacher's classroom library, if applicable.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

**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 CI]

Gifts and Donations

The Board 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.



Board of Trustees

Date of Meeting

Item Type

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

Contact Person

E-Mail Address

Action and Discussion Items Calendar

| Month | Action Items | Reports/Information/Discussion Items |
|-----------|---|---|
| September | <ul style="list-style-type: none"> ● Class Size Waivers (if necessary) ● Approval of District/Campus Improvement Plan ● Approve Bastrop & Williamson County Adjunct Faculty Agreements ● Approve Investment Officer(s) | <ul style="list-style-type: none"> ● Procedures for dismissal of school due to weather conditions ● Beginning School Enrollment Report ● Free & Reduced Lunch Information |
| October | <ul style="list-style-type: none"> ● Approval of tax roll resolution Williamson County and Travis County Appraisal Districts ● Set Board meeting for canvassing election return (even years only) ● Announcement of Board Continuing Education hours | <ul style="list-style-type: none"> ● Staff Appreciation Event Planning ● Plan annual Team of 8 training |
| November | <ul style="list-style-type: none"> ● Induct new Board members ● Board Reorganization ● Canvass Ballots for trustee election (Oath of Office) ● HB 3033 Business days ● Public Hearing - FIRST | <ul style="list-style-type: none"> ● Fall ADA Report ● October special population enrollment: bilingual/ESL students ● Canvas ballots for trustee/special election (special meeting) Oath of Office (Even years only) ● Public Hearing – FIRST ● Financial Rating Workshop ● Provide new board member(s) with local orientation ● Plan for Superintendent Evaluation and set evaluation date |
| December | <ul style="list-style-type: none"> ● Review of Board Operating Procedures ● Annual Financial Audit report for Prior Year (PY) | <ul style="list-style-type: none"> ● Consider budget plan / timeline ● Staff Appreciation Event ● Superintendent delivers self-evaluation and required evaluation reports |
| January | <ul style="list-style-type: none"> ● Commit Fund Balance ● Public Hearing - TAPR ● Superintendent Annual | <ul style="list-style-type: none"> ● Superintendent's evaluation form approved if changes needed |

| | | |
|----------|---|--|
| | <p>(Summative) Evaluation</p> <ul style="list-style-type: none"> ● Superintendent Contract Consideration | <ul style="list-style-type: none"> ● Begin District Goal Setting ● Determine/plan summer projects ● Set Superintendent Goals for the following year |
| February | <ul style="list-style-type: none"> ● Adopt School Calendar for next school year ● Approve audit firm for upcoming year ● Determine/plan summer projects | <ul style="list-style-type: none"> ● Proposed School Calendar ● Discipline Report ● Board Self-Evaluation ● Continue District Goal Setting |
| March | <ul style="list-style-type: none"> ● Teacher Contract Renewals ● Approve PD Waiver ● Finalize district goals ● Establish district goals ● Approve Summer Work Hours | <ul style="list-style-type: none"> ● Review of Technology Plan Updates ● Set calendar for end of year activities/graduation ● Board Self-Evaluation |
| April | <ul style="list-style-type: none"> ● Approve summer projects ● IMA & TEKS Certification ● Board Self-Evaluation ● Review compensation/benefits package | <ul style="list-style-type: none"> ● ESL & Summer School Plan ● Initial Budget Workshop – School Finance ● Receive Preliminary Values ● Plan Team of 8 training |
| May | <ul style="list-style-type: none"> ● Bank Depository Bids (every other year) | <ul style="list-style-type: none"> ● Begin Budget Planning ● Review professional development report ● Review District/Campus Improvement Plan |
| June | <ul style="list-style-type: none"> ● Superintendent Annual (Formative) Evaluation ● Superintendent Contract Consideration ● Cafeteria Services Report and Prices for the next year ● Intent to Apply for ESSA/Grant Funds ● MOU for DAEP | <ul style="list-style-type: none"> ● Budget Workshop – DRAFT 2025-2026 Budget ● Consider new or modified programs for upcoming school year ● Review Employee/Staff Handbook Draft ● Review Student Handbook & Code of Conduct Draft |
| July | <ul style="list-style-type: none"> ● Approve Code of Conduct ● Approve Employee Handbook ● Order Trustee election and approve contract for election services (Even years only) ● Establish Trustee Election Dates (Even years only) | <ul style="list-style-type: none"> ● Budget Workshop – Preliminary 2025-2026 Budget ● Consider TASB attendance at TASB Conference in September ● Select TASB Delegate and Alternate ● Receive Certified Values (7/25) |

| | | |
|--------|--|---|
| August | <ul style="list-style-type: none">● Approve Proposed 2025-2026 Budget● Amend budget for previous year● Accept certification of appraisal roll for the certified taxable value● Approval of clubs for extra-curricular absence purposes● Approve district teacher appraisal calendar● Set the Tax Rate (Special Board Meeting)● Budget Hearing (Special Board Meeting) | <ul style="list-style-type: none">● Review Multi-Hazard Emergency Operations Plan |
|--------|--|---|

Revised January 2025

Board Training Requirements 2024-2025

| Required Continuing Education | First Year in Office | Subsequent Years in Office | Eligible Provider(s) |
|--|--|-----------------------------|---|
| Local District Orientation | Three hours within the first 120 days in office | N/A | Local District |
| Orientation to the Texas Education Code | Three hours within the first 120 days in office | N/A | Education Service Centers |
| Update to the Texas Education Code | Following each legislative session and of sufficient length to address major changes | | <ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches |
| Team-building (Team-of-eight) | Three hours | Three hours every year | <ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches |
| Additional Education based on Framework for School Board Development | Ten hours | Five hours every year | <ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches |
| Evaluating and Improving Student Outcomes | Three hours within the first 120 days in office | Three hours every two years | <ul style="list-style-type: none"> • Authorized Providers • LSG Coaches |
| Sexual Abuse, Human Trafficking, and Other Maltreatment of Children | One hour within the first 120 days in office | One hour every two years | <ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches |
| Open Meetings Act (OMA) | One hour within the first 90 days in office | N/A | Attorney General of Texas |
| Public Information Act (PIA) | One hour within the first 90 days in office | N/A | Attorney General of Texas |
| Cybersecurity | Varies by provider | Every year | Department of Information Resources |
| School Safety | Two hours within the first 120 days in office | Every two years | <ul style="list-style-type: none"> • TEA Learn • Technical Support |

New school number

AskTed <AskTed@tea.texas.gov>

Sun, Jul 20, 2025 at 11:27 AM

To: EARL PARCELL <eparcell@couplandisd.org>

Cc: AskTed <AskTed@tea.texas.gov>, "Roska, Linda" <Linda.Roska@tea.texas.gov>, "Kallus, Richard" <Richard.Kallus@tea.texas.gov>

Good afternoon, Dr. Parcell.

New Campus 246914001, COUPLAND SECONDARY SCHOOL, is Under Construction in AskTED as of 7/20/25.

School Information

| | |
|--|---------------------------|
| School Number: | 246914001 |
| School Name: | COUPLAND SECONDARY SCHOOL |
| School Type: | REGULAR INSTRUCTIONAL |
| Status Type: | UNDER CONSTRUCTION |
| Status Date: | 07/20/2025 |
| Charter Type: | |
| 2025 Registered for Alternative Education Accountability: | N |
| Magnet Status: | N |
| Residential Facility: | N |

School Phone, Internet, and Address Information

Phone: (512) 856-2422

Fax:

Web Page:

Public Email Address:

invoices@couplandisd.org

Mailing Address:

[350 CR 460](#)
COUPLAND, TX 78615

Physical Address:

[350 CR 460](#)
COUPLAND, TX 78615

School Grade Information

Grades: 07 SEVENTH GRADE

Grades: 08 EIGHTH GRADE

Grades: 09 NINTH GRADE

Grades: 10 TENTH GRADE

Grades: 11 ELEVENTH GRADE

Grades: 12 TWELFTH GRADE

Grade Level: HIGH SCHOOL

Please contact AskTed@tea.texas.gov when the campus is ready to enroll students, and we will change the status to Active.

Also, please contact AskTed@tea.texas.gov if the campus is assigned a CEEB Code (College Entrance Examination Board Code), so it can be added to the school listing in AskTED. Please check with the campus's head counselor.

Regards,

Richard Kallus

Division of Research and Analysis

AskTed@tea.texas.gov

Note: The consolidation, deletion, division, or addition of a campus identification number does not absolve the district of the state accountability rating history associated with campuses that received an overall *D* or *F* rating. Should the campus identification number change for a campus with an overall *D* or *F* rating, the Division of School Improvement at the Texas Education Agency (TEA) will work with you to determine specific interventions and/or student tracking based on the following guidance:

General Guidance from the Division of School Improvement for Districts Considering Changes to Campus Identification Numbers for Campuses with an Overall State Accountability Rating of *D* or *F*

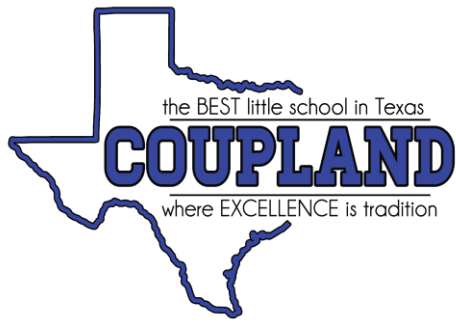
Districts that request either to close a campus rated overall *D* or *F* or shift one or more grade levels of a campus rated overall *D* or *F* to another campus will be required to maintain certain interventions centered on the students from the overall *D* or *F* campus. The interventions will include ongoing participation in the ***continuous improvement process of analyzing data, assessing needs, developing a plan for improvement, and implementing and monitoring that plan.*** This continuous improvement process requires that the district ***ensure the progress of the students from the overall *D* or *F* campus is tracked,*** regardless of whether they were moved as an entire group to one campus or dispersed to more than one campus in the district.

Students who failed state assessments or students identified by the district as at-risk of failing the assessments should be tracked with a student-level tool either developed by the district or provided by TEA. Evidence of this student-level review and tracking of progress will be maintained locally, unless it is requested by the agency. The district will also be expected to maintain the appointment of a ***District Coordinator of School Improvement (DCSI)*** to coordinate all intervention requirements with TEA.

Additionally, the consolidation, deletion, division, or addition of a campus identification number will result in the loss of Title I, 1003(a) Comprehensive Support and Improvement School Grant funding. The district is advised to contact the Division of School Improvement at sidivision@tea.texas.gov to discuss the implications of this decision.

Please refer any questions regarding specific interventions to the Division of School Improvement at sidivision@tea.texas.gov.

[Quoted text hidden]



COUPLAND ISD

620 S COMMERCE ST
COUPLAND, TX 78615
512-856-2422

Future Board Meetings

- July 31, 2025
- August 14, 2025*
- September 9, 2025
- ~~September 11, 2025~~ conflicts with txEDCON Conference
- September 18, 2025
- October 9, 2025
- November 13, 2025
- November 18, 2025**
- December 11, 2025
- January 15, 2026
- February 12, 2026
- March 12, 2026
- April 9, 2026
- May 14, 2026
- June 11, 2026

*Budget, Tax Rate, possibly call a VATRE

** Canvass the ballots (VATRE)



Board of Trustees

| | |
|-----------------|--|
| Date of Meeting | |
| Item Type | |

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

| | | | |
|----------------|----------------------|----------------|----------------------|
| Contact Person | <input type="text"/> | E-Mail Address | <input type="text"/> |
|----------------|----------------------|----------------|----------------------|



Board of Trustees

Date of Meeting
Item Type

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

Contact Person E-Mail Address



Board of Trustees

| | |
|-----------------|--|
| Date of Meeting | |
| Item Type | |

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

| | | | |
|----------------|----------------------|----------------|----------------------|
| Contact Person | <input type="text"/> | E-Mail Address | <input type="text"/> |
|----------------|----------------------|----------------|----------------------|

General Information

Copyright

The *Model Student Handbook (MSHB)* is copyrighted by TASB but may be reproduced by the district in the development of student handbooks at the campus or district level. Further use or copying without the written consent of TASB Policy Service is prohibited under penalty of law.

Disclaimer

The TASB *Model Student Handbook* is provided for educational purposes only to facilitate a general understanding of the law and other regulatory matters. This information is neither an exhaustive treatment on the subject nor intended to substitute for the advice of an attorney or other professional adviser. Consult with the district's attorney or professional adviser to apply these principles to specific fact situations. Significant changes to the recommended text may require review by an attorney.

Additional Resources

For questions about content changes, review the [annotated Model Student Handbook](#), which includes an Editorial Notes and Additional Resources column with explanations, references to law, and links to outside sources.

For information about customizing your handbook, refer to the [Model Student Publications Quick Start Guide](#), available in the Policy Online® [Governance and Management Library](#) or by using this link: [Model Student Publications-2025](#) and password: **models2025**. The guide also provides links to additional resources about formatting and accessibility.

If you have any questions about this document, please email [Policy Service](#) or call 800-580-7529.

DELETE THIS PAGE BEFORE PUBLISHING

Coupland ISD Student Handbook

Coupland ISD Student Handbook

2025-26 School Year



If you have difficulty accessing the information in this document because of disability, please contact the district at jlaron@couplandisd.org or call 512-856-2422.

Coupland ISD Student Handbook

Contents

| | |
|---|----|
| Coupland ISD Student Handbook | 1 |
| District Information | 5 |
| Beliefs | 5 |
| CISD Vision Statement: | 5 |
| CISD Mission Statement: | 5 |
| Strategic Plan Pillars | 5 |
| Nondiscrimination Statement..... | 5 |
| Preface Parents and Students: | 6 |
| Accessibility..... | 7 |
| Section One: Parental Rights | 7 |
| Consent, Opt-Out, and Refusal Rights | 8 |
| Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction..... | 14 |
| Right of Access to Student Records, Instructional Materials, and District Records/Policies | 16 |
| A Student with Exceptionalities or Special Circumstances..... | 21 |
| Section Two: Other Important Information for Parents and Students..... | 29 |
| Absences/Attendance | 29 |
| Accountability under State and Federal Law (All Grade Levels) | 34 |
| Awards and Honors (All Grade Levels)..... | 34 |
| Bullying (All Grade Levels) | 34 |
| Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)..... | 37 |
| Celebrations (All Grade Levels) | 38 |
| Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)..... | 38 |
| Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)..... | 41 |
| Class Schedules (Secondary Grade Levels Only) | 42 |
| College and University Admissions and Financial Aid (All Grade Levels) | 42 |
| Communications (All Grade Levels) | 43 |
| Complaints and Concerns (All Grade Levels)..... | 44 |
| Conduct (All Grade Levels)..... | 44 |
| Counseling..... | 46 |

Coupland ISD Student Handbook

| | |
|--|----|
| Course Credit (Secondary Grade Levels Only)..... | 47 |
| Credit by Examination — If a Student Has Taken the Course/Subject (Grades 6-12) | 47 |
| Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject | 47 |
| Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)..... | 48 |
| Discrimination..... | 51 |
| Distance Learning (All Grade Levels)..... | 51 |
| Distribution of Literature, Published Materials, or Other Documents (All Grade Levels) | 52 |
| Dress and Grooming (All Grade Levels) | 53 |
| Electronic Devices and Technology Resources (All Grade Levels) | 54 |
| End-of-Course (EOC) Assessments | 57 |
| Emergent Bilingual Students (All Grade Levels) | 57 |
| Extracurricular Activities, Clubs, and Organizations (All Grade Levels) | 57 |
| Fees (All Grade Levels) | 59 |
| Fundraising (All Grade Levels) | 60 |
| Gang-Free Zones (All Grade Levels) | 60 |
| Grading Guidelines (All Grade Levels)..... | 60 |
| Harassment | 60 |
| Hazing (All Grade Levels) | 60 |
| Health — Physical and Mental | 61 |
| Health-Related Resources, Policies, and Procedures | 70 |
| Homework (All Grade Levels) | 71 |
| Law Enforcement Agencies (All Grade Levels) | 72 |
| Leaving Campus (All Grade Levels)..... | 73 |
| Lost and Found (All Grade Levels) | 74 |
| Makeup Work | 74 |
| Nondiscrimination Statement (All Grade Levels)..... | 75 |
| Parent and Family Engagement (All Grade Levels) | 77 |
| Pledges of Allegiance and a Minute of Silence (All Grade Levels) | 79 |
| Prayer (All Grade Levels) | 80 |
| Promotion and Retention | 80 |
| Release of Students from School | 80 |
| Remote Instruction..... | 80 |

Coupland ISD Student Handbook

| | |
|--|-----|
| Report Cards/Progress Reports and Conferences (All Grade Levels) | 81 |
| Retaliation | 81 |
| Required State Assessments..... | 81 |
| Safe Storage of Firearms | 84 |
| Safety (All Grade Levels) | 84 |
| SAT, ACT, and Other Standardized Tests | 86 |
| Schedule Changes (Middle/Junior High and High School Grade Levels) | 86 |
| School Facilities | 86 |
| Asbestos Management Plan (All Grade Levels)..... | 86 |
| School-Sponsored Field Trips (All Grade Levels) | 90 |
| Searches and Investigations | 90 |
| Sexual Harassment | 91 |
| Special Programs (All Grade Levels)..... | 92 |
| Standardized Testing | 92 |
| Student Speakers (All Grade Levels) | 93 |
| Summer School (All Grade Levels) | 93 |
| Tardies (All Grade Levels) | 93 |
| Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)..... | 93 |
| Transfers (All Grade Levels) | 93 |
| Transportation (All Grade Levels)..... | 94 |
| Vandalism (All Grade Levels) | 95 |
| Video Cameras (All Grade Levels) | 95 |
| Visitors to the School (All Grade Levels) | 95 |
| Volunteers (All Grade Levels) | 96 |
| Voter Registration (Secondary Grade Levels Only) | 97 |
| Withdrawing from School (All Grade Levels)..... | 97 |
| Glossary..... | 98 |
| Appendix: Freedom from Bullying Policy..... | 101 |
| Student Welfare: Freedom from Bullying..... | 101 |
| Appendix: Student Rights and Responsibilities Policy | 105 |
| Student Rights and Responsibilities: Student and Parent Complaints/Grievances | 105 |

Coupland ISD Student Handbook

Coupland ISD Student Handbook

District Information

Beliefs

We believe in:

- Providing an engaging and safe environment where all students have the opportunity to learn and their growth is celebrated.
- Collaborating with families to create a community of support for students.
- Holding high expectations for character and academic excellence.

CISD Vision Statement:

Coupland ISD instills a foundation of academics and character, empowering all students to achieve excellence.

CISD Mission Statement:

In partnership with our families and community, Coupland ISD ensures a safe and respectful environment. Our dedicated and knowledgeable staff motivate students to learn, grow, and achieve personal success. We maintain our tradition of academic excellence and strength of character, upholding the Cowboy Way.

Strategic Plan Pillars

1. Communication
2. High Quality Curriculum and Instruction
3. Human Capital Systems
4. Positive Culture

Nondiscrimination Statement

It is the policy of the Coupland ISD not to discriminate on the basis of race, color, national origin, gender, or handicap in its programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Coupland ISD Student Handbook

Preface Parents and Students:

Welcome to the new school year!

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

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

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

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

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

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

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

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

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

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

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the front office.

Coupland ISD Student Handbook

Note: References to board policy codes are included for ease of reference. The hard copy of the district's official policy manual is available for review in the district administration office, and an unofficial electronic copy is available www.couplandisd.org in the [Policy Online](#) manual.

The policy manual includes:

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

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

Brian Booker
Campus Principal
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2422

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

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

[See Objecting to the Release of Directory Information and Consent Required Before Student Participation in a Federally Funded Survey for more information.]

Accessibility

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

Jessica Larson
620 South Commerce Street
Coupland, TX 78615
jl Larson@couplandisd.org
512-856-2422

Section One: Parental Rights

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

Coupland ISD Student Handbook

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological or Psychiatric Evaluation

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

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

Consent to Human Sexuality Instruction

Annual Notification

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

For more information, see the district's human sexuality instruction website at www.couplandisd.org.

In accordance with state law, a parent may:

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

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

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

Coupland ISD Student Handbook

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

Consent Before Human Sexuality Instruction

Before a student receives human sexuality instruction, the parent must give written consent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

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

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

Annual Notification

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

Via the Eduhero professional learning platform, educators and staff learn about how to recognize and address all forms of child maltreatment. For more information, see the district's abuse prevention instruction website at <https://eduhero.net/product.php?id=238>.

In accordance with state law, a parent may:

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

[See Consent Before Human Sexuality Instruction, Dating Violence, and Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)]

Consent to Period of Prayer and Reading of The Bible or Other Religious Text

[Include this section only if the board adopts a policy requiring every campus of the district to provide students and employees with an opportunity to participate in a period of prayer and

Coupland ISD Student Handbook

~~reading of the Bible or other religious text on each school day. If included, describe the required consent procedures for a student to participate.]~~

Consent to Provide a Mental Health Care Service

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

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

When a child is showing outward signs of mental distress or has expressed, they are thinking about hurting or killing themselves, teachers and students will ACT – Acknowledge, Care, and Tell. Parents will be notified of the concern after immediate safety concerns have been addressed through the counseling office by a School Counselor. Students will be screened regarding their distress based on basic questions regarding thoughts of harm and safety issues. Once parents are notified, they are informed of resources and the importance of seeing further support. Students who are screened will be monitored and supported, as needed. Yearly updates will be provided to teachers and staff regarding the warning signs and procedures.

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

The mental health liaison can be reached at:

Nicole Kincaide
School Counselor
620 South Commerce
Coupland, TX 78615
nkincaide@couplandisd.org
512-856-2422

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

[See Mental Health Support (All Grade Levels)]

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

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

- Artwork

Coupland ISD Student Handbook

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

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

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

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

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

State law permits the school to make a video or voice recording without parental permission when the recording is to be used for:

- School safety
- Classroom instruction or a cocurricular or extracurricular activity
- Media coverage of the school
- Promotion of student safety, as provided by law for a student receiving special education services in certain settings

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

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

Opting Out of Advanced Mathematics in Grades 6-8

The district will automatically enroll a student in grade 6 in an advanced mathematics course if the student performed in the top 60 percent on the grade 5 mathematics STAAR or in the top 40 percent on a local measure that demonstrates proficiency in the student's grade 5 mathematics course work.

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

Coupland ISD Student Handbook

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

Limiting Electronic Communications between Students and District Employees

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

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

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

Text messaging between students and professionals are prohibited.

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

Objecting to the Release of Directory Information

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

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

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

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

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal **within 10 school days of the student's first day of instruction for this school year.** [See Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want

Coupland ISD Student Handbook

to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

The district has identified the following as directory information:

Student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

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

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

Note: Also see Authorized Inspection and Use of Student Records.

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

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

- Name
- Address
- Telephone listing

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

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

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

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

Coupland ISD Student Handbook

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

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers
- Religious practices, affiliations, or beliefs of the student or parent
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

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

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

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

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

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

A parent may inspect:

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

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

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

See Consent to Human Sexuality Instruction and Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking for information on a parent's right to remove a student from such instruction.

Coupland ISD Student Handbook

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

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

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

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

- A parent provides a written statement requesting that their child be excused
- The district determines that the student has a conscientious objection to the recitation
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity

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

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

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

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

[See Pledges of Allegiance and a Minute of Silence (All Grade Levels) and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

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

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

Tutoring or Test Preparation

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

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

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

Coupland ISD Student Handbook

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than 10 percent of the days the class is offered.

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

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

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

Parent Review of Instructional Materials and Plan

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

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

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

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

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

Teachers are required to provide a copy of the teacher's instructional plan or course syllabus for each class to the parent of each student enrolled in that class before the beginning of each semester. A parent may obtain additional copies of plan or syllabus by **visiting** www.couplandisd.org.

[For information about parental access to any online library catalog and library materials, including records of their child's checked out library materials, see Library (All Grade Levels).]

District Review of Instructional Materials

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

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

Coupland ISD Student Handbook

For more information about requesting an instructional material review, contact **the campus principal**.

Notices of Certain Student Misconduct to Noncustodial Parent

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

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

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

Student Records

Accessing Student Records

A parent may review their child's records, including:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and school counselor evaluations
- Reports of behavioral patterns
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law
- Records relating to school library materials the child obtains from a school library [See Library (All Grade Levels) for more information.]
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child's classroom

Authorized Inspection and Use of Student Records

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

Coupland ISD Student Handbook

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

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

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

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

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

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

Federal law requires that control of the records goes to the student as soon as the student meets at least one of the following criteria:

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

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

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

Legitimate educational interest may include:

- Working with the student

Coupland ISD Student Handbook

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

School officials may include:

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

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

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

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

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

Coupland ISD Student Handbook

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

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

A parent or eligible student who submits a written request and pays copying costs of 10 cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students at:

Brian Booker
Campus Principal
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2422

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

Brian Booker
Campus Principal
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2422

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

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

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

Coupland ISD Student Handbook

[See Report Cards/Progress Reports and Conferences (All Grade Levels), Complaints and Concerns (All Grade Levels), and Finality of Grades at policy FNG(LEGAL)]

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

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

Teacher and Staff Professional Qualifications

A parent may request information about the professional qualifications of their child's teachers, including whether the teacher:

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

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

A Student with Exceptionalities or Special Circumstances

Children of Military Families

[The Interstate Compact on Educational Opportunities for Military Children \(https://www.dodea.edu/education/partnership-and-resources/military-interstate-compact\)](https://www.dodea.edu/education/partnership-and-resources/military-interstate-compact)

entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Enrollment in virtual or hybrid courses offered by the district or another district or school
- Graduation requirements

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

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

Coupland ISD Student Handbook

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

More information is available at [Military Family Resources at the Texas Education Agency \(https://tea.texas.gov/about-tea/other-services/military-family-resources\)](https://tea.texas.gov/about-tea/other-services/military-family-resources).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

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

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

Safety Transfers/Assignments

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

The board may transfer a student who has engaged in bullying to another classroom.

[See Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.

A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90-100) during the awarded grading period.

A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.

Visit the link below for information about CISD National Junior Honor Society.

Students who participate in **UIL Academics** and earn a ribbon will receive their ribbon during the January Award Ceremony.

7th and 8th grade students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.

National Junior Honor Society information is available at www.couplandisd.org.

Bullying (All Grade Levels), and policies FDB and FFI for more information.]

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

[See policy FDE for more information.]

Coupland ISD Student Handbook

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

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within 10 district business days.

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

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

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

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

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

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

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

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

- Assist the student with the completion of applications for admission or financial aid
- Arrange for and accompany the student on campus visits
- Assist in researching and applying for private or institution-sponsored scholarships
- Identify whether the student is a candidate for appointment to a military academy

Coupland ISD Student Handbook

- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS)
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state

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

Nicole Kincaide
620 South Commerce Street
Coupland, TX 78615
nkincaide@couplandisd.org
512-856-2422

[See Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject and Course Credit (Secondary Grade Levels Only)]

A Student Who Is Homeless

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

Please also check the campus website for information related to services available in the area that can help families who are homeless.

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

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

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

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

Coupland ISD Student Handbook

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

For more information on services for students who are homeless, contact the district's homeless education liaison:

Nicole Kincaide
620 South Commerce Street
Coupland, TX 78615
nkincaide@couplandisd.org

[See Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject and Course Credit (Secondary Grade Levels Only)]

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

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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

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

Special Education Referrals

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

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

Coupland ISD Student Handbook

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

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

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

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

Contact Person for Special Education Referrals

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

Kate Knapek
Assistant Principal
620 South Commerce Street
Coupland, TX 78615
kknapek@couplandisd.org

Section 504 Referrals

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

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

Contact Person for Section 504 Referrals

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

Coupland ISD Student Handbook

Kate Knappek
Assistant Principal
620 South Commerce Street
Coupland, TX 78615
kknapek@couplandisd.org

[See A Student with Physical or Mental Impairments Protected under Section 504]

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

- [Legal Framework for the Child-Centered Special Education Process](https://fw.escapps.net/Display_Portal?destination=/) (https://fw.escapps.net/Display_Portal?destination=/)
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEDTEX: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)
- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)
- [TEA Special Education Parent and Family Resources](https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources) (<https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources>)

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

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

Texas Driving with Disability Program

In accordance with state law, the district will provide notification of the Texas Driving with Disability Program to students who have a health condition or disability that may impede effective communication with a peace officer and receive special education or are covered by Section 504 of the Rehabilitation Act of 1973. This notification will be provided annually to an eligible student aged 16 years or older until the student's graduation or 21st birthday and to the student's parents.

The Texas Driving with Disability Program focuses on improving the interaction between law enforcement and drivers with disabilities that have unique communication needs.

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

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

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

Coupland ISD Student Handbook

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

A Student Who Speaks a Primary Language Other than English

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

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

[See Emergent Bilingual Students (All Grade Levels) and Special Programs (All Grade Levels)]

A Student with Physical or Mental Impairments Protected under Section 504

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

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

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

[See A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services and policy FB for more information.]

Coupland ISD Student Handbook

Section Two: Other Important Information for Parents and Students

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

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

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

Absences/Attendance

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

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

Compulsory Attendance

Prekindergarten and Kindergarten

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

Ages 6-18

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

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

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

Age 19 and Older

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

Coupland ISD Student Handbook

Compulsory Attendance — Exemptions

All Grade Levels

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

- Religious holy days
- Required court appearances
- Appearing at a governmental office to obtain U.S. citizenship
- Taking part in a US naturalization oath ceremony
- Serving as an election clerk
- Health-care appointments for the student or a child of the student, including absences related to autism services and mental health appointments
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician on the district's form
- Absences for attendance in a released time course in religious instruction
- For students in the conservatorship of the state:
 - An activity required under a court-ordered service plan
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours

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

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including Wi-Fi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and may be monitored by the district. For more information, see Personal Communications and Other Electronic Devices (All Grade Levels).

Secondary Grade Levels

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

[See **Error! Reference source not found.**]

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

Coupland ISD Student Handbook

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

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

The district will allow a student to be absent for up to two days during the student's junior year and two days during the student's senior year for a career investigation day to visit a professional at that individual's workplace to determine the student's interest in pursuing a career in the professional's field, provided the student verifies these activities to the district.

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

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

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

Compulsory Attendance — Failure to Comply

All Grade Levels

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

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

Students with Disabilities

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

Ages 6-18

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

The notice will:

- Remind the parent of their duty to monitor the student's attendance and require the student to attend school

Coupland ISD Student Handbook

- Request a conference between school administrators and the parent
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures

The truancy prevention facilitator for the district is:

Brian Booker
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org

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

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs 10 or more unexcused absences within a six-month period in the same school year.

If a student age 12-18 incurs 10 or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

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

Age 19 and Older

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

Attendance for Credit or Final Grade (All Grade Levels)

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

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

Except for absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine

Coupland ISD Student Handbook

whether there were extenuating circumstances for any absences, the principal or attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

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

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:45 AM.

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

Documentation After an Absence (All Grade Levels)

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

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

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

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

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

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

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

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician

Coupland ISD Student Handbook

licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Accountability under State and Federal Law (All Grade Levels)

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings
- A School Report Card (SRC) for each campus in the district, compiled by TEA
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA
- Information compiled by TEA for the submission of a federal report card that is required by federal law

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

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division \(https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting\)](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting).

Awards and Honors (All Grade Levels)

Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.

A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90-100) during the awarded grading period.

A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.

Visit the link below for information about CISD National Junior Honor Society.

Students who participate in **UIL Academics** and earn a ribbon will receive their ribbon during the January Award Ceremony.

7th and 8th grade students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.

[National Junior Honor Society information is available at www.couplandisd.org.](http://www.couplandisd.org)

Bullying (All Grade Levels)

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

Coupland ISD Student Handbook

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

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

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

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

Bullying is prohibited by the district and could include:

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

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

Students in elementary grades will participate in:

Coupland ISD Student Handbook

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

Students in secondary grades will participate in:

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

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

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

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

A student may anonymously report an alleged incident of bullying by submitting a report using the [Anonymous Reporting link](#) at www.couplandisd.org or by submitting a written report in one of the counselor boxes located in the library, outside of the counselor's office or in the front office.

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

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

Coupland ISD Student Handbook

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

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

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

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

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

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

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

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

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

The district offers career and technical education programs in the following areas:

- **Business Information Management.**

Admission to these programs is based on **elective choice in the eighth grade**.

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

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

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

Coupland ISD Student Handbook

For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator.

[See Nondiscrimination Statement (All Grade Levels) for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

Celebrations (All Grade Levels)

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

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

[See Food Allergies (All Grade Levels)]

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

The district has established a plan for addressing child abuse, neglect, trafficking, and other maltreatment of children. The plan is available at www.couplandisd.org. Abuse includes physical abuse, including sexual abuse, and mental and emotional abuse. Trafficking includes both sex and labor trafficking.

Duty to Report

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). See below for information about how to report and respond to allegations of child abuse or neglect.

Possible Warning Signs of Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

Physical abuse

Possible warning signs of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without apparent injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days

Coupland ISD Student Handbook

- Unseasonable clothing that may hide injuries to arms or legs

Sexual Abuse

Possible warning signs of sexual abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels) and Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking]

Emotional Abuse

Possible warning signs of emotional abuse include:

- Over-compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lag in physical, emotional, and intellectual development
- Indicators of a caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss

Neglect

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

Description and Warning Signs of Trafficking

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

Coupland ISD Student Handbook

Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

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

Possible warning signs of sexual trafficking in children include:

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

Additional warning signs of labor trafficking in children include:

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

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

Reporting and Responding to Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

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

Coupland ISD Student Handbook

If your child is a victim of abuse, neglect, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. Texas Health and Human Services also manages early intervention counseling programs.

To find out what services may be available in your county, see Texas Health and Human Services' [Family Support Services Program Locator](https://fss.hhs.texas.gov/Programs_Available_In_Your_County/default.asp) (https://fss.hhs.texas.gov/Programs_Available_In_Your_County/default.asp).

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

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

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

- [Child Welfare Information Gateway](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf) (<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>)
- [KidsHealth, For Parents, Child Abuse](https://kidshealth.org/en/parents/child-abuse.html) (<https://kidshealth.org/en/parents/child-abuse.html>)
- [Office of the Texas Governor's Child Sex Trafficking Team](https://gov.texas.gov/organization/cjd/childsextrafficking) (<https://gov.texas.gov/organization/cjd/childsextrafficking>)
- [Human Trafficking of School-aged Children](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children) (<https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children>)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](https://www.nsvrc.org/publications/booklets/child-sexual-abuse-parental-guide) (<https://www.nsvrc.org/publications/booklets/child-sexual-abuse-parental-guide>)
- [National Center of Safe Supportive Learning Environments: Human Trafficking in America's Schools](https://safesupportivelearning.ed.gov/human-trafficking-america-schools) (<https://safesupportivelearning.ed.gov/human-trafficking-america-schools>)

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

[Insert your local provisions from EIC(LOCAL) to document the following class rank practices:]

- Courses that are included in class rank calculations
- Any course exclusions
- Whether courses taken in middle/junior high school are included in the calculation
- Whether grades earned by alternative means (summer school, distance learning, credit by examination, dual credit off campus vs. on campus, and the like) are counted
- The weighted grade system used in the district to calculate class rank [for example, weighted numerical average or weighted grade point average (GPA)]
- Whether and when transferred grades will be weighted
- When class rank will be calculated for purposes of determining local honors
- Criteria a student must meet to be declared valedictorian, salutatorian, and any other local honor designations, including how the district will resolve ties in these positions

Coupland ISD Student Handbook

- Whether the district will award the honor graduate certificate provided by the state to the district declared valedictorian or the true highest ranking graduate
- If appropriate for your handbook, the list of courses that meet each category within your weighted grade system
- Any other information related to class rank appropriate for this document

[See policy EIC for more information.]

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a full class schedule.

[See Schedule Changes (Middle/Junior High and High School Grade Levels) for information related to student requests to revise their course schedule.]

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

For two school years following graduation, a district student who graduates as valedictorian or in the top 10 percent of their class is eligible for automatic admission into four-year public universities and colleges in Texas if the student meets one of the following requirements:

- Completes the distinguished level of achievement under the foundation graduation program [see **Error! Reference source not found.**]
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT

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

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

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer/fall 2026 term through the spring 2027 term, the University will admit the top five percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

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

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

Coupland ISD Student Handbook

- The Future Texas Teachers Scholarship Program

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

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

[See Class Rank/Highest-Ranking Student (Secondary Grade Levels Only) for information specifically related to how the district calculates a student's rank in class, and requirements for **Error! Reference source not found.** for information associated with the foundation graduation program.]

[See A Student in the Conservatorship of the State (Foster Care) for information on assistance in transitioning to higher education for students in foster care.]

Communications (All Grade Levels)

Parent Contact Information

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

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

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

A parent may update contact information by emailing the registrar, Jessica Larson at jl Larson@couplandisd.org.

Automated Emergency Communications

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

[See Safety (All Grade Levels) for information about contact with parents during an emergency situation.]

Automated Nonemergency Communications

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

Coupland ISD Student Handbook

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See Safety (All Grade Levels) for information about contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

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

For those complaints and concerns that cannot be resolved informally, the board has adopted a student and parent grievance policy at FNG(LOCAL) in accordance with Education Code Chapter 26A. This policy describing the grievance process in detail is available in the district's online policy manual at [Board Policy Online](#) and is attached to this handbook as an appendix. A parent may file a grievance by submitting the district grievance form to the campus principal. The district's grievance forms are available on the district's website at www.couplandisd.org and at the principal's or superintendent's office. A parent may also submit a grievance electronically by [completing the required forms and submitting them via email to the campus principal.](#)

In general, the written grievance form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may appeal to the superintendent or superintendent's designee.

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

Hearings at each level will be conducted in accordance with the timelines established by law described in the district's policy at FNG(LOCAL).

Conduct (All Grade Levels)

Applicability of School Rules

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

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

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of

Coupland ISD Student Handbook

contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.couplandisd.org and the coordinator for this campus is listed below:

Kate Knapek
Assistant Principal
620 South Commerce Street
Coupland, TX 78615
kknapek@couplandisd.org
512-856-2422

Deliveries

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

Disruption of School Operations

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

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

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

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

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

Social Events

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

Coupland ISD Student Handbook

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

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

Counseling

The district has a comprehensive school counseling program that includes:

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

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

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

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

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

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should fill out a counselor request form and turn it in to a counselor box located outside of the library, the front office or outside of the counselor's office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

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

[See Mental Health Support (All Grade Levels), Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels), and Dating Violence]

Coupland ISD Student Handbook

Course Credit (Secondary Grade Levels Only)

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

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

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

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination. [See Attendance for Credit or Final Grade (All Grade Levels)]

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

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

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

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

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

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

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

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

Coupland ISD Student Handbook

Kindergarten Acceleration

Kindergarten students are not eligible for acceleration.

Students in Grades 1-5

A student in elementary school is eligible to accelerate to the next grade level if the student meets all of the following requirements:

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

Students in Grades 6-12

A student in grade 6 or above is eligible to earn course credit if the student meets one of the following requirements:

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

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

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

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

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

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

Dating Violence

Dating violence will not be tolerated at school. To report dating violence, see Reporting Procedures.

Coupland ISD Student Handbook

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

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

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

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

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

For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- [Preventing Teen Dating Violence](https://www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html) (<https://www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html>)

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

Discrimination

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

Coupland ISD Student Handbook

Harassment

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

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

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation
- Threatening, intimidating, or humiliating conduct
- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes
- Other kinds of aggressive conduct such as theft or damage to property

Sexual Harassment and Sex-Based Harassment

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

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

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

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

Pregnancy or Related Conditions

The district does not discriminate on the basis of pregnancy or a related condition.

Please contact the **school counselor** for pregnancy-related accommodations.

Retaliation

Retaliation against a person who makes a report or participates in an investigation of discrimination, harassment, or dating violence is prohibited.

Reporting Procedures

Any student who believes that they have experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's

Coupland ISD Student Handbook

parent. [See the FFH series of policies and FFH(EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by the FFH series of policies. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.

A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90-100) during the awarded grading period.

A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.

Visit the link below for information about CISD National Junior Honor Society.

Students who participate in **UIL Academics** and earn a ribbon will receive their ribbon during the January Award Ceremony.

7th and 8th grade students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.

National Junior Honor Society information is available at www.couplandisd.org.

Bullying (All Grade Levels)]

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

Investigation of Report

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

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

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

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

Coupland ISD Student Handbook

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

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

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

Discrimination

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

Distance Learning (All Grade Levels)

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

Coupland ISD does not offer distance learning at this time.

[See Remote Instruction]

Virtual and Hybrid Instruction

A student has the option, with certain limitations, to enroll in virtual or hybrid instruction through virtual or hybrid courses offered by the district or by another district or school to earn course credit for graduation.

Depending on the virtual or hybrid course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [See Extracurricular Activities, Clubs, and Organizations (All Grade Levels)] In addition, a student who enrolls in a virtual or hybrid course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a virtual or hybrid course offered by the district by contacting the school counselor.

A copy of policy EHDE addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the campus principal.

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

School Materials

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

Coupland ISD Student Handbook

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

Non-school Materials

From Students

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

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

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

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

From Others

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

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

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with policy FNAB(LOCAL)

Coupland ISD Student Handbook

- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law

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

Dress and Grooming (All Grade Levels)

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

- Abbreviated clothing, such as tank tops, midriff shirts or blouses, backless tops or dresses, spaghetti straps, low-cut shirts are not permitted. All transparent or mesh clothing must have a shirt underneath.
- Clothing that allows the exposure of the chest, mid-section (belly), back, or lower back is not permitted. All clothing must completely cover the mid-section and lower back when standing, seated, bending, or raising arms overhead.
- Shirts that are open under the arms exposing the side and chest are not permitted.
- Sagging pants are not permitted. Underwear should not be visible due to low riding pants.
- Shorts, skirts, skorts, and dresses should be mid-thigh or longer.
- Shoes are to be worn. Athletic shoes are recommended for recess and required for PE. Shoes with wheels are not permitted.
- Slogans, pictures, or advertisements which could disrupt the learning atmosphere are not permitted. These include but are not limited to obscene slogans or pictures and advertisements for alcohol and/or drug-related items or products and tobacco products.
- Hats, caps, or hoods shall not to be worn in the building.
- Sunglasses shall not to be worn in the building unless medically prescribed.
- No visible tattoos or branding will be permitted

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

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

Coupland ISD Student Handbook

Electronic Devices and Technology Resources (All Grade Levels)

Safe Use of Technology

The district is committed to ensuring that students use technology safely and will follow all federal and state requirements to protect students from excessive data collection or materials that are considered harmful to minors. The district considers parents as partners in cybersecurity and online safety.

In accordance with state and federal law, the district will:

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose
- Block or filter students' internet access to pictures that are obscene, contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA)
- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirement by law [See Required State Assessments and Standardized Testing]
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students [See Consent to Conduct a Psychological or Psychiatric Evaluation]

If you want to know more about partnering with the district regarding cybersecurity and online safety, or if you have complaints or concern about student use of electronic devices, please contact [the campus principal, Brian Booker via email at bbooker@couplandisd.org](mailto:bbooker@couplandisd.org).

[See Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)]

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

In accordance with state law, the district prohibits the use of a personal communication device (such as cell phones, tablets, and smartwatches) while on school property during the school day. For more information about permitted use in certain circumstances and disciplinary measures that apply to this prohibition, see the Student Code of Conduct and policy FNCE(LOCAL).

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

Students may possess personal communications technology; however, devices must be off and put away throughout the school day.

If a student uses a personal communications device without authorization during the school day, the student will be disciplined in accordance with the Student Code of Conduct.

Coupland ISD Student Handbook

Authorized District employees shall confiscate a student's personal communication device when used in violation of district policy.

Confiscated devices

The ~~[choose based on district practice: student/parent]~~ may pick up the confiscated communications device from the principal's office for a fee of \$15.

[OR]

The **parent** may pick up the confiscated communications device from the principal's office.

[Choose one of the following options about whether the district will dispose of or store telecommunications devices that are not retrieved. Align with the policy adopted by the district's board.]

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

In limited circumstances and in accordance with law, a student's personal communications device may be searched by authorized personnel. [See Searches and Investigations and policy FNF for more information.]

The district is not responsible for damaged, lost, or stolen communications devices.

Instructional Use of Personal Electronic Devices

Students must obtain prior approval to use personal electronic devices allowed by law for instructional purposes while on campus. The district may not permit use of a prohibited personal communication device except as required by law. [See Possession and Use of Personal Communications Devices, Including Cell Phones and Other Electronic Devices] Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school

Coupland ISD Student Handbook

property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

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

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

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

Any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Error! Reference source not found.** and Standardized Testing]

Emergent Bilingual Students (All Grade Levels)

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at Standardized Testing, may be administered to an emergent bilingual student up to grade 5. In limited circumstances, a student’s LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-

Coupland ISD Student Handbook

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

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

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

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

Parental Consent

State law requires the district to obtain written parental consent before a student may participate in a student club that is authorized or sponsored by the district. A parent may obtain consent forms **from student clubs from individual club sponsors.**

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

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

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

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

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

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

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

In addition, the following applies to all extracurricular activities:

Coupland ISD Student Handbook

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

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

Offices and Elections

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

- **Student council**

Fees (All Grade Levels)

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

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

Coupland ISD Student Handbook

- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See Buses and Other School Vehicles]
- A maximum fee of \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a virtual or hybrid course.

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

Fundraising (All Grade Levels)

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

Gang-Free Zones (All Grade Levels)

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

Grading Guidelines (All Grade Levels)

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

- The minimum number of assignments, projects, and examinations required for each grading period
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like)
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence
- Grading consequences for academic dishonesty, including cheating or copying the work of another student, plagiarism (including the unauthorized use of artificial intelligence (AI) such as ChatGPT), and unauthorized communication between students during an examination

[See Report Cards/Progress Reports and Conferences (All Grade Levels) for additional information on grading guidelines.]

Coupland ISD Student Handbook

Harassment

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

Hazing (All Grade Levels)

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

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

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

[See Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.

A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90-100) during the awarded grading period.

A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.

Visit the link below for information about CISD National Junior Honor Society.

Students who participate in **UIL Academics** and earn a ribbon will receive their ribbon during the January Award Ceremony.

7th and 8th grade students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.

National Junior Honor Society information is available at www.couplandisd.org.

Bullying (All Grade Levels) and policies FFI and FNCC for more information.]

Coupland ISD Student Handbook

Health — Physical and Mental

Health-Related Services

The district is required to provide notice of each health-related service offered at a student's campus. A parent may withhold consent for or decline a health-related service.

The following health related services are offered:

- First aid
- Medication administration
- Health screenings
- Health education
- Mental health support

Illness (All Grade Levels)

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

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

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

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

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

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Immunization (All Grade Levels)

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

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

Coupland ISD Student Handbook

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

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

The immunizations required are:

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

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

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

For information on immunization against bacterial meningitis and college enrollment and attendance, see Bacterial Meningitis (All Grade Levels).

[See the DSHS's [School and Childcare Vaccine Requirements](https://www.dshs.texas.gov/immunizations/school) (<https://www.dshs.texas.gov/immunizations/school>) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

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

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

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student

Coupland ISD Student Handbook

undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

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

More information on head lice is available on the DSHS website [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and the Centers for Disease Control and Prevention's website [About Head Lice](https://www.cdc.gov/lice/about/head-lice.html) (<https://www.cdc.gov/lice/about/head-lice.html>).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

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

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

In accordance with policy FFAC, authorized employees may administer:

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

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

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

Coupland ISD Student Handbook

Asthma and Severe Allergic Reactions

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

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

[See also Food Allergies (All Grade Levels)]

Unassigned Epinephrine Delivery Systems

~~[Include this section only if FFAC(LOCAL) specifically authorizes administration of unassigned epinephrine delivery systems.]~~ In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized ~~[align with policy at FFAC: school personnel and/or school volunteers]~~ who have been adequately trained to administer an unassigned epinephrine delivery system to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

An “unassigned epinephrine delivery system” is an epinephrine delivery system, including an auto-injector or nasal spray, prescribed by an authorized health care provider in the name of the school issued with a non-patient specific standing delegation order for the administration of an epinephrine delivery system.

Epinephrine delivery systems include brand-name devices such as EpiPens® and Neffy®.

Authorized and trained individuals may administer an epinephrine delivery system at any time to a person experiencing anaphylaxis on a school campus.

The district will ensure that at each campus a sufficient number of ~~[align with policy at FFAC: school personnel and/or school volunteers]~~ are trained to administer epinephrine so that at least one trained individual is present on campus during regular on-campus school hours and when school personnel are physically on site for school-sponsored activities.

~~[Include the paragraph below only if applicable.]~~

Authorized and trained individuals may administer an unassigned epinephrine delivery system to a person experiencing anaphylaxis at an off-campus school event or while in transit to or from a school event when an unassigned epinephrine delivery system is available.

For additional information, see FFAC(LOCAL).

Unassigned Medication for Respiratory Distress

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained ~~[align with policy at FFAC: school personnel and/or school volunteers]~~ to administer a medication for respiratory distress on a school campus or at

Coupland ISD Student Handbook

a school-related activity to a person reasonably believed to be experiencing symptoms of respiratory distress.

The district will provide at each campus ~~[align with policy at FFAC; school personnel and/or school volunteers]~~ who are trained to administer prescription medication for respiratory distress during regular school hours.

“Unassigned medication for respiratory distress” means albuterol, levalbuterol, or another medication designated by the executive commission of the Health and Human Services Commission for treatment of respiratory distress, prescribed by an authorized health care provider in the name of the district with a non-patient specific standing delegation order for the administration of a medication for respiratory distress, and issued by an authorized health care provider.

For additional information, see FFAC(LOCAL).

Unassigned Opioid Antagonists (All Grades)

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school personnel and/or school volunteers at each campus to administer an opioid antagonist, such as Narcan or Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

One or more authorized and trained individuals will be present on each campus subject to this policy during regular school hours.

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making
- Substance abuse prevention and intervention
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community)
- Grief, trauma, and trauma-informed care
- Positive behavior interventions and supports
- Positive youth development

Coupland ISD Student Handbook

- Safe, supportive, and positive school climates

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- Consent to Conduct a Psychological or Psychiatric Evaluation and Consent to Provide a Mental Health Care Service for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information
- Counseling for the district's comprehensive school counseling program
- Physical and Mental Health Resources (All Grade Levels) for campus and community mental and physical health resources
- The district full-time school counselor:

Nicole Kincaide
School Counselor
620 South Commerce Street
Coupland, TX 78615
nkincaide@couplandisd.org
512-856-2422

- The local public health authority, Williamson County and Cities Health District, which may be contacted at 512-943-3600 or via email at wcchd-info@wilco.org. Visit the website at www.wcchd.org.
- The local mental health authority Bluebonnet Trails, which may be contacted at 844-309-6385.
- Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels) for board-adopted policies and administrative procedures that promote student health

Coupland ISD Student Handbook

Physical Activity Requirements

Elementary School

The district will ensure that students in full-day **prekindergarten**-grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district's elementary school student physical activity programs and requirements, please see the principal.

Junior High/Middle School

The district will ensure that students in middle or junior high school will engage in **30 minutes of moderate or vigorous physical activity per day for at least four** in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district's junior high and middle school student physical activity programs and requirements, please see the principal.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3-12)

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of their child's physical fitness assessment conducted during the school year by contacting:

Kyle Rinderknecht
PE Teacher/ Head Coach]
620 South Commerce Street
Coupland, TX 78615]
krinderknecht@couplandisd.org
512-856-2422

Physical Health Screenings/Examinations

Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program
- District marching band

Coupland ISD Student Handbook

- Any district extracurricular program identified by the superintendent

This examination is required to be submitted annually to the district.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to the required physical examination.

See the UIL's explanation of [sudden cardiac arrest](https://www.uilTEXAS.org/health/info/sudden-cardiac-death) (<https://www.uilTEXAS.org/health/info/sudden-cardiac-death>) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

State law requires the district to provide information about bacterial meningitis: visit www.couplandisd.org and navigate to the Health & Wellness department.

Note: Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See Immunization (All Grade Levels)]

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and

Coupland ISD Student Handbook

equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies at Risk for Anaphylaxis* found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment.

[See Celebrations (All Grade Levels) and policy FFAF for more information.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. A parent who submits a plan must use the [Seizure Management and Treatment Plan Form](https://tea.texas.gov/academics/tea-seizure-management-form.pdf) (<https://tea.texas.gov/academics/tea-seizure-management-form.pdf>) developed by the Texas Education Agency.

[See A Student with Physical or Mental Impairments Protected under Section 504 and contact the school nurse for more information.]

Tobacco, E-Cigarettes, and Nicotine Products Prohibited (All Grade Levels)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity. With limited exceptions for medication, [see Medicine at School (All Grade Levels)] students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Coupland ISD Student Handbook

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district full-time school counselor:

Nicole Kincaide
School Counselor
620 South Commerce Street
Coupland, TX 78615
nkincaide@couplandisd.org
512-856-2422

- The local public health authority, Williamson County and Cities Health District, which may be contacted at 512-943-3600 or via email at wcchd-info@wilco.org. Visit the website at www.wcchd.org.
- The local mental health authority Bluebonnet Trails, which may be contacted at 844-309-6385.

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. Local policies on the topics below can be found in the district's policy manual, available at the central administration office and online at www.couplandisd.org.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: the FFH series of policies
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

Coupland ISD Student Handbook

The district has developed administrative procedures as necessary to implement the above policies and plans.

For more information about these procedures and access to the District Improvement Plan, please contact:

Brian Booker
Campus Principal
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2422

School Health Advisory Council (SHAC) (All Grade Levels)

Information about the district's SHAC is available from the [superintendent](#).

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.couplandisd.org.

[See Consent to Human Sexuality Instruction, Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking, and policies BDF and EHAA for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact:

Brian Booker
Campus Principal
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2422

Homework (All Grade Levels)

The purpose of homework in Coupland ISD serves several instructional purposes depending upon the grade level of the learner.

Elementary Grades:

- Reinforcing skills: Practicing recently learned concepts (e.g., math facts, phonics, sight words).
- Developing responsibility: Learning to manage materials, complete tasks, and return work on time.

Coupland ISD Student Handbook

- Building study habits: Establishing a routine for independent work.
- Fostering a love of reading: Encouraging daily reading, often with family involvement.
- Communication: Providing parents with insight into classroom learning.

Secondary Grades:

- Extension and Application of Learning: Homework should go beyond simple practice to:
 - Apply concepts: Solve more complex problems, analyze texts, or conduct research related to classroom topics.
 - Deepen understanding: Explore topics in more detail, synthesize information, and make connections between different subjects.
 - Prepare for future lessons: "Flipped learning" where students engage with new material (e.g., reading, videos) before class to facilitate in-class discussion and application.
 - Critical thinking: Encourage analysis, evaluation, and problem-solving.
- Building Essential Skills:
 - Time management and organization: Students are expected to manage multiple assignments from different classes and meet deadlines.
 - Independent study and research: Developing the ability to seek out information, use resources, and learn autonomously.
 - Self-advocacy: Students should be encouraged to seek help when needed and communicate challenges.

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection
- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision

Coupland ISD Student Handbook

- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety
- To comply with a properly issued directive from a juvenile court to take a student into custody

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of their ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

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

Leaving Campus (All Grade Levels)

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

Coupland ISD Student Handbook

Parental consent is required before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, the parent must submit a note to the main office at least two hours before the student needs to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by their parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

Coupland ISD Student Handbook

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with the teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See Attendance for Credit or Final Grade (All Grade Levels)]

A student involved in an extracurricular activity must notify teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

Teachers will accept work from students while in DAEP. The assignments must be representative of the learning happening in the regular classroom but are not required to be the same assignments. Teacher discretion will be used in determining how many assignments will be graded beyond the ten required assignments per the grading policy.

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

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

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

Coupland ISD Student Handbook

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex and prohibits sex discrimination in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the U.S. Department of Education's Office for Civil Rights, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district's nondiscrimination policy and grievance procedures are in the FFH series of policies in the district's policy manual, available at www.couplandisd.org.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or sex-based harassment:

Brian Booker
Campus Principal
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2422

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described in the FFH series of policies.

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Brian Booker
Campus Principal
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2422

- For all other concerns regarding discrimination, see:

Brian Booker
Campus Principal
620 South Commerce Street
Coupland, TX 78615

Coupland ISD Student Handbook

bbooker@couplandisd.org
512-856-2422

[See policies at FB, the FFH series, and GKD for more information.]

Parent and Family Engagement (All Grade Levels)

Parental Rights and Options

State law provides that a parent has the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the child without obstruction or interference from a governmental entity of Texas, including a school district.

In addition to referring to the rights of parents, including the right to withhold consent for or exempt the parent's child from certain activities and instruction specified throughout this handbook, parents may access additional information regarding parental rights at the district's website at www.couplandisd.org.

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See Academic Counseling]
- Attending scheduled conferences and requesting additional conferences as needed. The district will provide at least two opportunities for in-person conferences during each school year for each parent of a child enrolled in the district with the child's teachers. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 512-856-2422 for an appointment. The teacher will usually return your call or meet with you during their conference period or before or after school. [See Report Cards/Progress Reports and Conferences (All Grade Levels)]
- Becoming a school volunteer. [See Volunteers (All Grade Levels) and policy GKG for more information.]

Coupland ISD Student Handbook

- Participating in campus parent organizations. Parent organizations include:
 - PTA (Coupland Parent Teacher Association).

Coupland ISD Student Handbook

- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact:

Brian Booker
Campus Principal
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2422

Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See Brian Booker

Campus Principal
620 South Commerce Street
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2422

- School Health Advisory Council (SHAC) (All Grade Levels) and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations Regular school board meetings are typically held on the second Thursday of every month at 6:00 p.m. in the school library. On occasion, the meetings are changed, so please check the school calendar to verify the meeting each month. An agenda for a regular or special meeting is posted no later than 3 business days before each meeting in the front office entry, on the library door, and online at www.couplandisd.org. [See policies BE and BED for more information.]

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See Reciting the Pledges to the U.S. and Texas Flags]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

Coupland ISD Student Handbook

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

~~[Include this cross-reference only if the Board adopts a policy requiring a period of prayer and reading of the Bible or other religious text at every campus: [See Consent to Period of Prayer and Reading of The Bible or Other Religious Text]]~~

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments
- Any other necessary academic information as determined by the district

Elementary and Middle/Junior High Grade Levels

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services

Repeating ~~Prekindergarten~~-Grade 8 at Parent Request

A parent may request in writing that a student repeat prekindergarten, or any grade in grade 1-8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See **Error! Reference source not found.**]

Release of Students from School

[See Leaving Campus (All Grade Levels)]

Coupland ISD Student Handbook

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every **six** weeks.

At the end of the **first three weeks of a grading period**, parents will receive a progress report if their child's performance is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See Working Together for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the **principal and superintendent** pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See Grading Guidelines (All Grade Levels) and policy EIA(LOCAL) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within **three** days. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

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

Required State Assessments

STAAR (State of Texas Assessments of Academic Readiness) for Grades 3-8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3-8

Coupland ISD Student Handbook

- Reading, annually in grades 3-8
- Science in grades 5 and 8
- Social Studies in grade 8

Standardized Testing for a Student Enrolled Above Grade Level

If a student in grades 3-8 is enrolled in a class or course intended for students above the current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which they are enrolled, unless otherwise required to do so by federal law.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science before high school.

High School Courses End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

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

Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing.

Coupland ISD Student Handbook

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student in grades 9-12 receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See **Error! Reference source not found.**]

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

For more information, see the principal, school counselor, or special education director.

Failure to Perform Satisfactorily on a STAAR or EOC Assessment

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the next school year through one of the following:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily
- Providing supplemental instruction

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

Personal Graduation Plan — Middle School Students

For a **middle-school** student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a **middle-school** student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment.

The plan will, among other items:

- Identify the student's educational goals
- Address the parent's educational expectations for the student
- Outline an intensive instruction program for the student

[See the **principal** and policy EIF(LEGAL) for more information.]

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

Coupland ISD Student Handbook

[See **Error! Reference source not found.** for information related to the development of personal graduation plans for high school students.]

Safe Storage of Firearms

A firearm should be stored unloaded in a safe or locked container, with ammunition stored elsewhere.

It is unlawful to store, transport, or abandon an unsecured firearm in a place where children are likely to be and can obtain access to the firearm. Under the Penal Code, a person commits the offense of making a firearm accessible to a child if the child gains access to a readily dischargeable firearm, and the person with criminal negligence:

- Failed to secure the firearm; or
- Left the firearm in a place to which the person knew or should have known the child would gain access

The penalty for allowing a child access to a firearm can range from a Class C misdemeanor (punishable by a \$500 fine) to a Class A misdemeanor (punishable by a \$4000 fine, a year in jail, or a combination of the two).

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by **visiting www.couplandisd.org and clicking on one of the reporting tabs.**
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Coupland ISD Student Handbook

Insurance for Career and Technical Education (CTE) Programs

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Stop the Bleed Texas](https://stopthebleedtexas.org/) (<https://stopthebleedtexas.org/>).

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, including dental treatment, if necessary, for a student if all of the following requirements are met:

- The district has received written authorization from a person having the right to consent
- That person cannot be contacted
- That person has not given the district actual notice to the contrary

The emergency care authorization form will be used by the district when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information if the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

Coupland ISD Student Handbook

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- Coupland ISD app push notification
- Posting to the district website
- SMS messaging
- Social media hubs

[See Parent Contact Information and A parent may update contact information by emailing the registrar, Jessica Larson at jl Larson@couplandisd.org.

Automated Emergency Communications]

SAT, ACT, and Other Standardized Tests

[See Standardized Testing]

Schedule Changes (Middle/Junior High and High School Grade Levels)

Schedule change requests should be made in writing and sent to the campus principal. Requests should include the reason for the request and proposed schedule. All requests must be made by the last school day in August.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator:

Neil White
Maintenance
620 South Commerce Street
Coupland, TX 78615
nwhite@couplandisd.org
512-856-2422

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Coupland ISD Student Handbook

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact:

Jessica Larson
Registrar
620 South Commerce Street
Coupland, TX 78615
Jlarson@Couplandisd.org
512-856-2422

[See policy COB for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. [See policy CO for more information.]

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

"To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA

Coupland ISD Student Handbook

office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

Program.Intake@usda.gov

"This institution is an equal opportunity provider."

The responsible state agency that administers the program is the [Texas Department of Agriculture](https://www.texasagriculture.gov/Home/Contact-Us) (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. [See Nondiscrimination Statement (All Grade Levels) for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.]

[See policy COB for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator:

Neil White
Maintenance
620 South Commerce Street

Coupland ISD Student Handbook

Coupland, TX 78615
nwhite@couplandisd.org
512-856-2422

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The 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. The district follows the Texas State Library and Archive Commission's standards for school library collection development.

[If the district's board has established a local school library advisory council (SLAC), include information about the district's SLAC as adopted by the board.]

Parents are the primary decision makers regarding their student's access to library material. The district encourages parental involvement in library acquisition, maintenance, and campus activities. Parents are encouraged to communicate with **administrators** and their child's teacher about special considerations regarding library materials self-selected by their student. A parent may submit to the district a list of library materials that their child may not be allowed to check out or otherwise access for use outside of the school library by submitting the list to the campus principal.

A parent may access to the school's library or any available online catalog by **making a request to the campus principal**.

The district welcomes student and parent feedback on library materials and services. Parents may contact **the campus principal** with questions or comments about their child's campus library. A district employee, parent, or person residing in the district may submit a written challenge to the inclusion of any library material in the catalog of the school library by submitting the form available on the district's website.

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Coupland ISD Student Handbook

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Non-Curriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL). A list of these groups is available in the principal's office.

Parental consent is required before a student may participate in a student club that is authorized or sponsored by the district. [See Extracurricular Activities, Clubs, and Organizations (All Grade Levels)]

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. [See Fees (All Grade Levels) for more information.]

The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches and Investigations

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches and investigations.

District officials may conduct investigations in accordance with law and district policy and may question students regarding a student's own conduct or the conduct of others. [For questioning of students by law enforcement officials, see Law Enforcement Agencies (All Grade Levels).]

Coupland ISD Student Handbook

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Personal Communications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See Electronic Devices and Technology Resources (All Grade Levels) and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Coupland ISD Student Handbook

Drug Testing (Secondary Grade Levels Only)

[See Steroids (Secondary Grade Levels Only)]

Vehicles on Campus (Secondary Grade Levels Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

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

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, emergent bilingual students, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact:

Kate Knapek
Assistant Principal
620 South Commerce Street
Coupland, TX 78615
kknapek@couplandisd.org
512-856-2422

The Texas State Library and Archives Commission's [Talking Book Program](https://www.tsl.texas.gov/tbp/index.html) (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's

Coupland ISD Student Handbook

performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

Student Speakers (All Grade Levels)

[See **Error! Reference source not found.** for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School (All Grade Levels)

[If you offer summer school, whether traditional, an extended-year program to meet accelerated instruction requirements, or as an option for students in a disciplinary setting to complete coursework, include information needed by parents and students. You may also remind parents and students of the ability to take courses during the summer through virtual or hybrid courses offered by the district or another district or school.]

Tardies (All Grade Levels)

A student who is more than **five** minutes tardy to class may be assigned to detention hall or given another appropriate consequence.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Coupland ISD Student Handbook

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources students may access voluntarily, see Library (All Grade Levels).

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See Safety Transfers/Assignments, Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.

A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90-100) during the awarded grading period.

A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.

Visit the link below for information about CISD National Junior Honor Society.

Students who participate in **UIL Academics** and earn a ribbon will receive their ribbon during the January Award Ceremony.

7th and 8th grade students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.

National Junior Honor Society information is available at www.couplandisd.org.

Bullying (All Grade Levels), and A Student with Physical or Mental Impairments Protected under Section 504, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for their child to ride with or be released after the event to the parent or another adult designated by the parent. [See School-Sponsored Field Trips (All Grade Levels)]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Coupland ISD Student Handbook

Bus routes and stops will be designated annually. Any changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for their child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact **the front office at 512-856-2422.**

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Observe all usual classroom rules
- Follow the driver's directions at all times
- Enter and leave the vehicle in an orderly manner at the designated stop
- Keep feet, books, instrument cases, and other objects out of the aisle
- Not deface the vehicle or its equipment
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle
- Be seated while the vehicle is moving
- Fasten their seat belts, if available
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle
- Follow any other rules established by the operator of the vehicle

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Coupland ISD Student Handbook

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or **special education director** to coordinate the implementation of and compliance with this law.

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

[See Consent to Video or Audio Record a Student When Not Already Permitted by Law for video and other recording by parents or visitors to virtual or in-person classrooms.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee
- Report to the main office
- Be prepared to show identification
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee
- Comply with all applicable district policies and procedures

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See Consent to Video or Audio Record a Student When Not Already Permitted by Law for video and other recording by parents or visitors to virtual or in-person classrooms.]

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from

Coupland ISD Student Handbook

district property if the person refuses to leave peaceably on request and either of the following applies:

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact:

Jessica Larson
Registrar
620 South Commerce Street
Coupland, TX 78615
Jlarson@Couplandisd.org
512-856-2422

Subject to exceptions in accordance with state law and district procedures, the district requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the district. The volunteer must pay all costs for the background check.

Voter Registration (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

Coupland ISD Student Handbook

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Coupland ISD Student Handbook

Glossary

Accelerated instruction, including supplemental instruction, is an intensive educational program designed to help an individual student acquire the knowledge and skills required at their grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and their parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

Emergent bilingual student refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for

Coupland ISD Student Handbook

directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after beginning grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

Safe and Supportive School Team is a team established at each campus that is responsible for conducting a threat assessment regarding individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and determining appropriate intervention, and providing guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

Coupland ISD Student Handbook

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that emergent bilingual students make in learning the English language and is administered for those who meet the participation requirements in kindergarten-grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Coupland ISD Student Handbook

Appendix: Freedom from Bullying Policy

Note to Student Handbook developer: State law requires that the district's policy on bullying be distributed in its Student Handbook(s).

On April 6, 2023, TEA publicized minimum standards for bullying prevention policies and procedures in accordance with state law. TASB Policy Service included recommended revisions to FFI(LOCAL) in Update 121 in June 2023. TASB recommends that districts adopt revisions to this policy prior to the beginning of the 2023-24 school year. Districts should update the appendix to the student handbook containing FFI(LOCAL) as soon as the board adopts revisions to the policy.

The following has been formatted for the district to more easily insert its FFI(LOCAL) policy here rather than in the body of the handbook.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1249&code=FFI#localTabContent>

Below is the text of Coupland ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on June 25, 2024.

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct.

For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Minimum Standards

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

Coupland ISD Student Handbook

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

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

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the Superintendent or designee.

Report Format

A report may be made orally or in writing. The Superintendent or designee shall reduce any oral reports to written form.

Periodic Monitoring

The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.

Coupland ISD Student Handbook

Notice of Report

When an allegation of bullying is reported, the Superintendent or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The Superintendent or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The Superintendent or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The Superintendent or designee shall conduct an appropriate investigation based on the allegations in the report. The Superintendent or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

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

The Superintendent or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense.

Notice to Parents

If an incident of bullying is confirmed, the Superintendent or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

Coupland ISD Student Handbook

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The Superintendent or designee shall refer to FDB for transfer provisions.

Counseling

The Superintendent or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

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

Confidentiality

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

Appeal

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

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

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

Coupland ISD Student Handbook

Appendix: Student Rights and Responsibilities Policy

Note to Student Handbook developer: State law requires that the district’s policy on student rights and responsibilities be distributed in its Student Handbook(s).

SB12 added Education Code Chapter 26A, which requires a board-adopted policy for addressing a grievance to meet specific requirements. Include the text of your current FNG(LOCAL) below. TASB Policy Service will recommend revisions to FNG(LOCAL) in Update 126 later this year. After board action on recommended revisions, changes to this section may be required to align with policy.

The following has been formatted for the district to more easily insert its FNG(LOCAL) policy here rather than in the body of the handbook.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1249&code=FNG#localTabContent>

Below is the text of Coupland ISD’s policy FNG(LOCAL) as of the date this handbook was finalized for this school year.

Student Rights and Responsibilities: Student and Parent Complaints/Grievances

Policy FNG(LOCAL) adopted on **June 25, 2024**.

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.

Coupland ISD Student Handbook

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.
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 admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
13. 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.

Coupland ISD Student Handbook

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

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

Freedom from Retaliation

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

General Provisions

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.

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.”

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.

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

Coupland ISD Student Handbook

submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

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

Level One

Complaint forms must be filed with the Superintendent or designee 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.

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

Absent extenuating circumstances, the Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider 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 to appeal the Level One decision.

If, however, the Superintendent heard the complaint at Level One, the student or parent shall bypass Level Two and proceed to Level Three.

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 Superintendent. 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 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

Coupland ISD Student Handbook

information relied upon by the administration for the Level One decision. The Superintendent may set reasonable time limits for the conference.

The Superintendent shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent 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 the preceding level 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 response or, if no response was received, within ten days of the response deadline.

The Superintendent 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 shall provide the Board the record of the Level One complaint and, if applicable, the Level Two appeal.

The records shall include:

1. The original complaint form, any attachments, and all other documents submitted by the student or parent.
2. The notice of appeal from Level One.
3. The written response issued at Level One and, if applicable, Level Two.
4. All other documents relied upon by the administration in reaching the Level One decision and, if applicable, the Level Two decision.

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

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

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

Coupland ISD Student Handbook

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 the preceding level.



Board of Trustees

Date of Meeting

Item Type

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

Contact Person E-Mail Address

Surplus – July 2025

2002 International School Bus

147,311 Miles

VIN # Ending with 3113

SCHOOL PROPERTIES DISPOSAL

CI
(LOCAL)

The Superintendent is authorized to declare District materials, equipment, personal property such as vehicles, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, personal property such as vehicles, and supplies for fair market value. If the unnecessary property has no value, the Superintendent may dispose of such property according to administrative discretion.

Instructional materials shall be disposed of in accordance with law.
[See CMD(LEGAL)]

Property obtained with federal funds or as federal surplus shall be managed in accordance with federal law.



Board of Trustees

| | |
|-----------------|--|
| Date of Meeting | |
| Item Type | |

| | |
|--------------------------------------|--|
| Item Name | |
| District Goal | |
| Summary (Purpose / Objective) | |
| Fiscal Impact | |
| Administrative Recommendation | |

| | |
|-------------|--|
| Attachments | |
|-------------|--|

| | | | |
|----------------|----------------------|----------------|----------------------|
| Contact Person | <input type="text"/> | E-Mail Address | <input type="text"/> |
|----------------|----------------------|----------------|----------------------|