

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held August 19, 2025, beginning at 6:30 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

Although one or more board members may participate by video conference call, a quorum of the Board of Trustees will be physically present at this location for purposes of this meeting and in conformance with the Texas Open Meetings Act. One or more of the vendors being considered at this meeting may appear through video conference call/Microsoft Teams/Zoom. Any such presentation will be visible and audible to anyone attending the open meeting.

1. **GENERAL FUNCTIONS-OTHER**

- A. Call to Order
- B. Pledge of Allegiance
- C. Texas Pledge of Allegiance
- D. Roll Call
- E. CISD Vision and Mission Statements

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2. **BOARD HONORS**

- A. Swearing in of 2025-26 Student Advisors to the Canutillo Independent School District Board of Trustees
Presenter: G. Reveles
- B. Presentation from El Paso Association of Contractors on the District's Efforts to Support the Organization's Apprenticeship Program as Part of the Canutillo Bond Projects.
Presenter: Israel Irrobali
- C. Resolution Honoring the Legacy of Canutillo ISD Retiring Superintendent Dr. Pedro Galaviz.
Presenter: G. Reveles

3. **OPEN FORUM-OTHER**

Any person wishing to address the Board during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

Each participant will be limited to **THREE MINUTES** to make comments to the Board. The Board is **NOT** permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

For further information on those policies, contact the Superintendent's Administrative Assistant.

4. **BOARD OF TRUSTEE BUSINESS**

A.	Discussion and Possible Action on the Selection of a 2025 Delegate to the Texas Association of School Boards.	6
	Presenter: Armando Rodriguez	
B.	Discussion and Possible Action to Address the Process for Superintendent Search Firm Selection.	13
	Presenter: Veronica Campbell	
C.	Discussion and Possible Action On Hiring a Dedicated Project Manager to Coordinate all Bond-related Projects.	
	Presenter: Sergio Martinez	
D.	Presentation – Overview of How the Child Nutrition Program is Meeting the Needs of Children in the District as Requested by Trustee Carolina Ortega	14
	Presenter: Carolina Ortega	
5.	CONSENT AGENDA-VOTING	
A.	<i>BUSINESS SERVICES</i>	
1.	Approval of the Meeting Minutes	
a.	Approval of the May 27th 2025 Minutes	23
b.	Approval of the June 17th 2025 Minutes	31
2.	Approval of the Budget Amendments	34
	Presenter: C. Pulley	
3.	Approval of 2025-2026 Memorandum of Understanding between Canutillo ISD and ESC Region 19 Texas Student Data Systems (TSDS) Support Cooperative	36
	Presenter: Technology	
4.	Approval of Guaranteed Maximum Price (GMP) for Construction Manager-At-Risk (CMAR) Services for Renovations at Congressman Silvestre & Carolina Reyes Elementary School (RES), RFQ 2025-02B, from Banes General Contractors	39
	Presenter: Ernesto Ortiz / PROCEDEO	
5.	Approval of Guaranteed Maximum Price (GMP) for Construction Manager-At-Risk (CMAR) Services for Renovations at Canutillo Elementary School (CES), RFQ 2025-02B, from Banes General	41
	Presenter: Ernesto Ortiz / PROCEDEO	
6.	Approval of Guaranteed Maximum Price (GMP) for Construction Manager-At-Risk (CMAR) Services for Renovations at Canutillo High School (CHS), RFQ 2025-02B, from AO General Contractors	43
	Presenter: Ernesto Ortiz / PROCEDEO	
7.	Approval of Guaranteed Maximum Price #1 (GMP) for Construction Manager-At-Risk (CMAR) Services for Asbestos Abatement at the new Canutillo Middle School (CMS) RFQ 2025-02B, from Banes General Contractors	45
	Presenter: Ernesto Ortiz / PROCEDEO	
8.	Approval of Memorandum of Understanding: Texas Reading Academies ESC Implementation	47
	Presenter: C & I	
B.	<i>CURRICULUM AND INSTRUCTION</i>	

1.	Approval of Child Evangelism Fellowship of West Texas Good News Club facility request-Canutillo Elementary School Presenter: D. Kerney	54
2.	Approval of Child Evangelism Fellowship of West Texas Good News Club facility request-Bill Childress Elementary School Presenter: D. Kerney	56
3.	Approval of Child Evangelism Fellowship of West Texas Good News Club facility request-Garcia Elementary School Presenter: D. Kerney	58
4.	Approval of the Optional Flexible School Day Program (OFSDP) Application for the 2025-2026 school year Presenter: M. Reyes	60
5.	Approval of 2025-2026 Canutillo ISD Student Code of Conduct (SCOC) Presenter: D. Kerney	80
C.	<i>HUMAN RESOURCES</i>	
1.	Approval of the reinstatement of the Migrant Assistant position Presenter: Martha Carrasco	135
2.	Approval of Adoption and Revision of Local Policies: EFB, FD, CW, FM, FNCE Presenter: Administration Team	140
6.	EXECUTIVE SESSION To Consult with Attorney Under Sections 551.071, 551.072 and 551.074 of the Texas Government Code:	
	(A certified agenda or recording of a closed meeting is confidential and is not available to the public except by court order. A person who knowingly and without lawful authority makes a certified agenda or recording public commits a Class B misdemeanor. Any exceptions will be communicated in accordance with applicable policies and regulations)	
A.	Discussion with administration regarding the potential sale of district owned property located at 7311 Bosque Rd. Canutillo, TX 79835 to El Paso County Presenter: Oscar Rico	
B.	Discussion and possible action regarding the ground lease between El Paso Community College and the District for the Northwest Early College High School (NWECHS). Presenter: Steve Blanco	
7.	NEW BUSINESS (continued); OTHER	
A.	Discussion and possible action regarding the potential sale of district owned property located at 7311 Bosque Rd. Canutillo, TX 79835 to El Paso County. Presenter: Oscar Rico	
B.	Discussion regarding the ground lease between El Paso Community College and the District for the Northwest Early College High School (NWECHS). Presenter: Steve Blanco	
8.	ADJOURNMENT	

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

(A certified agenda or recording of a closed meeting is confidential and is not available to the public except by court order. A person who knowingly and without lawful authority makes a certified agenda or recording public commits a Class B misdemeanor. Any exceptions will be communicated in accordance with applicable policies and regulations)

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Mission

We provide Equitable Opportunities to ensure our future-ready students are empowered to Explore, Learn, Grow and Excel.

Vision

LEAD today. IMPACT tomorrow.

#VivaCanutillo



***Your Association.
Your Voice.***

Delegate Assembly

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

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

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

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

Save the Date!

The 2025 Assembly is Saturday, Sept. 13, at the George R. Brown Convention Center in Houston. Registration will open July 22 as part of [txEDCON 2025 registration](#). Take action now to select your board's representatives!

Make Your Voice Count

Take these three steps to make your voice count.

- 1. **Understand why it's important.**
[Learn more about what Delegate Assembly is and your board's role.](#)
- 2. **Name your Delegate.**
[Review the process for selecting and registering your board's representative.](#)
- 3. **Discover the Delegate experience.**
[Find out what you need to do to prepare for this important role.](#)

Delegate Assembly Resources

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

[Download Now](#)

What Is the TASB Advocacy Agenda?

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

[Read More](#)

Governance

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

[Learn More](#)

Understand why it's important.

1

About Delegate Assembly

Simply put, the TASB Delegate Assembly is your annual membership meeting. Most importantly, this event is where all members have a voice in the overall direction of the organization – from electing who will serve on the TASB Board to approving the education issues that will be included in the TASB Advocacy Agenda.

Your board's voice

As an Active Member of TASB, your board has the exclusive right to have a voting Delegate at the Assembly. Your Delegate will be the voice for your board, ensuring the priorities for your district and community are reflected in TASB's work.

Your Delegate must be a trustee on your board. You also may select a second trustee to serve as an Alternate. Your representatives may trade off time on the Assembly floor to ensure your board's voting privileges are covered.

2025 Assembly

WHEN:
Saturday, Sept. 13

12:30 p.m.
Regional Caucuses
2 p.m.
Delegate Assembly

WHERE:
Houston

Regional Caucuses will be held in the Hilton Americas, and the Assembly will be held in the George R. Brown Convention Center

Delegate Assembly is held in conjunction with txEDCON25 in Houston.

Lunch is provided to Delegates and Alternates during the caucuses.

**Your Association.
Your Voice.**

**TASB Delegate
Assembly**

 tasb.org/delegate

Name your Delegate.

2



Place an item on your upcoming board agenda.

Take action now, so you are prepared when registration opens July 22.

Suggested agenda language:

- **Item name:** Discuss and consider board approval of a Delegate and Alternate to the 2025 Texas Association of School Boards (TASB) Delegate Assembly.
- **Background:** TASB's 2025 Delegate Assembly will be held Sept. 13, 2025, during txEDCON25 in Houston. Attending Delegate Assembly gives the board the chance to participate in the democratic process that governs TASB. Delegates will elect TASB officers and directors, vote on TASB's Advocacy Agenda, have the opportunity to interact with other board members in our region, and earn continuing education training credit.
- **Recommended Action:** I recommend that the Board of Trustees name [INSERT NAME] as the Official Voting Delegate and [INSERT NAME] as the Alternate to the 2025 TASB Delegate Assembly.



Select your Delegate and Alternate.

Your Delegate, or Alternate, will be voting on important Association business, so carefully consider who you want representing your board and district. As school board members, all of you already have the most important qualification: a passion for Texas public schools and the students they serve. Now, think about who would best fit these qualities:

- **Knowledge:** The Assembly will consider a wide range of advocacy issues. Who has the best background on the challenges and concerns for your district and community?
- **Voice:** Delegates may submit amendments to proposed action items. Who would be best equipped to consider how amendments may affect your district and then take action based on your board's priorities?
- **Commitment:** The Regional Caucuses and Assembly are held during the Saturday of txEDCON25. Who can commit their time to the full meeting?

Name your delegate.

Step 2 continued



Register your representatives

Registration will open July 22 as part of txEDCON25 registration. Make sure your board takes action now to select your representatives, so you are ready as soon as registration opens!

Your superintendent or superintendent secretary will be able to submit your board's Delegate and Alternate at the same time as they register your team for convention.

More information will be shared in late June.



Watch for your Assembly materials.

In late August, the *Delegate Handbook* and Nominations Committee Report will be posted at tasb.org/delegate. Your registered Delegate and Alternate, as well as your board president and superintendent, will receive an email when the materials are available.

Questions?

If you have any questions about Delegate Assembly or naming your board's representatives, contact TASB Board and Management Services at **800-580-8272** or membercommunications@tasb.org.

“ Delegate Assembly is the most effective way that we as Texas trustees can come together in one united voice to speak up for our kids!”

– Pam Watts
Midway ISD-McLennan County

**Your Association.
Your Voice.**

**TASB Delegate
Assembly**



tasb.org/delegate

Discover the Delegate experience.

3



The role of a Delegate

TASB's Delegate Assembly is the once-a-year opportunity for TASB members to have a voice in the overall direction of the Association. Each Active Member sends a Delegate to participate in the Assembly. This ensures that every school and education service center board that is a TASB Active Member has a vote on the issues under consideration.

“ Attending Delegate Assembly is important because it provides an opportunity to represent my school board's voice in shaping key policies and decisions that affect education.”

– Carolyn Booker
Westwood ISD

As your board's representative, you serve as the voice not just for your board, but also your district, your students, and your community.

Here are the key things you need to know to prepare for your role as a Delegate.



20 days before the assembly

The *Delegate Handbook* and Nominations Committee Report will be posted in late August. These materials cover the action items under consideration by this year's Assembly. You will receive an email when the materials are available. Then, it's time to prepare for the meeting.

- 1. Review the materials.** Make sure you are familiar with all the items under consideration.
- 2. Come prepared to share your district's voice.** Work with your fellow board members to determine how your board stands on the action items and if you have concerns to take to the Assembly.
- 3. Study the Delegate Assembly rules and Action Form.** Like any governing body, there are rules and processes to ensure a productive meeting.
- 4. Watch your mail!** You will receive an envelope with your Delegate ribbon (or Alternate), which you can attach to your name badge when you arrive at the txEDCON. This ribbon will grant you access to all of the Delegate Assembly activities.

Discover the Delegate experience.

Step 3 continued



Day of the assembly

12:30–1:30 p.m.

Regional Caucus, Hilton Americas–Houston:

You will start your Delegate duties by attending your regional caucus. This is a great opportunity to meet with colleagues from your region, including your TASB Directors. You will discuss the agenda items and get answers to any questions you may have about the Assembly and processes.

Lunch will be provided!

1:45 p.m.

Action Forms, George R. Brown Convention Center:

You may use the Action Form at the back of the *Handbook* to pull items for individual consideration or to propose an amendment to an item. The forms must be turned in to the Information Center near the Assembly floor entrance by 1:45 p.m.

2–4:30 p.m.

Assembly, George R. Brown Convention Center:

The Assembly will convene promptly at 2 p.m. You should plan to arrive by 1:45 p.m. so you can find your section on the floor, which is divided by TASB region. TASB staff members, holding red clipboards, are assigned to each area to check you in and assist you during the meeting.

“ I did not know what to expect for my first time at Delegate Assembly, but it was highly informative and educational. Being a Delegate is something I plan on doing again and again!”

– Jessie Campolla
Highland Park ISD–Potter County



But what about...?

If you have any questions about Delegate Assembly, we are here to help! Your TASB Directors will be with you every step of the way, leading your regional caucus and sitting near you on the Assembly floor. TASB staff will be stationed at the Information Center near the main entrance of the Assembly floor from noon until the end of the meeting.

If you have questions before the meeting, contact the TASB Board and Management Services team at **800-580-8272** or membercommunications@tasb.org.

**Your Association.
Your Voice.**

**TASB Delegate
Assembly**



tasb.org/delegate



FINANCIAL SERVICES

CANUTILLO A Premier District

MEMORANDUM

Date: August 19, 2025

To: Board of Trustees & Dr. Jesica Arellano

Through: Cristina Pulley, Executive Director Financial Services

From: Veronica Campbell, Purchasing Agent

SUBJECT: RFP 26-013 Consulting Firm for Superintendent Search Timeline

The following Schedule of Events represents the estimated timeline for this Request for Proposal (RFP) solicitation.

Solicitation Event	Date
Solicitation Issued	Tuesday, July 29, 2025
1 st Legal Notification Date	Tuesday, July 29, 2025
2 nd Legal Notification Date	Tuesday, August 5, 2025
Non-Mandatory Virtual Pre-Proposal Conference	Tuesday, August 7, 2025 (10:00 AM-MST)
Deadline for Questions	Wednesday, August 13, 2025
Response to Questions	Friday, August 14, 2025
Deadline for Proposal Submission	Thursday, August 21, 2025, (Due by 2:00 PM MST)
Evaluation of Proposals Received	Week of August 25, 2025 <i>*(this date is subject to change)</i>
Presentation to Board of Trustees	Week of September 23, 2025 <i>*(this date is subject to change)</i>
Negotiations-Best and Final Offer	Week of September 23, 2025* <i>(this date is subject to change)</i>
Contract Award	Week of September 23, 2025 <i>*(this date is subject to change)</i>
* This notification has been provided within the RFP solicitation document.	

Street Address:
7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7516
F: (915) 877-7524
canutillo-isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.



School Lunch Programs

Child Nutrition Department

School Participation

- Schools and institutions voluntarily participate in the program
- They must follow federal nutrition guidelines to receive reimbursements from the USDA

Meal Guidelines

- Meals must meet specific nutrition standards set by the USDA:
 - Limit on carbs, calories, sodium, and saturated fat
 - It must include fruits, vegetables, whole grains, lean protein, and low-fat milk
 - Students must take at least 3 out of 5 components offered (with one being fruit or vegetable) for the meal to be reimbursable

Eligibility for Free or Reduced-Price Lunch

- Based on household income:
 - Free lunch: Family income at or below 130% of the federal poverty level
 - Reduced-price lunch: Income between 130% and 185% of the poverty level
 - Students can also qualify automatically through federal programs like SNAP or Medicaid or if they're in foster care, homeless, or migrant

Reimbursements

- The USDA reimburses schools a set amount for each meal served
- Reimbursement rates vary based on whether the meal is free, reduced price, or paid
- Schools can also get commodity foods from the USDA

2024 Reimbursement per Meal

- Breakfast \$2.84
- Lunch \$4.45
- Snack \$1.21

2024 Meals Served:

- **Breakfast:**
 - 739,571 Meals
- **Lunch:**
 - 827,767 Meals
- **Snacks:**
 - 76,885 Meals

2024 Participation

- **Breakfast 74%**
- **Lunch 81%**

National School Lunch Program Meal Pattern

School Breakfast Program Meal Pattern

	Grades K-5	Grades 6-8	Grades 9-12
Food Components	Amount of Food ^a per Week		
	(minimum per day)		
Fruits (cups) ^b	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^b	3¾ (¾)	3¾ (¾)	5 (1)
Dark green ^c	½	½	½
Red/Orange ^c	¾	¾	1¼
Beans and peas (legumes) ^c	½	½	½
Starchy ^c	½	½	½
Other ^{c d}	½	½	¾
Additional Vegetables to Reach Total ^e	1	1	1½
Grains (oz eq) ^f	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^g	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^h	550-650	600-700	750-850
Saturated fat (% of total calories) ^h	<10	<10	<10
Sodium Interim Target 1 (mg) ^h	≤ 1,230	≤ 1,360	≤ 1,420
Sodium Interim Target 1A (mg) ^h	≤ 1,110	≤ 1,225	≤ 1,280

	Grades K-5	Grades 6-8	Grades 9-12
Food Components	Amount of Food ^a per Week		
	(minimum per day)		
Fruits (cups) ^{b c}	5 (1)	5 (1)	5 (1)
Vegetables (cups) ^{b c}	0	0	0
Dark green	0	0	0
Red/Orange	0	0	0
Beans and peas (legumes)	0	0	0
Starchy	0	0	0
Other	0	0	0
Grains (oz eq) ^d	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq) ^e	0	0	0
Fluid milk ^f (cups)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^{g h}	350-500	400-550	450-600
Saturated fat (% of total calories) ^h	<10	<10	<10
Sodium Target 1 (mg)	≤ 540	≤ 600	≤ 640
<i>Trans</i> fat ^h	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

K-5TH

August

2025



Menu Subject to Change
Fresh Fruit & Milk Served Daily



Monday

Tuesday

Wednesday

Thursday

Friday

FOOD & NUTRITIONAL DIVISION

TEXAS DEPARTMENT OF AGRICULTURE

CEREAL/ CEREAL BAR 4
 GREEN CHILE BURGER
 SMILEY FACE FRIES
 BURGER SALAD

CHOCOLATE MUFFINS 5
 PICADILLO
 W/TOSTADAS
 REFRIED PINTO BEANS
 CHOPPED SALAD

BLUEBERRY BAR 6
 PIZZA
 CUCUMBERS
 CARROTS & CELERY
 STICKS

WHOLE GRAIN CONCH 7
 BEEF FINGERS
 MASHED POTATOES
 W/GRAVY
 STEAMED VEGGIES

BREAKFAST WRAP 8
 MAC N CHEESE W/ROLL
 SEASONED CORN
 SWEET POTATO FRIES

CEREAL/ CEREAL BAR 11
 HOT DOG
 TATER TOTS
 CUCUMBERS

CHICKEN SAUSAGE 12
 PANCAKE SANDWICH
 CHEESE NACHOS
 PINTO BEANS
 SHREDDED SALAD

MINI WAFFLES 13
 BEEFARONI W/GARLIC
 BREADSTICK
 STEAMED CARROTS
 CHOPPED SALAD

WHOLE GRAIN 14
 MARRANITO
 CHICKEN TENDERS W/ROLL
 SEASONED CORN
 SWEET POTATO FRIES

FRESH BANANA 15
 BREAD
 ASIAN PLATE
 STEAMED VEGGIES
 JICAMA

CEREAL/ CEREAL BAR 18
 CHEESEBURGER
 POTATO WEDGES

BREAKFAST 19
 PIZZA
 TACOS
 REFRIED PINTO BEANS
 SHREDDED SALAD

WHOLE GRAIN 20
 CINNAMON BAR
 SPAGHETTI W/MEAT &
 GARLIC BREAD STICK
 SEASONED CORN
 CARROTS & CELERY STICKS

MINI PANCAKES 21
 BAKED CHICKEN
 W/ROLL
 EMOJI FRIES
 CUCUMBERS

FALL SPICE BAR 22
 POPCORN CHICKEN W/ROLL
 MASHED POTATOES
 W/GRAVY
 PEAS & CARROTS

CEREAL/ CEREAL BAR 25
 CORNDOGS
 STEAMED CARROTS
 TATER TOTS

WHOLE GRAIN 26
 TARTS
 CHICKEN TAMALES
 REFRIED PINTO BEANS
 CHOPPED SALAD

FRENCH TOAST 27
 CHICKEN ALFREDO PASTA
 W/GARLIC BREADSTICK
 SEASONED CORN
 STEAMED BROCCOLI

APPLE BREAKFAST 28
 BITES
 CHICKEN NUGGETS
 MASHED POTATOES
 W/GRAVY
 CUCUMBERS

FRESH CINNAMON 29
 ROLL
 PIZZA CRUNCHERS
 FRESH BROCCOLI
 CELERY STICKS



Alternative Menu

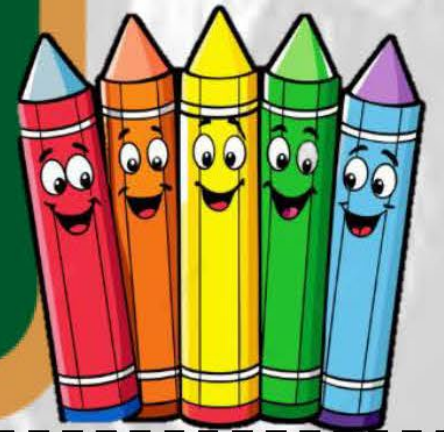
*Monday - Thursday
Served Daily*

DAILY SIDE SALAD

DAILY SANDWICH

Welcome Back to School!

Let's conquer this 2025-2026 school year.



6TH - 8TH

August 2025



RAVENS Menu Subject to Change Fresh Fruit & Milk Served Daily Monday Tuesday Wednesday Thursday Friday



NATIONAL SCHOOL BREAKFAST & LUNCH PROGRAMS

FOOD & NUTRITIONAL DIVISION

TEXAS DEPARTMENT OF AGRICULTURE

<p>CEREAL/ CEREAL BAR 4</p> <p>GREEN CHILE BURGER SMILEY FACE FRIES BURGER SALAD</p>	<p>CHOCOLATE MUFFINS 5</p> <p>PICADILLO W/TOSTADAS REFRIED PINTO BEANS CHOPPED SALAD</p>	<p>BLUEBERRY BAR 6</p> <p>PIZZA CUCUMBERS CARROTS & CELERY STICKS</p>	<p>WHOLE GRAIN CONCH 7</p> <p>BEEF FINGERS W/ROLL MASHED POTATOES W/GRAVY STEAMED VEGGIES</p>	<p>BREAKFAST WRAP 8</p> <p>SPICY CHICKEN SANDWICH SEASONED CORN SWEET POTATO FRIES</p>
<p>CEREAL/ CEREAL BAR 11</p> <p>BACON WRAPPED HOTDOG TATER TOTS CUCUMBERS</p>	<p>CHICKEN SAUSAGE 12</p> <p>PANCAKE SANDWICH SUPREME NACHOS PINTO BEANS SHREDDED SALAD</p>	<p>MINI WAFFLES 13</p> <p>BEEFARONI W/GARLIC BREADSTICK STEAMED CARROTS CHOPPED SALAD</p>	<p>WHOLE GRAIN 14</p> <p>MARRANTO CHICKEN TENDERS W/ROLL SEASONED CORN SWEET POTATO FRIES</p>	<p>FRESH BANANA 15</p> <p>BREAD ASIAN PLATE STEAMED VEGGIES JICAMA</p>
<p>CEREAL/ CEREAL BAR 18</p> <p>BACON CHEESEBURGER POTATO WEDGES BURGER SALAD</p>	<p>BREAKFAST 19</p> <p>PIZZA TACOS REFRIED PINTO BEANS SHREDDED SALAD</p>	<p>WHOLE GRAIN 20</p> <p>CINNAMON BAR SPAGHETTI W/MEAT & GARLIC BREAD STICK SEASON CORN CARROTS & CELERY STICKS</p>	<p>MINI PANCAKES 21</p> <p>BAKED CHICKEN W/ROLL EMOJI FRIES CUCUMBERS</p>	<p>FALL SPICE BAR 22</p> <p>POPCORN CHICKEN W/ROLL MASHED POTATOES W/GRAVY PEAS & CARROTS</p>
<p>CEREAL/ CEREAL BAR 25</p> <p>CORNDOGS STEAMED CARROTS FRIES</p>	<p>WHOLE GRAIN 26</p> <p>TARTS CHICKEN TAMALE REFRIED PINTO BEANS CHOPPED SALAD</p>	<p>FRENCH TOAST 27</p> <p>CHICKEN ALFREDO PASTA W/GARLIC BREADSTICK SEASONED CORN STEAMED BROCCOLI</p>	<p>APPLE BREAKFAST 28</p> <p>BITES BONELESS CHICKEN WINGS TATER TOTS CUCUMBERS</p>	<p>FRESH CINNAMON 29</p> <p>ROLL PIZZA CRUNCHERS FRESH BROCCOLI CELERY STICKS</p>



Alternative Menu

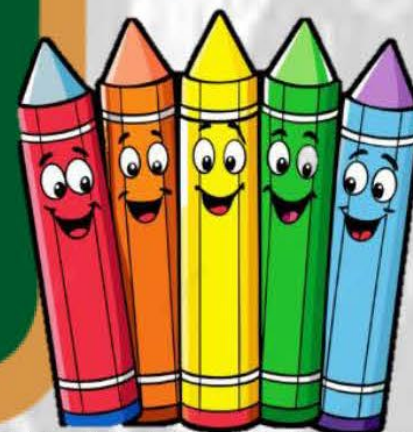
Monday - Thursday
Served Daily

DAILY SIDE SALAD

DAILY SANDWICH

Welcome Back to School!

Let's conquer this 2025-2026 school year.



9-12

August

2025



Menu Subject to Change
Fresh Fruit & Milk Served Daily



Monday

Tuesday

Wednesday

Thursday

Friday

CEREAL/CEREAL BAR 4 GREEN CHILE BURGER SMILEY FRIES CUCUMBERS	CHOCOLATE MUFFIN 5 ASADO W/TOSTADAS SPANISH RICE REFRIED PINTO BEANS SHREDDED SALAD	BLUEBERRY BAR 6 CHICKEN PARMESAN W/SPAGHETTI GARLIC TOAST CHOPPED SALAD MIX VEGGIES	WHOLE GRAIN CONCHA 7 BONELESS CHICKEN WINGS SWEET POTATO FRIES CARROTS & CELERY STICKS WHOLE GRAIN COOKIE	BREAKFAST WRAP 8 SPICY CHICKEN SANDWICH SMILEY FRIES BURGER SALAD
CEREAL/CEREAL BAR 11 BACON WRAPPED HOTDOG TATER TOTS CARROTS & CELERY STICKS	CHICKEN SAUSAGE PANCAKE SANDWICH 12 NACHOS SUPREME PINTO BEANS SHREDDED SALAD OATMEAL COOKIE	CRUMB BREAD 13 BEEFARONI GARLIC TOAST STEAMED CARROTS CHOPPED SALAD	WHOLE GRAIN MARRANITO 14 CHICKEN & WAFFLES WAFFLE FRIES PEAS & CARROTS	BANANA BREAD 15 ASIAN PLATE W/ EGG ROLLS MIXED VEGGIES JICAMA
CEREAL/CEREAL BAR 18 BACON CHEESEBURGER POTATO WEDGES BURGER SALAD	BREAKFAST PIZZA 19 CHUCO TACOS CRINKLE FRIES SHREDDED SALAD	WHOLE GRAIN CINNAMON BAR 20 LASAGNA W/MEAT GARLIC TOAST STEAMED CARROTS CUCUMBERS	MINI WAFFLES or MINI PANCAKES 21 PAPA ASADA BOAT CHARRO BEANS CUCUMBERS WHOLE GRAIN ELEPHANT EAR	FALL SPICE BAR 22 KENTUCKY BOWL MASHED POTATOES W/GRAVY SEASONED CORN CARROT BITES OATMEAL COOKIE
CEREAL/CEREAL BAR 25 CORNDOGS SWEET POTATO FRIES CUCUMBERS	WHOLE GRAIN TART 26 CHICKEN TAMALES W/SPANISH RICE REFRIED PINTO BEANS CHOPPED SALAD	FRENCH TOAST 27 CHICKEN ALFREDO PASTA GARLIC TOAST CHOPPED SALAD SEASONED CORN STEAMED BROCCOLI	APPLE BREAKFAST BITES 28 LOADED POTATO BOAT JICAMA CUCUMBERS WHOLE GRAIN CHURROS CHIPS	CINNAMON ROLL 29 PIZZA DOG BABY CARROTS CELERY STICKS

9-12

August Alternative Menu

Salads, Wraps, & Sandwiches

2025

MONDAY

SPICY BUFFALO RANCH
CHICKEN SALAD
ITALIAN COLD CUT SUB
SANDWICH

TUESDAY

CRISPY ORIENTAL
SALAD
SPICY CHICKEN
BUFFALO WRAP

WEDNESDAY

GRILLED CHICKEN CAESAR
SALAD
TURKEY BACON
WRAP

THURSDAY

MEXI-RANCH CHICKEN
SALAD
DELI SANDWICH



Pizza Bar

MONDAYS

Buffalo Pizza

TUESDAYS

Pepperoni Pizza

WEDNESDAYS

Cheese Pizza

THURSDAYS

Pepperoni Pizza

FRIDAYS

Meat Lovers

WK1

WK2

WK3

WK4

Buffalo Pizza

Buffalo Pizza

Cheese Pizza

Meat Lovers

Pepperoni Pizza

Pepperoni Pizza

Pepperoni Pizza

Meat Lovers

Cheese Pizza

Cheese Pizza

Cheese Pizza

Meat Lovers

Buffalo Pizza

Buffalo Pizza

No School

Yogurt-Fruit Parfaits

MONDAYS - THURSDAYS

Peach Parfait **OR** Berry Parfait



1. GENERAL FUNCTIONS-OTHER

1.A. Call to Order

The meeting was called to order at **5:30 PM**

1.B. Pledge of Allegiance

1.C. Texas Pledge of Allegiance

Pledge of allegiance and Texas pledge were led by the Valedictorian and Salutatorian students from NWECHS and CHS

1.D. Roll Call

Trustees Present: Barnes, Maldonado, Ortega, Rodriguez, Zuniga.

Trustees Absent: Borrego

Trustees Late: Mr. Martinez at 5:35 PM

1.E. CISD Vision and Mission Statements

CISD Vision was led by trustee Maldonado & the Mission statement was led by trustee Ortega

2. BOARD HONORS

2.A. Recognition of 2025 Canutillo Alumni Foundation for Education (CAFE)

Scholarship winners from Canutillo High School and Northwest Elementary School

Gustavo Reveles presented the recipients of the Café scholarships and photo op followed.

2.B. Recognition of 2024-25 CISD Board of Trustees Student Advisors TJ Locklin from Canutillo High School and Jacob Lozano from Northwest Early College High School for their service to the District.

Gustavo Reveles honored the student advisors, and a photo op followed.

2.C. Recognition of the 2025 Valedictorians and Salutatorians from Canutillo High School and Northwest Early College High School.

Gustavo Reveles honored the valedictorian and salutatorian from CHS and NWECHS, and a photo op followed.

3. OPEN FORUM-OTHER

Any person wishing to address the Board during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

Each participant will be limited to THREE MINUTES to make comments to the Board.

The Board is NOT permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

For further information on those policies, contact the Superintendent's Administrative Assistant.

Mrs. Julie Scott addressed the board and the community regarding her heartfelt appreciation toward Jose Damian Elementary's principal as well as other school staff who have supported her and her family during their period as students at JDE.

4. BOARD OF TRUSTEE BUSINESS

4.A. Discussion and action for the Warrant List to be added back to the RBM agendas.

Trustee Barnes mentioned that she is requesting the item remain financially responsible.

Mr. Rodriguez mentioned that he did some research, and no other districts have a warrant report. He also provided examples of how the warrant report was used in the past to question daily district operations. He feels like it goes against Lonestar governance.

Mr. Martinez asked if the warrant report is based on money already spent and who would be responsible for creating the report.

Mrs. Pulley explained that the finance staff need to put together the report, and it could take a couple of hours to put together, depending on the type of questions being asked and who is responsible for answering them.

Mr. Martinez mentioned that although he believes the board should know about district expenses. However, they need to be cautious about nitpicking, as Mr. Rodriguez mentioned earlier.

Mrs. Pulley clarified that there is a check register on the district website, which could help the board to see expenses.

Mrs. Maldonado suggested having a threshold in place and having only items that exceed the threshold be reported.

Board members agreed to work with the check registry, as adding a warrant list might add additional workload to district staff.

No Action taken.

Trustee Maldonado clarified for the record that the board members will try out the check registry on the CISD website.

4.B. Discussion and action to change the purchasing amount needed for board approval.

Trustee Barnes mentioned that the purchasing amount was changed/increased from \$50,000 to \$100,000 a couple of years ago. However, considering present financial situation. She feels like it should be changed back to the legal amount of \$50,000. Trustee Barnes motioned to have amount changed under policy CH. Second by Trustee Maldonado.

It was clarified by trustee Barnes and Maldonado that this is a way to keep track of district expenditures and balancing the budget.

Mrs. Pulley mentioned that there is additional work for the purchasing agent as this will generate additional items to be brought to the board meetings.

Trustee Maldonado mentioned that changes take work.

Trustee Barnes clarified that items will still be listed under the consent agenda and only pulled if board members have questions.

Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega-Yes, Rodriguez-No, Zuniga-Yes.

Motion Passes.

4.C. List of all contracted services, cost, and explanation of each service rendered.

Mrs. Barnes mentioned that this report was brought up because of finding out that the district had a music consultant and needing to know why he was needed.

Mrs. Barnes mentioned that the report helped explain how the district money is being used, and it looks like district needs are being taken care of. Mrs. Barnes also raised question about items on the report such as armored truck services, bus repair services, external auditor and whether those services would be needed next school year.

No Action Taken.

4.D. Discussion and possible action to revise election cycle and move trustee election to May vs November.

Mr. Rodriguez suggested that local elections should be in May and Government (federal/state) should be on November

Trustee Maldonado asked what the benefit is between having elections in May vs. November.

Mr. Rodriguez mentioned that November Elections get bogged down especially on presidential years.

Mrs. Ortega mentioned that in the may election they had about 2,000 people vote vs. November that had closer to 4,000 voters.

Trustee Maldonado motioned to keep elections in November as is. Second by trustee Ortega.

Mr. Martinez mentioned that changing the election cycle could shorten the span of time served by trustees if moved.

Trustee Barnes expressed that moving the election to May silences the community as not as many people vote in May compared to November.

Mr. Blanco mentioned that at this time they cannot move the election to May.

Barnes-Yes, Maldonado-Yes, Martinez-No, Ortega-Yes, Rodriguez-No, Zuniga-No.

Motion Fails.

No Action Taken

4.E. Discussion and possible action to revise election policy and create single member districts, at large or places.

Mr. Rodriguez mentioned that the board should explore the options regarding large or hybrid or places as the district continues to growth.

Mr. Blanco explained that a point to be made would be that the board would need to have a valuation of the population census to see how many districts and places need to be. He also mentioned that areas would have to have similar population density.

Mrs. Maldonado mentioned that CISD population is not large enough to change it from an at large representative model.

Mrs. Barnes raised concerns over changing the model and not having enough people from the community running to fill every seat.

Mr. Blanco mentioned that in that case the board would maintain based on who currently holds the sear or they would have to appoint.

Trustee Maldonado motioned to leave model as is. Second by Mrs. Barnes.

Mrs. Barnes mentioned whether there is any research or more information to reconsider this in the future. It could be delivered to the board via Thursday Packet.

Mr. Martinez mentioned that as the district grows this is something to reconsider.

Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega-Yes, Rodriguez-Yes,
Zuniga-Yes.
Motion Passes

4.F. Budget Update Presentation

Mrs. Pulley presented to the board the current budget situation. Mrs. Pulley mentioned that the district has received superior rating based on district finances. Mrs. Pulley mentioned that as part of the budget adoption process it is for the district to maintain a balanced budget.

It was also mentioned that an increase of \$100 dollars per employee contribution is needed to maintain the healthcare plan. If the board decides not to increase the contribution it will roll the responsibility to the employee.

Mrs. Pulley also explained to the board members what would happen if there were increase on contributions from the state as well as how they would require for the district to administer the money.

Mr. Rodriguez recommended exploring the option of adding an auditor back for the district.

Mrs. Barnes agreed that even though an auditor might be needed a salary report might be needed to make sure it doesn't overburden the district.

5. CONSENT AGENDA-VOTING

5.A. BUSINESS SERVICES

5.A.1. Approval of the Meeting Minutes

5.A.1.a. Approval of the March 25, 2025 Meeting Minutes

Trustee Maldonado requested to pull minutes to note that on item # 7 Elementary Music Redesign she had voted no and it was listed on the minutes as a yes.

Motion to approve minutes with correction mentioned by Mrs. Maldonado and seconded by trustee Barnes.

Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega-Yes, Rodriguez-Yes,
Zuniga-Yes.
Motion Passes

5.A.1.b. Approval of the April 22, 2025, Meeting Minutes

5.A.2. Approval of the Monthly Donations

5.A.2.a. Board Acceptance of the April 2025 Donations Report

5.A.3. Approval of the Budget Amendments

5.A.3.a. Budget Amendments

5.A.4. Approval of the Recommendation to Contract RFQ 2025-11B HVAC Testing, Adjusting and Balancing (TAB) Services for Canutillo ISD 2024 Bond Referendum Projects to Campos Engineering Inc.

5.A.5. Approval of the Recommendation to Contract RFQ 2025-12B Third-Party Construction Inspector Services for Canutillo ISD 2024 Bond Referendum Projects to Atlas Technical Consultants, LLC

5.A.6. Approval of an order by the Board of Trustees of the Canutillo Independent School District authorizing the issuance of “Canutillo Independent School District Unlimited Tax School Building Bonds, Series 2025”; levying a continuing direct annual ad valorem tax for the payment of the Bonds; delegating the authority to certain members of the Board of Trustees and District staff to execute certain documents relating to the sale of the Bonds; and resolving other matters incident and related to the issuance, sale, and delivery of the Bonds.

5.A.7. Approval of a resolution establishing the intention of the Canutillo Independent School District to reimburse itself for the prior lawful expenditure of funds relating to acquiring, constructing, and equipping various District improvements from the proceeds of one or more series of tax-exempt obligations to be issued by the District for authorized purposes; authorizing other matters incident and related thereto; and providing an effective date.

Trustee Maldonado mentioned that she wanted an explanation for the item.

Mr. Rudy Mejia with Nickleayden clarified that this is the second part of the bond series authorizing the sale of the next 100 million to continue with bond expenditures such as purchasing land and payment of contracts.

Trustee Maldonado motion to approve and Trustee Ortega seconded the motion.

Mr. Martinez questioned if the first 100 million was already spent and to the point of needing an additional 100 million.

Mr. Mejia clarified that the bond project is approaching the larger capital outlays, and the district needs those funds to make those purchases. Mr. Mejia also explained that money is being invested while not being used.

Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega-Yes, Rodriguez-Yes, Zuniga-Yes.

Motion Passes

5.B. *CURRICULUM AND INSTRUCTION*

5.B.1. Memorandum of Understanding between CISD and the YWCA El Paso del Norte Region - PreK Early Learning Academy Programming for 2025-2026

Trustee Barnes motioned to approve the consent agenda as is with exception of (5.A.1.a and 5.A.7) Second by Trustee Ortega

Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega-Yes, Rodriguez-Yes, Zuniga-Yes.

Motion Passes

6. EXECUTIVE SESSION **Closed at 7:43 PM**
To Consult with Attorney Under Sections 551.071, 551.072 and 551.074 of the Texas Government Code:

(A certified agenda or recording of a closed meeting is confidential and is not available to the public except by court order. A person who knowingly and without lawful authority makes a certified agenda or recording public commits a Class B misdemeanor. Any exceptions will be communicated in accordance with applicable policies and regulations)

6.A. Discussion regarding options for and the identification of the potential sale of district-owned real property.

6.B. Discussion regarding the selection or appointment of an acting or interim superintendent.

7. NEW BUSINESS (continued); OTHER **Open at 8:43 PM**

7.A. Discussion and possible action to identify options for the potential sale of District owned real property.

No Action Taken

7.B. Discussion and possible action regarding the selection or appointment of an acting or interim superintendent.

Board discussed the process for selecting an interim superintendent. Mr. Blanco stated that the board is looking at June 17th for interviews. PIO will reach out to interested parties and organize and arrange for the times of the interviews.

8. ADJOURNMENT

The meeting was adjourned at **8:45 PM** under unanimous consent.

Meeting Minutes
Regular Board Meeting
Tuesday, May 27, 2025 5:30 PM

Canutillo ISD Administration Office
7965 Artcraft
El Paso, TX 79932

Presented to the Board of Trustees for approval on **August 19, 2025**. The minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which they were discussed.

1. GENERAL FUNCTIONS-OTHER

1.A. Call to Order

Meeting was called to order **at 5:00 PM**

1.B. Roll Call

Trustees Present: Barnes, Maldonado, Martinez, Ortega, Zuniga

Trustees Absent: Borrego

Late: Mr. Rodriguez at 5:01 PM

2. OPEN FORUM-OTHER

Any person wishing to address the Board during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

Each participant will be limited to THREE MINUTES to make comments to the Board.

The Board is NOT permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

For further information on those policies, contact the Superintendent's Administrative Assistant.

No Participants for Open forum

3. BOARD OF TRUSTEE BUSINESS

3.A. Quarterly Update From PROCEDEO

Mr. Ernesto Ortiz presented to the board and superintendent. Mr. Ortiz mentioned that this is the largest bond per capita in El Paso County and that this will be transformative for the Canutillo Community. Mr. Ortiz introduced a timeline with changes from March 2025 to June 2025. Trustees also received a program schedule with forecasted completion dates. Mr. Ortiz mentioned a big part of the upgrades are safety and security geared, and they are already being implemented. Mr. Sergio Martinez expressed concerns over how much money is being invested on the current DDE site.

It was clarified that no bond money is going towards current DDE. However, Regular Maintenance and Operations budget still needs to cover costs as it will be occupied for another 2 or 3 years until the new school is completed.

Mrs. Barnes asked if there is enough space at JDE to create a multi-purpose classroom for that school.

Mrs. Ortega expressed appreciation for the information given and for PROCEDEO remaining accountable.

Mrs. Maldonado asked if all the HVAC was being upgraded at all existing campuses.

Mr. Ortiz clarified that all units will be upgraded as many of them are at the end-of-life cycle.

Mrs. Maldonado also asked if the alternate ceiling tile repairs for the schools were needed and if the maintenance department doesn't take care of those items.

Dr. Rico explained that ceiling tiles at multiple locations are needed due to leaks. He also explained that as roof repairs are part of the bond repairs. Tiles must be changed after repairs are completed.

Mrs. Maldonado asked if CE is getting carpet removal in the classrooms. Mr. Ortiz mentioned that it is an alternate and he is anticipating getting it completed as CE has a healthier bond budget.

Mr. Martinez mentioned that he believes blacktops are a priority as their rough conditions lead to potential injuries. Mr. Martinez also suggested ensuring that projects have at least 3 bids or more to make sure that the district is getting the best possible deals.

3.B. Design Development presentations - AMS and CMS

Aj Sustaita and Chris Esper presented the board with Design Development for Alderete Middle School and Canutillo Middle School. Mr. Esper and Sustaita provided examples of how the schools are being design to "foster community and interaction celebrate culture and innovation and prioritize health and well-being to create a learning environment where everyone feels connected and inspired"

Mrs. Ortega expressed concerns over development challenges. She mentioned that she wants to make sure they are built on solid ground to prevent problems in the future.

Mr. Martinez expressed concerns about having good pricing to ensure we do not go over budget. He also asked if they are considering acoustics on the Atrium area being designed.

Mrs. Barnes asked if site drainage is being considered due to site location.

Mr. Rodriguez expressed that he wishes for the firms to not do any "Value Engineering"

4. EXECUTIVE SESSION Closed at **6:07 PM** To Consult with Attorney Under Sections 551.071 and 551.074 of the Texas Government Code:

(A certified agenda or recording of a closed meeting is confidential and is not available to the public except by court order. A person who knowingly and without lawful authority makes a certified agenda or recording public commits a

Class B misdemeanor. Any exceptions will be communicated in accordance with applicable policies and regulations)

4.A. To conduct interviews of candidates for interim/acting Superintendent, evaluate applications and consider terms, compensation and duties of employment for the position.

5. NEW BUSINESS (continued); OTHER Back into session at 10:20 PM

5.A. Discussion and possible action to select an interim/acting Superintendent including terms, compensation and duties of employment for the position.
Board came out at 10:20 PM and went back into executive session at 10:21 PM
Board came back out from executive session at 10:25 PM

Motion by trustee Maldonado to appoint as Acting Interim Superintendent Dr. Jessica Arellano with the understanding that Mr. Blanco (Legal) and Mr. Rodriguez (Board President) will discuss the terms, compensation and the duties of employment.

Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega-Yes, Rodriguez-Yes, Zuniga
Motion Passes.

6. ADJOURNMENT

The meeting was adjourned at 10:27 PM under unanimous consent.

Presented to the Board of Trustees for approval on August 19, 2025. The minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which they were discussed.

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

CPulley

Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):





FINANCIAL SERVICES
CANUTILLO A Premier District

TO: Board of Trustees
 Dr. Pedro Galaviz, Superintendent

FROM: Cristina Pulley, Executive Director for Financial Services

DATE: Aug 06, 2025

SUBJECT: Budget Amendments for July 2025

Budget Amendments submitted are summarized below for your review and consideration.

Administrative Cost Ratio Formula:

21 Instructional Leadership + 41 General Administration

All Expenses

BC #347441 -This amendment will allocate funds from function (21) Instructional Leadership to (11) Instruction for the renewal Paxton Patterson software for CTE teachers. This budget amendment will have a positive impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.21.6396.00.917.22	Software License/Subscriptions	\$ 7,500	\$ (7,500)	\$ -
199.11.6396.00.917.22	Software License/Subscriptions	\$ 19,510	\$ 7,500	\$ 27,010

Street Address:
 7965 Artcraft Rd.
 El Paso, TX 79932

Mailing Address:
 P.O. Box 100
 Canutillo, TX 79835

P: (915) 877-7516
 F: (915) 877-7524
 canutillo-isd.org

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of 2025-2026 Memorandum of Understanding between Canutillo ISD and ESC Region 19 Texas Student Data Systems (TSDS) Support Cooperative.

Justification Statement: The TSDS Support Cooperative is designed to provide support with the TSDS initiative by the Texas Education Agency. The Texas Student Data System is the statewide system that modernizes and improves the quality of data collection, management and reporting in Texas education. Using the train-the-trainer model, ESC Region 19 will provide training to the LEA's TSDS stewards on all modules necessary in order to support TSDS. The goal of the TSDS Cooperative is to continue to provide in-depth timely information on critical issues, support and training.

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction Human Resources Business Services

Staff Responsible: Oscar Rico
Signature of Requester(s)
Cristina Pulley
Signature of Presenter(s)
Business Services Approval (Initials) 08/06/2025
Date

Agenda Summary:

This cooperative provides:
Support and train-the-trainer sessions to the LEA's TIMS steward;
Support and train-the-trainer sessions to the LEA's Technical steward;
Support and train-the-trainer sessions to assist LEA's with TSDS PEIMS;
Support and train-the-trainer sessions to support the current TSDS Core Collections;
Provide two sessions on the latest updates affecting all TSDS collections;
Provide one half-day session, an introduction to PEIMS, including TEDS, UID, and TREX;
Monitor and review all LEA's data submissions to ensure that TEA due dates are being met;
Provide LEA's PEIMS Coordinators with TSDS PEIMS file comparisons with prior year submissions;
After hours support services, ESC Region 19 TSDS personnel will work collaboratively with the LEA's TSDS stewards to assist with required TSDS submissions, to meet state mandated deadlines. This service provided only on dates files are due to TEA, provided advance notice is received.

RECOMMENDATION: It is recommended that the Board approve for the district to join the ESC Region 19 TSDS Cooperative to receive the services listed.

PRIOR BOARD ACTION: Approved AWARDED: 12/17/24 AWARDED AMOUNT: \$1,250.00

AMOUNT(S): \$1,250.00

ACCOUNT NO(S): 199.53.6239.00.728.99

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Memorandum of Understanding

REQUESTING DEPARTMENT:
Operations/Information Technology

CONSEQUENCES OF NON-APPROVAL:
The district will not receive the level of support to maintain the LEA's steward's knowledge base or the support for current and new collections on TSDS.

IMPLEMENTATION TIMELINE:
Annually: Upon fully executed MOU

ATTACHMENT(S): Texas Student Data Systems (TSDS) Support Cooperative 2025-2026 MOU





**Texas Student Data Systems (TSDS) Support Cooperative
2025-2026 Memorandum of Understanding (MOU)
071907 – Canutillo ISD**

The above listed LEA agrees to participate in the Texas Student Data Systems (TSDS), Support Cooperative with Education Service Center Region 19 (ESC Region 19) during the 2025-2026 school year,

Description:

The TSDS Support Cooperative is designed to provide support with the TSDS initiative by the Texas Education Agency. The Texas Student Data System is the statewide system that modernizes and improves the quality of data collection, management, and reporting in Texas education. Using the train-the-trainer model, ESC Region 19 will provide training to the LEA's TSDS stewards on all modules necessary to support TSDS. The Goal of the TSDS Cooperative is to continue to provide in-depth timely information on critical issues, support, and training with current and new TSDS initiatives for the LEA's TSDS Stewards.

The TSDS Support Cooperative cost,

- **TSDS Support (\$1,250)** - This level of support will maintain the LEA's steward's knowledge base and provide support for all current and any new core collections for TSDS.

TSDS support provided to all ESC Region 19's LEAs free of charge from local ESC funds:

- Provide telephone support and technical assistance to the LEA's TSDS stewards.
- Assist LEAs with their PEIMS data submissions to meet published deadlines.
- Utilize the edit rules in the Data Standards in the review of the data submitted by LEA's.
- Verify that the LEA's submissions contain data for all records required by the collections.
- Ensure that all fatal errors are corrected.
- Accept the LEA's PEIMS submissions by the specified due dates for each collection.
- Include the LEA's Stewards on the appropriate ESC- R19 TSDS Stewards email list-serve.
- Monitor the LEA's UID PET file submissions.
- Provide access to PEIMS-related training materials on the ESC Region 19 PEIMS website.
- Assist the LEA in identifying resources which can be used to answer PEIMS-related questions.

LEA's joining the ESC Region 19 TSDS Cooperative will receive the services listed above at no charge; as well as the additional services and training opportunities listed below.

TSDS Fee Based Services - ESC Region 19 agrees to:

- Provide support and train-the-trainer sessions to the LEA's TSDS TIMS steward.
- Provide support and train-the-trainer sessions to the LEA's Technical steward.
- Provide support and train-the-trainer sessions to assist LEA's with TSDS PEIMS.
- Provide support and train-the-trainer sessions to support current TSDS Core Collections.
- Provide two sessions on the latest updates affecting all TSDS collections.
- Provide monthly zoom meetings to cover the latest updates from TEA regarding TSDS.
- Monitor and review all LEA's data submissions to ensure that TEA due dates are being met.
- Provide LEA's PEIMS Coordinators with TSDS PEIMS file comparisons with prior year submissions.
- After hours support services, ESC Region 19 TSDS personnel will work collaboratively with the LEA's TSDS stewards to assist with required TSDS Submissions, to meet state mandated deadlines. This service provided only on dates files are due to TEA provided advance notice is received.



Each participating LEA agrees to:

- Attend all applicable TSDS sessions to ensure that all materials are received and discussed, if attendance is not possible a copy of the presented material will be made available.
- Provide contact information for all the LEA's TSDS Stewards.
- Meet the ESC's established due dates for all TSDS data submissions to allow sufficient time for ESC Region 19 personnel to review and accept the LEA's data before the TEA deadline.
- This Memorandum of Understanding, its fees or services may be modified or amended if required.

Membership Options

Initial the Selected Option

_____ **Option 1.) TSDS Co-op Member – Membership Fee \$1,250.00**

- Membership covers the cost for 4 LEA attendees per session, after which there will be a charge of \$250.00 per attendee / session
- Unlimited support for TSDS

_____ **Option 2.) Non-Member – Membership Fee \$0.00**

- All TSDS session fees: \$500.00 per attendee / session
- TSDS fee-based support \$100.00 per hour (1/4-hour minimum)
- *(Open / Blanket Purchase Order Required)*

Option Choice: _____ **PO Number:** _____

Signature of Superintendent / Designee **Date**

Name of LEA Contact **Phone Number** **email**

Name of LEA Secondary Contact **Phone Number** **email**

Education Service Center Region 19 Executive Director **Date**

For additional information, contact:

MIS Manager Joel Molina
 Education Service Center Region 19
 6611 Boeing Drive • El Paso, Texas 79925
 Phone 915-780-6594 • Fax: 915-780-6582 • jmolina@esc19.net

Board of Trustees


Executive Summary of Board Agenda Item

Meeting Date: 08/19/2025

Subject/Title for Agenda Posting: Approval of Guaranteed Maximum Price (GMP) for Construction Manager-At-Risk (CMAR) Services for Renovations at Congressman Silvestre & Carolina Reyes Elementary School (RES), RFQ 2025-02B, from Banes General Contractors in the amount of \$1,072,986.29.

Justification Statement: To Authorize the Guaranteed Maximum Price for Renovations at Congressman Silvestre & Carolina Reyes Elementary School.

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction Human Resources Business Services

Staff Responsible: 
Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials) *Date*

Agenda Summary:
On September 10, 2024, the Board of Trustees approved the General Construction Agreement for the Construction Manager-At-Rick Services for the Renovations at Congressman Silvestre & Carolina Reyes Elementary School, RFQ 2025-02B, on condition that administration would present the Guaranteed Maximum Price Amendment for approval at a later date.

RECOMMENDATION: Administration Recommends that the Board approve the Guaranteed Maximum Price Amendment for the Construction Manager-At-Risk Services for the Canutillo ISD 2024 Referendum Projects for the Renovations at Congressman Silvestre & Carolina Reyes Elementary School, RFQ 2025-02B, from Banes General Contractors, in the amount of \$1,072,986.29.

PRIOR BOARD ACTION: Yes AWARDED: 09/10/2024 AWARDED AMOUNT: N/A

AMOUNT(S): \$1,072,986.29.
ACCOUNT NO(S): 694.81.6629.09.106.99

REQUESTING DEPARTMENT:
Operations

CONSEQUENCES OF NON-APPROVAL:
Non-approval will impact on the timeline of the project, delay material delivery and potentially escalating pricing.

IMPLEMENTATION TIMELINE:
Upon Board Approval

ATTACHMENT(S): ✓
GMP Presentation
GMP Amendment

106-001 Reyes ES

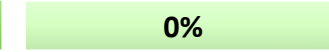
7440 Northern Pass Dr, El Paso, TX 79911

Project Type	Renovation
Architect	GA Architecture
Contractor (CMAR)	Banes General Contractors
Total Project Size	80,000 SF
Tentative Construction Start	July 2025
Tentative Substantial Completion	Early 2026

Design



Construction



Overall Paid to Date



Design NTP
October 22, 2024

Pre-Con NTP
October 23, 2024

GMP
Ten 08/19/25

Construction NTP
Ten 08/19/25

Project Budget

Total Project Budget		\$ 2,022,131
Construction Budget		\$ 1,072,987
Guaranteed Maximum Price		\$ 1,072,987
Requested Alternates		
1	Artificial Turf	\$ 210,385
2	Walking Surface	\$ 75,738
3	Metal Shade Structure	\$ 215,199
4	Walking Trail	\$ 305,358

*Base Scope without alternates

General Scope

- Safety & Security Upgrades
- MEP Backup Chiller & Cooling Tower
- Upgrade Network Switches & Cabling, Security Cameras
- New Instructional Technology
- Wireless Upgrades

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 08/19/2025

Subject/Title for Agenda Posting: Approval of Guaranteed Maximum Price (GMP) for Construction Manager-At-Risk (CMAR) Services for Renovations at Canutillo Elementary School (CES), RFQ 2025-02B, from Banes General Contractors in the amount of \$6,508,467.46

Justification Statement: To Authorize the Guaranteed Maximum Price for Renovations at Canutillo Elementary School.

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction Human Resources Business Services

Staff Responsible:


Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary:

On September 10, 2024, the Board of Trustees approved the General Construction Agreement for the Construction Manager-At-Risk Services for the Renovations at Canutillo Elementary School, RFQ 2025-02B, on condition that administration would present the Guaranteed Maximum Price Amendment for approval at a later date.

RECOMMENDATION: Administration Recommends that the Board approve the Guaranteed Maximum Price Amendment for the Construction Manager-At-Risk Services for the Canutillo ISD 2024 Referendum Projects for the Renovations at Canutillo Elementary School, RFQ 2025-02B, from Banes General Contractors, in the amount of \$6,508,467.46.

PRIOR BOARD ACTION: Yes AWARDED: 09/10/2024 AWARDED AMOUNT: N/A

AMOUNT(S): \$6,508,467.46

ACCOUNT NO(S): 694.81.6629.09.101.99

REQUESTING DEPARTMENT:

Operations

CONSEQUENCES OF NON-APPROVAL:

Non-approval will impact on the timeline of the project, delay material delivery and potentially escalating pricing.

IMPLEMENTATION TIMELINE:

Upon Board Approval

ATTACHMENT(S): ✓

GMP Presentation
GMP Amendment



101-001 Canutillo ES

651 Canutillo Ave, Canutillo, TX 79835

Project Type	Renovation
Architect	GA Architecture
Contractor (CMAR)	Banes General Contractors
Total Project Size	80,000 SF
Tentative Construction Start	July 2025
Tentative Substantial Completion	Early 2026

Design



Construction



Overall Paid to Date



Design NTP
October 22, 2024

Pre-Con NTP
October 23, 2024

GMP
Ten 08/19/25

Construction NTP
Ten 08/20/25

Project Budget

Total Project Budget		\$ 9,508,562
Construction Budget		\$ 6,606,468
Guaranteed Maximum Price		\$ 6,508,467
Requested Alternates		
1	Replace Carpet with LVT	\$ 584,897
2	Replace Classroom Ceiling Tiles	\$ 449,461
3	Replace Public Ceiling Tiles	\$ 216,939
4	Restroom Upgrades	\$ 385,980
5	Interior Improvements	\$ 282,993
6	Blacktop Repair	\$ 340,233
7	Exterior Paint	\$ 120,285

*Base Scope with Accepted Alternates

*Remaining funds to be moved to Program Contingency

General Scope

- Safety & Security Upgrades - Vestibule, Fire Alarm/PA/Emergency Notification Systems, Security Cameras & Access Control
- Network Infrastructure & Wireless Access Points
- Replace HVAC Units
- New Roofing & Repairs to Parapets

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 08/19/2025

Subject/Title for Agenda Posting: Approval of Guaranteed Maximum Price (GMP) for Construction Manager-At-Risk (CMAR) Services for Renovations at Canutillo High School (CHS), RFQ 2025-02B, from AO General Contractors in the amount of \$11,776,698.80

Justification Statement: To Authorize the Guaranteed Maximum Price for Renovations at Canutillo High School.

Purpose of Agenda Item: Information Discussion Action
 Item Type: Curriculum & Instruction Human Resources Business Services

Staff Responsible: _____
Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials) *Date*

Agenda Summary:

On September 10, 2024, the Board of Trustees approved the General Construction Agreement for the Construction Manager-At-Risk Services for the Renovations at Canutillo High School, RFQ 2025-02B, on condition that administration would present the Guaranteed Maximum Price Amendment for approval at a later date.

RECOMMENDATION: Administration Recommends that the Board approve the Guaranteed Maximum Price Amendment for the Construction Manager-At-Risk Services for the Canutillo ISD 2024 Referendum Projects for the Renovations at Canutillo High School, RFQ 2025-02B, from AO General Contractors, in the amount of \$11,776,698.80

PRIOR BOARD ACTION: Yes AWARDED: 09/10/2024 AWARDED AMOUNT: N/A

AMOUNT(S): \$11,776,698.80

ACCOUNT NO(S): 694.81.6629.09.001.99

REQUESTING DEPARTMENT:

Operations

CONSEQUENCES OF NON-APPROVAL:

Non-approval will impact on the timeline of the project, delay material delivery and potentially escalating pricing.

IMPLEMENTATION TIMELINE:

Upon Board Approval

ATTACHMENT(S): ✓

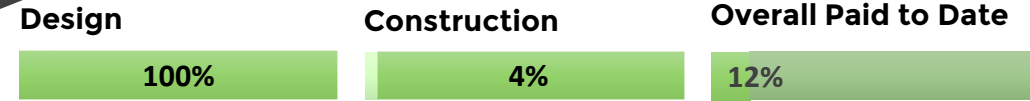
- GMP Presentation
- GMP Amendment



001-001 Canutillo HS

6675 S Desert Blvd, El Paso, TX 79932

Project Type	Renovation
Architect	GA Architecture
Contractor (CMAR)	AO General Contractors
Total Project Size	80,000 SF
Tentative Construction Start	August 2025
Tentative Substantial Completion	Summer 2026



General Scope

- Safety & Security - Vestibule, PA/Fire Alarm/Security Cameras/Access Control System Upgrades
- Roofing Repairs, Metal Roof & Canopies
- New Cooling Towers, Boilers, Heat Pumps, Replace Geothermal/Evaporative Cooling System
- CTE Upgrades
- New Wireless Access Points
- New Softball/Baseball Playfields Lighting

▶ Project Budget

Total Project Budget		\$ 16,366,226
Construction Budget		\$ 11,776,785
Guaranteed Maximum Price		\$ 11,776,699
Requested Alternates		
1	1A Tennis Courts	\$ 959,051
2	1B Fine Arts Striping	\$ 24,527
3	Plaza Exterior Lighting	\$ 98,045
4	Replace Storefront Gaskets	\$ 10,284
5	Reseal Exterior Masonry	\$ 720,286
6	Classroom Ceiling Tiles	\$ 1,166,663
7	Public Ceiling Tiles	\$ 876,855
8	Classroom Technology	\$ 399,332
44		

*Base Scope with Accepted Alternates

*Remaining funds to be moved to Program Contingency

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 8/19/2025

Subject/Title for Agenda Posting: Approval of Guaranteed Maximum Price #1 (GMP) for Construction Manager-At-Risk (CMAR) Services for Asbestos Abatement and Demolition at the new Canutillo Middle School (CMS) RFQ 2025-02B, from Banes General Contractors in the amount of \$675,129.57.

Justification Statement: To Authorize the Guaranteed Maximum Price #1 for Asbestos Abatement and Demolition at the new Canutillo Middle School.

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction Human Resources Business Services

Staff Responsible: _____


Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary:

On September 10, 2024, the Board of Trustees approved the General Construction Agreement for the Construction Manager-At-Risk Services for the Renovations at the new Canutillo Middle School, RFQ 2025-02B, on condition that administration would present the Guaranteed Maximum Price Amendment for approval at a later date.

The asbestos abatement and demolition at the new Canutillo Middle School site will be performed in accordance with all applicable federal, state, and local regulations, including Texas Department of State Health Services (DSHS) requirements. The work will be completed by a licensed asbestos abatement contractor and overseen by a licensed asbestos consultant.

The work areas will be isolated using critical barriers, negative air pressure systems, and appropriate signage to ensure containment and prevent fiber migration. Only authorized, properly trained, and equipped personnel will be allowed to enter the abatement zones.

Independent third-party air monitoring will be conducted to measure airborne fiber concentrations both inside and outside the containment areas, ensuring compliance with OSHA permissible exposure limits and project clearance criteria. Materials containing asbestos will be removed, handled, and packaged in leak-tight containers for transport. All asbestos waste will be disposed of at a licensed landfill in accordance with Texas Commission on Environmental Quality (TCEQ) regulations.

Following completion of removal, a thorough visual inspection will be performed, and final clearance air sampling will confirm that airborne fiber levels are below the acceptable threshold. Once clearance is achieved, containment will be dismantled, and the area will be released back for general construction activities to include the demolition of all existing structures.

RECOMMENDATION: Administration Recommends that the Board approve the Guaranteed Maximum Price #1 Amendment for the Construction Manager-At-Risk Services for the Canutillo ISD 2024 Referendum Projects for the Asbestos Abatement and Demolition at the new Canutillo Middle School, RFQ 2025-02B, from Banes General Contractors, in the amount of \$675,129.57

PRIOR BOARD ACTION: Yes AWARDED: 09/10/2024 AWARDED AMOUNT: N/A

AMOUNT(S): \$675,129.57

45

ACCOUNT NO(S): 694.81.6629.09.041.99

REQUESTING DEPARTMENT:

Operations

CONSEQUENCES OF NON-APPROVAL:

- Non-approval will impact on the timeline of the project, delay material delivery and potentially escalating pricing.

IMPLEMENTATION TIMELINE:

Upon Board Approval

ATTACHMENT(S): ✓

Amendment GMP #1

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Memorandum of Understanding: Texas Reading Academies ESC Implementation

Justification Statement: All K-3 teachers, including special education teachers and principals are required to attend the Texas Reading Academies as mandated under HB3. This agreement allows us to train faculty with ESC Region 19 to meet this requirement.

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction HumanResources Business Services

Staff Responsible: Jesica Arellano, Executive Director of Curriculum and Instruction

Signature of Requester(s)

Signature of Presenter(s)

Cristina Pulley

08/06/2025

Business Services Approval (Initials)

Date

Agenda Summary:

Curriculum and Instruction is presenting a Memorandum of Understanding between Canutillo ISD and ESC Region 19 for Board of Trustees approval. This MOU supports our ability to fulfill our requirements under HB3 to ensure all K-3 teachers and principals have completed the Texas Reading Academies. This training supports our ability to deliver high-quality, research-based literacy instruction for early elementary students.

RECOMMENDATION: Recommendation that the Board of Trustees authorize the district to engage in a Memorandum of Understanding for Texas Data Systems Support Cooperative provided through ESC Region 19, which will support HB3 requirements.

PRIOR BOARD ACTION: NA AWARDED: NA AWARDED AMOUNT: NA

AMOUNT(S): \$18,000.00

ACCOUNT NO(S): 199.13.6239.00.916.36

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
MOU

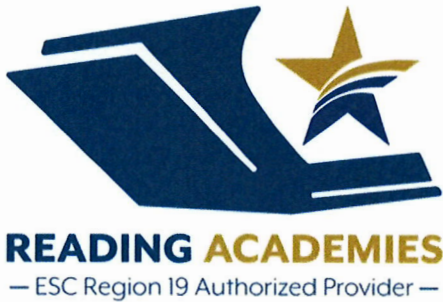
REQUESTING DEPARTMENT:
Curriculum and Instruction

CONSEQUENCES OF NON-APPROVAL:
Canutillo ISD will not have a partnership with an approved Texas Reading Academies provider and will be unable to meet requirements under HB3.

IMPLEMENTATION TIMELINE:
August 1, 2025 - August 31, 2026

ATTACHMENT(S): 1) Memorandum of Understanding ESC R19





MEMORANDUM OF UNDERSTANDING Texas Reading Academies ESC Implementation

RECITALS

THIS INTERLOCAL AGREEMENT (hereinafter referred to as “Agreement”) is made and entered into by and between the Canutillo ISD (hereinafter referred to as “The District”) and Education Service Center Region 19, (hereinafter referred to as “ESC 19”),

WHEREAS, the Texas Government Code, Chapter 791, the “Interlocal Cooperation Act,” authorizes local government entities to enter interlocal contracts for governmental purposes;

WHEREAS, to accomplish the outcome, all K-3 teachers, including special education teachers, and principals are required to attend the HB 3 Reading Academies. TEA has published guidance in the form of letters to school districts and FAQ guidance to Education Service Centers; and

WHEREAS the most recent guidance to Education Service Center regarding their provision of Reading Academies to school districts and is incorporated for all purposes into this MOU as if reproduced in its entirety; and

WHEREAS TEA states that school districts have the following options relating to ensuring their teachers obtain Reading Academies training:

1. **Use an Authorized Provider** for Comprehensive Pathway-Required for ELAR, Biliteracy and STR cohorts
 - The District pays \$3,000 per participant for Comprehensive pathway.

WHEREAS ESC 19, as an Authorized Provider, desires to comply with the guidance set forth by TEA by entering this MOU with school districts to provide the default implementation model for Reading Academies through the in-person comprehensive model. The majority of the Reading Academies pathways (ELAR, Biliteracy, and STR) will be delivered through the comprehensive model, while only the Administrator pathway, Deaf and Hard of Hearing

pathway, and Extenuating Circumstance course will be delivered through the blended model.

NOW, THEREFORE, in consideration of the mutual promises and subject to the terms and conditions set forth herein, the Parties hereto agree as follows:

I. Designation by District of Reading Academies Services to be Provided by ESC 19:

The District opts for ESC 19 to provide Reading Academies training to the District as follows:

Districts may enroll educators in the following launch months for SY 2025-26: July 2025, August 2025, September 2025, January 2026, or June 2026.

Responsibilities of the Parties.

For ESC 19:

- 1) Inform LEAs about each pathway available for Texas Reading Academies. Options are: ELAR, Biliteracy, STR ELAR, STR Biliteracy, Demonstrated Proficiency, Deaf and Hard of Hearing pathway, and Administrator.
- 2) Prior to enrolling a teacher in Reading Academies, the district determines which pathway aligns most closely with the teachers' role and district needs. Each pathway provides specialized content divided into 12 modules aligned to the science of teaching reading (STR).
- 3) Assist LEAs in determining the appropriate model and pathway in which to enroll each participant. Blended pathway is available only to administrators starting school year 2023-2024. ESC 19 will not lead the administrative pathway. The Administrator Pathway is only available through ESC Region 16 and must be registered using the Region 16 Pre-registration form found in the AP Hub. ESC 19 will assist in coordinating registration with Region 16. Administrators may take either the Blended Admin Pathway or the Comprehensive ELAR or Biliteracy Pathways alongside their teachers. T-TESS connections and artifacts specific to the administrator perspective are found in the Blended Admin Pathway.
- 4) Ensure all Cohort Leaders have met the screening requirements determined by TEA.
- 5) Ensure that Cohort Leaders attend Cohort Leader Training prior to leading a cohort for the associated implementation year and follow the responsibilities:
 - Lead in-person learning sessions of the module content
 - Create a literacy community of educators
 - Provide individualized scaffolded support to ensure educator understanding of evidence-based literacy instruction
 - Support participants as they engage in hands-on activities and group discussions during the in-person sessions
 - Share approved resources with participants through the Canvas LMS
 - Coach and support participants for successful completion (80% mastery) of all Checks for Understanding
 - Provide feedback and coaching for the artifacts and grade artifact resubmissions (80% mastery)

- Conduct classroom observations and four one-on-one coaching feedback sessions with each participant. While classroom observations must be completed in-person, coaching feedback sessions may be held virtually
 - Provide additional support to participants as needed through office hours
 - Ensure fidelity of Texas Reading Academies content delivery and program requirements
- 6) Ensure that each cohort is assigned an appropriate cohort leader for the designated pathway (ELAR, Biliteracy, STR ELAR, STR Biliteracy)
 - 7) Ensure that Cohort Leader & Support Cohort Leader Roles and Responsibilities are clearly communicated to LEAs. A Support Cohort Leader may assist with coaching, feedback, and make-up sessions, and may support no more than 60 participants across cohorts. They do not receive a HB 3 Reading Academies Certificate.
 - 8) Work with districts to ensure all academy participants have adequate support to complete the Texas Reading Academy course, including attendance at all scheduled sessions. ESC 19 will provide one in-person make-up session for each missed day of comprehensive learning. Sessions may be split over multiple days as needed.
 - 9) Communicate Reading Academy expectations to participants.
 - 10) Ensure Cohort Leaders review the plagiarism clause with participants at the beginning of each module.
 - 11) Work with Cohort Leaders to address artifact academic dishonesty. Note: Virtual synchronous delivery of comprehensive sessions is not permitted without an approved Exceptions Request submitted to TEA at least three weeks prior to the scheduled session.
 - 12) Inform participants that the use of Chat GPT or other AI text generators for discussions, assignments, and artifacts is strictly forbidden. As AI-generated text is not the work of the submitter, the submission of AI-generated text will be considered plagiarism and subject to the rules governing plagiarism in the Reading Academies.
 - 13) Authorized Provider will be the first point of contact and, together with the cohort leader, verify that the artifact submission(s) demonstrate irregularities that indicate possible plagiarism. Plagiarism will not be tolerated, and such incidents will be resolved with TEA guidance.
 - 14) All Reading Academies participants are held to a high standard of professionalism, and plagiarism and/or sharing of answers within or outside of the cohort will not be tolerated. All participants suspected of plagiarism or sharing content will be warned and required to resubmit their work. On the second offense, they may be removed from the cohort in which they are participating and may be required to take the Reading Academies over again in their entirety.
 - 15) Authorized Providers are responsible for ensuring that Cohort Leaders communicate placeholders are NOT allowed for artifact submissions; any placeholders will be scored with a "0".
 - 16) Monitor and support district in ensuring the quality of Reading Academy implementation.
 - 17) Inform districts about the formative and summative metrics for 2025-2026
 - Summative Metric Reviewed at the end of each term: 95% of participants complete the course (earn a certificate)
 - Summative Metric: 90% of participants will pass human-graded artifacts on the first graded attempt
 - At least 85% of participants Agree/Strongly Agree with the statement "My Cohort

Leader is an effective facilitator of the module content.”

- At least 80% of participants Agree/Strongly Agree that the support provided by their Cohort Leader through observations and coaching sessions has helped them understand how to teach using STR strategies.
- In TRA 2025-2026, at least 97% of Cohort Leaders Agree/Strongly Agree with the statement: “My AP supports me to fulfill my role and responsibilities as Cohort Leader”
- Authorized Provider/Facilitator will hold monthly Communities of Practice (CoP) meetings with cohort leaders (virtual and in person).

For the District:

- 18) Determine the appropriate model in which to enroll each participant. (ELAR, Biliteracy, ELAR STR, Biliteracy STR). STR participants must provide proof of eligibility for the STR pathway.
- 19) Provide support to reading academy participants to complete the Texas Reading Academy course and will keep district campus leaders informed of learner progress and attendance to ensure participants attend and successfully complete all scheduled sessions.
- 20) Assist in ensuring that artifacts are submitted by the deadline indicated on the Important Dates document. Districts may request support from ESC 19 in registering eligible educators for the Demonstrated Proficiency Option (DPO), which includes a screener and three artifacts and costs \$350 per participant.
- 21) Work with Cohort Leaders to address academic dishonesty. The use of Chat GPT or other AI text generators for discussions, assignments, and artifacts is strictly forbidden. As AI-generated text is not the work of the submitter, the submission of AI-generated text will be considered plagiarism and subject to the rules governing plagiarism in the Reading Academies.
- 22) Acknowledge that the district will be held responsible for all Reading Academy Metrics as assigned by TEA.
- 23) Assign one or more individuals to support the coordination and implementation of Reading Academies.
- 24) Review and communicate the 2025 – 2026 Reading Academy calendar to district and campus leaders to support and facilitate campus planning of substitute coverage for teachers attending the 10 face-to-face regular pathway sessions and the 7-day schedule for STR pathway sessions. This communication will further support attendance and completion of Texas Reading Academy for all learners.
- 25) Ensure participants are willing and able to complete the entirety of the Reading Academies content within the course time, unless one of the following exceptions arises: Resignation, Retirement, Termination, Reassignment outside of K-3, FMLA, or another extreme circumstance deemed appropriate by TEA and/or ESC Should any of the above exceptions occur, inform Authorized provider in a timely manner.

II. TERM OF AGREEMENT

This Agreement shall be effective on August 1, 2025, and terminate, except as provided herein, on August 15, 2026, unless sooner terminated upon 30 days prior written notice

by either party or upon completion of all training by ESC 19 of the District's personnel (the "Term"). Upon termination hereof, each party agrees to cooperate with the other to fulfill any action required by TEA in its regulation of Reading Academies. No monies will be refunded unless Agreement is terminated within 30 days of initial signing date.

III. FEES

Pay the TEA set fee to ESC 19 as an Authorized Provider of \$3,000 per participant

The District requests 6 participants

The total fee for the district is \$18,000

IV. ADDITIONAL TERMS AND CONDITIONS

1. **Assignments.** Neither Party may assign this Agreement without the prior written consent of the other party.
2. **Entire Agreement.** This Agreement contains all the agreement between the Parties with respect to the matters contained herein, and no prior agreement or understanding pertaining to any such matters shall be effective for any purpose.
3. **Independent Contractor Status.** Each party and its people are independent contractors in relation to the other party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the parties.
4. **Third Party Beneficiaries.** Nothing in this Agreement creates or will be deemed to be third party beneficiaries of or under this Agreement.
5. **Governing Law.** This Agreement shall be governed, construed, and enforced according to the laws of the State of Texas, without giving effect to principles of conflicts of laws, and the Parties agree to resolve any dispute in the state and federal courts having jurisdiction in El Paso County, Texas.
6. **Sovereign Immunity.** Nothing in this Agreement shall be deemed to waive the sovereign immunity of ESC 19, of the staff and employees of ESC 19, or of the District.
7. **Dispute Resolution.** The Executive Director of ESC 19 or his/her designee and the authorized agent of the District shall resolve disputes that develop under this Agreement.
8. **Amendments.** This Agreement may not be amended, modified or changed, nor shall any waiver of any provision hereof be effective, except by an instrument in writing and signed by each of the Parties.

IN WITNESS WHEREOF, for adequate consideration and intending to be legally bound, the Parties hereto have caused this AGREEMENT to be executed by their duly authorized representatives.

The individuals signing below are authorized to do so by the respective Parties to this Agreement.

FOR AND ON BEHALF OF THE DISTRICT FOR AND ON BEHALF OF ESC 19

By: _____
Superintendent Signature

Title

Date

District Contact Person

Title of Contact

Street Address

City, State

Zip

Contact's Telephone Number

By: 
Authorized Signature

Executive Director

Title

6/23/2025

Date

Anabel M. Tanabe

ESC 19 Contact Person

Assistant Director, AISS

Title of Contact

6611 Boeing Dr

Street Address

El Paso, TX

City, State

79925

Zip

915-780-5069

Contact's Telephone Number



OFFICE OF THE ASSOCIATE SUPERINTENDENT

#BestSmallDistrictinTexas

MEMORANDUM

TO: BOARD OF TRUSTEES AND INTERIM SUPERINTENDENT DR. ARELLANO
FROM: DR. DEBRA Y. KERNEY, ASSOCIATE SUPERINTENDENT
SUBJECT: FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS
DATE: July 24, 2025

Canutillo ISD has received a facilities request form from the Child Evangelism Fellowship of West Texas-Rio Grande Chapter requesting use of a room at Canutillo Elementary for after school Good News Club, grades 1-5. As stated in GKD (Regulation) *Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group's self-interest shall be approved by the Board.*

Street Address:
7965 Aircraft Rd.
El Paso, TX 79932

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7481
F: (915) 877-7522
canutillo-isd.org



Texas Education Agency A-Rated Three Years in a Row.

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division (915) 877-7423 | 7965 Aircraft Dr. | El Paso, TX 79932



CANUTILLO INDEPENDENT SCHOOL DISTRICT FACILITIES REQUEST FORM

Name: Sheryl Maxson, PhD
 Address: 533 La Cartera Dr 79912 Email: smaxson@elp,pp.com
 Telephone #: 915-549-2794 Date of Application: 7-26-25
 Organization (include specific sport if applicable): Child Evangelism Fellowship, Rio Grande Chapter
 Address: PO Box 4234, El Paso, Tx 79914-4234

Please indicate what you are requesting:
 Date(s): 9/9/25 - 5/5/28 ^{12/19/25 or 1/20/25} Times: From 3:15 PM To 4:45: PM
 Type of facility requested: meeting room ^{meeting area in 703/25} Preferred Locations/Campuses: Canutillo Elem
 Purpose for use of facilities: Good News Club

Number of Participants: 20 Percentage of Participants CISD students/taxpayers (required): 100%
(Programs with higher CISD participation receive full priority scheduling until 21 calendar days prior to initial event. Other groups may be canceled/rescheduled in fulfillment of requirement prior to the 21-day deadline. Further, CISD retains the right to cancel any group at any time per Superintendent and/or Board action regarding this CISD participation priority guideline.)

Food be sold: Yes ___ No Entry Fee for this event: Yes ___ No

If selling food during the event, a City of El Paso Public Food Establishment Permit must be provided to the associate superintendent's office five (5) business days prior to the event.

 I have read the Rules/Regulations for use of Canutillo ISD building facilities and I will abide by these rules/regulations. I assume responsibility for the proper care of these facilities.

Sheryl E. Maxson, PhD Title Vice Chair Date 7-26-25
 Applicant signature Title Date

Approved by Principal or Designee <u>[Signature]</u>	Title <u>Principal</u>	Date <u>7-22-25</u>
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Custodial Services ___ Y ___ N Utilities ___ Y ___ N Security ___ Y ___ N

Approval Signature/Title if Custodial Services etc Waived:

Facilities & Trans. Division – Campus/Facility Lead Custodian Signature	Date
---	------

Resources/Compliance Supervisor Signature	Date
---	------

CFO Approval Signature <u>[Signature]</u>	Date <u>7/23/25</u>
--	------------------------

Comments: Dates and location are adjusted due to bond renovation projects scheduled at CES.



OFFICE OF THE ASSOCIATE SUPERINTENDENT

#BestSmallDistrictinTexas

MEMORANDUM

TO: BOARD OF TRUSTEES AND INTERIM SUPERINTENDENT DR. ARELLANO
FROM: DR. DEBRA Y. KERNEY, ASSOCIATE SUPERINTENDENT
SUBJECT: FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS
DATE: July 24, 2025

Canutillo ISD has received a facilities request form from the Child Evangelism Fellowship of West Texas-Rio Grande Chapter requesting use of a room at Bill Childress Elementary for after school Good News Club, grades 1-5. As stated in GKD (Regulation) *Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group's self-interest shall be approved by the Board.*

Street Address:
7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7481
F: (915) 877-7522
canutillo-isd.org



Texas Education Agency A-Rated Three Years in a Row.

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division:
(915) 877-7423 | 7965 Artcraft Dr. | El Paso, TX 79932



CANUTILLO INDEPENDENT SCHOOL DISTRICT FACILITIES REQUEST FORM

Name: Sheryl Maxsom, PhD
 Address: 533 La Cantera Dr. 79912 Email: smaxsom@elp.isd.net
 Telephone #: 915-549-2794 Date of Application: 7-16-15
 Organization (include specific sport if applicable): Child Evangelism Fellowship Rio Grande Chapter
 Address: PO Box 4234, El Paso, Tx 79914-4234

Please indicate what you are requesting:

Date(s): 9/4/25 - 5/7/26 ^{12/11/25} ^{7/11/25} Times: From 3:15 PM To 4:45 PM
 Type of facility requested: Meeting Room ^{Classroom} Preferred Locations/Campuses: Bill Childress Elem
 Purpose for use of facilities: Good News Club

Number of Participants: 20 Percentage of Participants CISD students/taxpayers (required): 100%

(Programs with higher CISD participation receive full priority scheduling until 21 calendar days prior to initial event. Other groups may be canceled/rescheduled in fulfillment of requirement prior to the 21-day deadline. Further, CISD retains the right to cancel any group at any time per Superintendent and/or Board action regarding this CISD participation priority guideline.)

Food be sold: Yes ___ No Entry Fee for this event: Yes ___ No

If selling food during the event, a City of El Paso Public Food Establishment Permit must be provided to the associate superintendent's office five (5) business days prior to the event.

I have read the Rules/Regulations for use of Canutillo ISD building facilities and I will abide by these rules/regulations. I assume responsibility for the proper care of these facilities.

Sheryl Maxsom, PhD Title Vice Chair Date 7-16-25
 Applicant Signature Title Date

Approved by Principal or Designee <u>[Signature]</u>	Title <u>Principal</u>	Date <u>7/22/25</u>
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Custodial Services ___Y___N Utilities ___Y___N Security ___Y___N

Approval Signature/Title if Custodial Services etc Waived:

Facilities & Trans. Division – Campus/Facility Lead Custodian Signature	Date
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Resources/Compliance Supervisor Signature	Date
---	------

CFO Approval Signature <u>[Signature]</u>	Date <u>7/23/25</u>
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Comments: Proposed changes in blue were requested via email by Ms. Varcela due to bond renovation projects scheduled at BCE.



OFFICE OF THE ASSOCIATE SUPERINTENDENT

#BestSmallDistrictinTexas

MEMORANDUM

TO: BOARD OF TRUSTEES AND INTERIM SUPERINTENDENT DR. ARELLANO
FROM: DR. DEBRA Y. KERNEY, ASSOCIATE SUPERINTENDENT
SUBJECT: FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS
DATE: July 24, 2025

Canutillo ISD has received a facilities request form from the Child Evangelism Fellowship of West Texas-Rio Grande Chapter requesting use of a room at Garcia Elementary School for after school Good News Club, grades 1-5. As stated in GKD (Regulation) *Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group's self-interest shall be approved by the Board.*

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P.O. Box 100
Canutillo, TX 79835



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CANUTILLO INDEPENDENT SCHOOL DISTRICT FACILITIES REQUEST FORM

Name: Sheryl Maxsom, PhD
 Address: 533 La Canterera Dr Email: smaxsom@elp.isd.net
 Telephone #: 915-549-2794 Date of Application: 7-14-25
 Organization (include specific sport if applicable): Child Evangelism Fellowship of West Texas, Inc
 Address: PO Box 4234, El Paso, TX 79914-4234

Please indicate what you are requesting:

Date(s): 9/4/25 - 4/30/26 Times: From 3:15 pm To 4:45 pm Thursday's
 Type of facility requested: meeting room Preferred Locations/Campuses: Garcia Elem
 Purpose for use of facilities: Good News Club

Number of Participants: 20 Percentage of Participants CISD students/taxpayers (required): 100%

(Programs with higher CISD participation receive full priority scheduling until 21 calendar days prior to initial event. Other groups may be canceled/rescheduled in fulfillment of requirement prior to the 21-day deadline. Further, CISD retains the right to cancel any group at any time per Superintendent and/or Board action regarding this CISD participation priority guideline.)

Food be sold: Yes ___ No X Entry Fee for this event: Yes ___ No X

If selling food during the event, a City of El Paso Public Food Establishment Permit must be provided to the associate superintendent's office five (5) business days prior to the event.

I have read the Rules/Regulations for use of Canutillo ISD building facilities and I will abide by these rules/regulations. I assume responsibility for the proper care of these facilities.

Sheryl C. Maxsom, Ph.D. Title Vice-Chair Date 7/14/25
 Applicant signature Title Date

Approved by Principal or Designee <u>[Signature]</u>	Title <u>Principal</u>	Date <u>7/15/25</u>
---	---------------------------	------------------------

Custodial Services ___Y___N Utilities ___Y___N Security ___Y___N

Approval Signature/Title if Custodial Services etc Waived:

Facilities & Trans. Division – Campus/Facility Lead Custodian Signature	Date
---	------

Resources/Compliance Supervisor Signature	Date
---	------

CFO Approval Signature <u>[Signature]</u>	Date <u>7/22/25</u>
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Comments:

* May make changes based on bond projects *



STUDENT SUPPORT SERVICES

CANUTILLO A Premier District

Executive Summary

To: Board of Trustees and Interim Superintendent Dr. Arellano

From: Dr. Monica Reyes, Executive Director of Student Support Services

Date: July 25, 2025

Re: Approval of the Optional Flexible School Day Program (OFSDP) Application for the 2025-2026 school year.

The following is the Optional Flexible School Day Program (OFSDP) Application for the 2025-2026 school year.

Agenda Summary:

The Opportunity Academy (TOA) opened eleven years ago during the 2014-2015 school year. From its inception, TOA has given Canutillo High School students the opportunity to stay in the Canutillo District and continue their education through a non-traditional setting. TOA also gives student leavers an opportunity to return and complete their high school credits to graduate from Canutillo High School.

Benefits:

We have helped students earn over 725 credit recovery courses during the past four school years with 19 students completing the program and receiving their high school diploma this past school year. Our goal continues to extend an invitation for more students to complete their graduation requirements at The Opportunity Academy.

Street Address:
7000 Fifth St
Canutillo, TX 79835

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7650
F: (915) 877-7645
canutillo.isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, marital status, genetic information, or any other status prohibited by law in its employment practices or in providing educational services, activities and programs, including extracurricular activities. For more information, contact the Board of Trustees at 79835.

For additional information regarding the 2025-2026 Optional Flexible School Day Program, please contact the Human Resources Director at (915) 877-7645 or (915) 877-7645. This is a TX 79835.

Texas Education Agency



APPLICATION

Updated May 2025

Optional Flexible School Day Program (OFSDP)

2025-2026

School Year

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

Definition of Program Provisions

Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the [TEC, §29.0822](#), if the student is:

- at risk of dropping out of school, as defined by the [TEC, §29.081](#),
- attending a campus implementing an approved innovative campus plan,
- attending a TEA-designated ECHS as defined by the [TEC, §29.908](#), P-TECH, or ICIA,
- attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#), or
- not meeting attendance requirements under the [TEC, §25.092](#), resulting in denied credit for one or more classes in which the student has been enrolled.

AND

There must be an agreement in writing to the student's participation:

- by the student, if the student is over 18 years of age; or
- by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. The board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP (see Appendix Two). Please note that, pursuant to [TAC 129.1027](#), a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026-2027 school year.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in average daily attendance (ADA) for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. **Students enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.**

Assessment

The student must take the required state assessments specified under the [TEC, §39.023](#), during the regularly scheduled assessment calendar.

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the [TEC, §29.0822](#), may participate in a competition or other activity sanctioned or conducted under the authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Provisions of Agreement

Article I – Parties to Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the "TEA," and

CANUTILLO INDEPENDENT SCHOOL DISTRICT
(Legal Name of School District or Open-Enrollment Charter School)

located at

7965 Artcraft, El Paso, TX. 79932
(Physical Address)

hereinafter referred to as "district."

Article II – Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix Five**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Article III – Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Article IV – Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

Article V – General and Special Provisions to the Agreement

Each provision marked with an "X" below is hereby attached and incorporated by reference as part of this document:

- Appendix One, Assurances
- Appendix Two, Board Approval
- Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
- Appendix Four, District Contacts
- Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach Excel File)

Article VI – Application Process

- For questions or assistance regarding this application, email opflex@tea.texas.gov or call 512-463-8916.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) on Appendix Five should be at least thirty (30) days after the application is submitted.
- Email the complete application and attachments to: opflex@tea.texas.gov.
- Email subject line should indicate: OFSDP Application - District Name, County District Number

Article VII – Agreement

AGREED and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name Dr. Jesica Arellano _____ Authorized Signature _____
Typed Title Interim Superintendent of Schools _____

Appendix One Assurances

The definition of the terms of the application applies to Appendix One, Assurances. The school district or open-enrollment charter school, hereinafter called “district,” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix One. All information requested must be included with this form.

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the TEC, §29.0822, if:

1. the student meets one of the following conditions:
 - the student is at risk of dropping out of school, as defined by the [TEC, §29.081](#); or
 - the student is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#); or
 - the student is attending a campus with an approved early college high school program designation as defined by the [TEC, §29.908](#); or
 - the student, as a result of attendance requirements under the [TEC, §25.092](#), will be denied credit for one or more classes in which the student has been enrolled.

and

2. there is an agreement in writing to the student’s participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student’s parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

The district agrees:

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. to ensure all instructional materials and facilities are comparable or exceed the required standards for students in similar programs;
3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for pre- and post-entry counseling, academic or personal counseling, and career counseling;
4. to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);
6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance, including filing truancy charges, if appropriate;
7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the [Student Attendance Accounting Handbook](#).

Appendix Two
Board Approval

The definition of terms of the application applies to Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Two. All information requested must be included with this form.

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.

2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: August
Day: 19
Year: 2025
Time: 5:30 pm
Location: 7965 Artcraft, El Paso, TX. 79932

Agreed and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Armando Rodriguez, Board President, (915)877-7444

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Jesica Arellano, Interim Superintendent of Schools, (915) 877-7444

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Three Attendance and Compliance Procedures of Proposed Program

The definition of terms of the application applies to Appendix Three, Attendance and Compliance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit a separate PDF document to concisely provide the information below, labeled with the corresponding number, for Appendix Three. Only responses in the specified format will be accepted. Do not submit any other documents in place of Appendix Three. All information requested must be included with this form and should be reviewed by the District PEIMS Coordinator prior to submission. If a question does not apply, please indicate "N/A" next to its number.

1. Describe the program goals and objectives. *Note: Pursuant to TAC 129.1027, a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026-2027 school year.*
2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times courses are available.
3. Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include contact hours each staff position will be obligated to the program.
4. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtains student and parental consent for OFSDP participation.
5. Indicate the estimated number of OFSDP students that will be served per teacher.
6. **If** the OFSDP program will offer special education, career and technology education, pregnancy-related services, or bilingual education, indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the [Student Attendance Accounting Handbook](#).
7. OFSDP requires a teacher of record to record the actual number of students' instructional minutes on any given day. NOTE: Absences and days present do not exist in the OFSDP

Explain the following:

- a. How the classroom teacher will verify the number of instructional minutes a student receives each day.
- b. How the district will ensure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
- c. How will the district ensure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. *Note: It is recommended that the district apply the following formula to determine the maximum OFSDP*

minutes a student is eligible = (Calendar School Days - Traditional Days Present) x 240.

- d. How the district will ensure that students are not coded in a traditional program on the same day that the student is accumulating OFSDP instructional minutes.
 - e. How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the [Student Attendance Accounting Handbook](#).
 - f. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.
8. If eligible OFSDP students participate in a credit recovery program offered in the summer, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for funding.
9. If students are attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2):
- a. Will the district operate the dropout recovery education program or utilize an education management organization? If services will be contracted, please provide the organization name, accreditation status, and the name of the accrediting agency.
 - b. Indicate how students will be offered or provided referrals for mental health services.
10. If students are attending a dropout recovery program offered in a remote or hybrid setting, as defined by TEC, §29.081 (e-2):
- a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
 - b. Describe the individual learning plan or process used to monitor each student's progress.
 - c. Indicate how students will be served by an academic coach and local advocate.
 - d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district.
 - e. Provide the location and a brief description of the in-person student engagement center.

Appendix Four
District Contacts

The definition of terms of the application applies to Appendix Four, Contact(s) Sheet. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Four. All information requested must be included with this form.

District Contacts for the Application

District/Charter School Superintendent:	Dr. Jesica Arellano
Mailing Address:	7965 Artcraft
City, State, Zip Code:	El Paso, Tx. 79932
Telephone Number:	(915)877-7444
Email Address:	jarellano@canutillo-isd.org

District PEIMS Coordinator:	Karina Anchieta Esparza
Email Address:	kanchieta@canutillo-isd.org

OFSDP Contact Name:	Dr. Debra Kerney
Email Address:	dkerney@canutillo-isd.org

OFSDP Contact Name:	Dr. Monica Reyes
Email Address:	mreyes@canutillo-isd.org

NOTE: Most of the contact for the approved OFSDP is done via email. Valid email address(es) must be submitted on this form. Provide the full name(s) of the person(s) who is (are) the email contact(s) to ensure that the TEA has accurate information.

Appendix Five Participating Campuses, Student Eligibility, and Period of Agreement

The definition of terms of the application applies to Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Five. All information requested must be included with this template and submitted in a separate Excel file.

Download and complete Appendix 5, which can be found on the [OFSDP webpage](#) under the *Applications and Templates* section.

Once completed, email the following to OPFLEX@tea.texas.gov:

1. The application (in PDF file format)
2. Appendix Three (in PDF file format)
3. Appendix Five (in MS Excel file format)

***All file names should include the district/charter school’s name**



CANUTILLO INDEPENDENT SCHOOL DISTRICT

#BestSmallDistrictinTexas

Appendix Three

1. Program Goals and Objective

- The purpose of the Opportunity Academy (TOA) is to accommodate our dropout students that may have the following:
 - challenges in a traditional educational setting
 - are now parents and need to work
 - at-risk students that have been denied credit for classes due to failed attendance requirements in a traditional setting
 - did not complete high school within their graduation cohort
 - have not succeeded in obtaining the academic credits required to graduate
- The Opportunity Academy (TOA) offers an innovative instructional model, which will provide students:
 - a flexible schedule to work independently
 - earn high school credits
 - prepare for state exams and
 - graduate
- Students are responsible for their own learning; however, students are provided one-on-one assistance when necessary. Students take an active role in setting their personal goals when interviewed for The Opportunity Academy through the Student Success Team. This approach is also self-paced with clear quantifiable objectives. TOA implements Computer Based Instruction and employs the Edmentum Learning Online Curriculum Program that has been aligned to state and national learning standards. Students will be accessing the online curriculum at the Lone Star Building campus, under the instruction of the teacher of record.

2. Schedule

- 180 School Instructional days, August 4, 2025 - May 28, 2026 (Monday thru Friday, 8:00 am - 4:30 pm)
- Summer Credit Recovery classes (Monday thru Friday, 8:00 am - 4:30 pm)

3. Staff Positions/Personnel & Qualification Standards

- Dr. Monica Reyes *Executive Director of Student Support Services 8 am – 5 pm Monday – Friday*
 - Facilitate and direct TOA program. Examine student data and award earned credits.
 - Meet with students during the intake process and throughout their continued participation in the program.
- Angelina Cardiel *Supplemental Services Educator 8 am – 4:30 pm Mon. – Fri. 6 pm – 8 pm Mon. – Thurs.*
 - Co-facilitate meetings with parents, staff, and students. Prepare student data, review transcripts, and evaluate credit criteria.
 - Calculations of credit loss due to attendance.
 - Meet with students during the intake process and throughout their continued participation in the program.
 - Facilitate access rights to curriculum program.
 - Maintain student online curriculum program data.
 - Communicate students' progress with stakeholders such as counselors and administration, systematize credits earned.
 - Enter grades in Gradebook for Progress Report and Report Card based on specified criteria.
 - Implement and monitor procedures. Actively monitor TOA students assuring that all students remain on task within their assigned lessons.

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7965 Artercraft Rd.
El Paso, TX 79932

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

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canutillo-isd.org



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For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division:
(915) 877-7423 | 7965 Artercraft Dr. | El Paso TX 79932.

- Provide academic intervention to students as needed in appropriate subject areas.
- Provides services to include individual and/or group tutoring.
- Administering of checking out and in of lab supplies from students: headphones, calculators, etc.
- Responsible for developing various interesting teaching methods and instructional methods that are beneficial to the students.
- Facilitate access rights to curriculum program. Maintain student online curriculum program data. Communicate students' progress with stakeholders such as counselors and administration, systematize credits earned. Enter grades in Gradebook for Progress Report and Report Card based on specified criteria.
- *Lluvia Rivera At-Risk Aide 8:00 am – 4:30 Monday – Friday*
 - Take attendance daily. Document and inform SES supervisor of excessive tardiness and absences.
 - Provide essential supervision to the students in educational requirements.
 - Provide life skills to integrate into the community to become successful and self-sustained both inside and outside of the educational setting.
 - Provide academic intervention to students as needed in appropriate subject areas.
 - Provides services to include individual and/or group tutoring.
 - Facilitate access rights to curriculum program.
- *Robert Radecki, DAEP counselor, 7:30 am - 4:00 pm Monday - Friday*
 - Evaluate transcripts for cohorts prior to 2024.
 - Evaluate student's testing history.
 - Determine student's eligibility for Individual Graduation Committee for cohorts prior to 2024.
 - Provides supervision to the student's plan of courses to be taken.
- *Canutillo High School Counselors, 8:00 am - 4:30 pm Monday - Friday*
 - Refer students to TOA program
 - Examine transcripts and provide classes needed.
- *Annette Gonzalez Intervention Specialist 8:30 am – 4:30 pm Monday – Friday*
 - Interview and refer students to TOA.
 - Facilitate meetings with students, parents, counselors, and TOA staff.
 - Meet with students during the intake process and throughout their continued participation in the program.

4. Identifying Students Eligibility

Counselors identify students that are behind on credits, having difficulty attending traditional school hours and environment. A referral to the Intervention Specialist is made. At-risk checklist and documentation is reviewed. Intervention Specialist, Counselor, and campus administrator, then meet to make a decision. At that point parent and student speak with the Intervention Specialist to offer options.

Eligibility/Consent Student/Parental Consent

The Opportunity Academy holds a Student Study Team (SST) meeting for all referred students to the program. Students that attend the Academy and are over the age of eighteen will provide self-consent. Those students eighteen and under will need to have a parent consent form signed. Student and parent (when applicable) will go through possible Social/Behavioral, Health and Academic strengths and deficiencies intake to meet the student's needs. Program regulations and contracts are also provided to students and parents. The SST committee determines the student's credits and goals during the meeting while participating in the TOA program.

5. Estimated TOA Enrollment

The teacher for The Opportunity Academy (TOA) will serve approximately 70 students within the school year, with no more than 1:28 teacher student ratio.

6. Other Services

6a. Special Education. Students who receive special education services will be given instruction and services according to the Individual Education Plan (IEP). As developed through the Admission, Review and Dismissal (ARD) meetings, the TOA teacher who serves as the general education teacher to ensure the IEPs for students are followed. As outlined in the Student Attendance Accounting Handbook, mainstreamed special education services are not reported to generate special education funding.

6b. Career and Technology Education (CTE). TOA implements computer-based instruction and employs the Edmentum Learning Online Curriculum which is aligned to the state and national standards. TOA students are able to take career and technology education courses offered within the Edmentum system to receive course credit. We do not generate contact hours as there is no regularly scheduled direct instruction by a certified CTEA teacher in TOA program.

6c. Pregnancy Related Services (PRS). Our district offers PRS once students are identified. Support services include Compensatory Education Home Instruction (CEHI) during prenatal and postpartum periods, childcare, transportation, counseling services, health services and government referrals in accordance with the Student Attendance Accounting Handbook. The TOA teacher serves as the CEHI teacher for all TOA students identified needing pregnancy related services. On the first day of CEHI instruction, the High School Registrar will remove the student from the TOA Calendar 2 with ADA code 7.

6d. English Language (EL) Services. Our district offers English Language (EL) services within our TOA program. However, the TOA program is not considered an ESL program. The TOA teacher provides services through the English Language Proficiency Standards (ELPS) strategies while delivering content instruction to TOA EL students.

7. Attendance

7a. Daily attendance is recorded in the district's student management system. TEAMS by the TOA classroom teacher for all students enrolled. The teacher of record keeps daily attendance logs with the actual number of student's instructional minutes. The classroom teacher will certify the student's minutes by signing the logs daily. The TOA classroom teacher and aide serve approximately a total of 70 students within the entire school year. To comply with the Texas Education Code, at no time are there more than 28 students enrolled per classroom and served at The Opportunity Academy.

7b. If a student attends less than 45 minutes a day, the student will not be reported for funding to the attendance clerk and not be reported to TSDS for that day. The TOA teacher records the student not present in the records to ensure cross-checking.

7c. The High School Registrar enrolls students into TOA Calendar 2 with ADA code 7. The instructional minutes are recorded into TEAMS Optional Flexible School Program Attendance Worksheet by the district PEIMS Specialist. The students will not receive more than 10,800 minutes per course and the maximum OFSDP minutes a student is eligible for is outlined in the following formula $[180 - (\text{Traditional Days Present}) \times 240]$.

7d. To ensure students are not coded in both a traditional and OFSDP instructional program, the High School Registrar enrolls students into TOA Calendar 2 with ADA code 7.

7e. Every six weeks, student daily reports are generated by the district PEIMS Specialist and verified by the Canutillo High School

Attendance Clerk and Principal in compliance with Section 11.6 of the Student Attendance Accounting Handbook. Daily phone calls are

made to students that are absent. Students sign a contract of expectations when they begin to attend TOA. After ten consecutive absences

and repeated efforts to locate the student have been unsuccessful, the student may be dropped (FEA local).

7f. Each six weeks the OFSDP records will be reviewed and certified by the teacher.

8. Credit Recovery Program offered in the Summer

During the summer credit recovery of TOA, we will only enroll eligible students needing to regain course credit that was lost due to insufficient attendance. Daily attendance is recorded in the district's student management system TEAMS, by the TOA classroom teacher for all students enrolled. The teacher of record keeps daily attendance logs with the actual number of student's instructional minutes. In addition, we are using a QR code system for students to sign in and we generate a daily report with the student instructional minutes. The classroom teacher will certify the student's minutes by signing the logs daily. The TOA classroom teacher will serve a maximum of 28 students during the summer TOA program.

[Total # of school days X 90% requirement] - Total # of Traditional days present - OFSDP calculated days present (which would be calculated by total # of OFSDP minutes/240 minutes) = # of days needed to recover. The # of days needed to be recovered x OFSDP one day of 4 hours = Total # hours needed to regain course credit that was lost due to insufficient attendance.

If a student attends less than 45 minutes a day, the student will not be reported for funding to the attendance clerk and not be reported to TSDS for that day. The TOA teachers records the student not present in her records to ensure cross-checking. The High School Registrar enrolls students into TOA Calendar 2 with ADA code 7 for the Summer Credit Recovery Program.

Attendance records will be reviewed and certified by the teacher.

9. Community-Based Dropout Recovery Program

TOA students do not attend a community-based dropout recovery education program.

10. Remote or Hybrid Dropout Recovery Program

TOA students do not attend a remote or hybrid dropout recovery program.

Optional Flexible School Day Program (OFSDP) - Appendix 5

071907

CANUTILLO ISD

School Year 2025-2026

Five Digit District and Campus Number	Campus Name	Eligibility Designation							School Year Period of Agreement				Summer Period of Agreement				
		1	2	3	4	5	6	7	Estimated Students Participating	Program Start Date	Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day
071907001	CANUTILLO H S	1				5			70	8/4/2025	5/28/2026	MTWTFH	450	6/2/2026	6/11/2026	MTWTFH	450
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000000000																	

Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4

- Eligibility Designation**
- 1 = TEC §29.081 At-Risk Students
 - 2 = TEC §25.092 Minimum Attendance
 - 3 = TEC §29.908 Early College High School
 - 4 = TEC §39A.107 Campus Turnaround Plan
 - 5 = Credit Recovery**
 - 6 = TEC §29.081(e-1) Campus-Based Dropout Recovery Program
 - 7 = TEC §29.081(e-2) Remote/Hybrid Dropout Recovery Program

School Year Period of Agreement
 Reported in TSDS PEIMS Summer Collection 3
 Program start date must be 30 days after application submission.
 Program end date must not exceed the last day of the regular school calendar.

Summer Period of Agreement
 Reported in TSDS PEIMS Extended Collection 4
****Credit Recovery - Designation 5**
 Summer period of agreement should not exceed 30 days or extend past July 31st.

#BestSmallDistrictinTexas



2025-2026 STUDENT CODE OF CONDUCT

7965 Artcraft | El Paso, TX 79932
915.877.7400 | www.canutillo-isd.org
Follow us on:   



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**ARMANDO
RODRIGUEZ**
President



**LILIA
MALDONADO**
Vice President



**CINDY
ZUÑIGA**
Secretary



**BREANNE
BARNES**
Trustee



**LUCY
BORREGO**
Trustee



**SERGIO
MARTINEZ**
Trustee



**CAROLINA
ORTEGA**
Trustee



**JESICA
ARELLANO**
Interim Superintendent

MISSION

WE PROVIDE EQUITABLE OPPORTUNITIES TO ENSURE OUR FUTURE-READY STUDENTS ARE EMPOWERED TO EXPLORE, LEARN, GROW AND EXCEL.

VISION

LEAD today. IMPACT tomorrow.

IN CANUTILLO ISD, WE BELIEVE:

- › **STUDENTS** are empowered to think critically and engage civically and empathetically, as they meet the challenges of building a better world.
- › **PARENTS** and **FAMILIES** are welcomed into our schools and District, with meaningful opportunities to actively engage in supporting the social, emotional, and academic needs of their students.
- › **FACULTY** and **STAFF MEMBERS** are respected and valued as dedicated leaders and continuous learners in the educational process.
- › **CAMPUS ADMINISTRATORS** build authentic, inclusive, and supportive relationships within their school community through mutual respect and trust.
- › **THE SUPERINTENDENT** and **CENTRAL OFFICE STAFF** are active and engaged listeners who are accountable for ensuring equitable, efficient, and transparent utilization of district resources.
- › **THE BOARD OF TRUSTEES** are a unified team who holds each other accountable, treats each other with respect, and represents the district with integrity and honesty.

PRIORITIES & PERFORMANCE OBJECTIVES



Student Code of Conduct

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Student Code of Conduct

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the district at pio@canutillo-isd.org or (915) 877-7401.

Purpose

The Student Code of Conduct (“Code of Conduct”), as required by [Chapter 37](#) of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

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

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

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

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

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

School District Authority and Jurisdiction

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

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

Campus Behavior Coordinator

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

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

School District Authority and Jurisdiction

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

The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at www.canutillo-isd.org and at <https://www.canutillo-isd.org/policies/student-handbooks>.

Threat Assessment and Safe and Supportive School Team

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

Searches

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

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

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

Reporting Crimes

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

Security Personnel

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

The law enforcement duties of district police officers and security personnel are: assist with student supervision, traffic supervision, safety and security of each campus, training of staff, and any other duties that fall under legal scope of law enforcement.

School District Authority and Jurisdiction

“Parent” Defined

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

Participating in Graduation Activities

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

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

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

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

Unauthorized Persons

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

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

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

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

Standards for Student Conduct

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

General Conduct Violations

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

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

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

General Conduct Violations

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

Property Offenses

Students shall not:

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

Possession of Prohibited Items

Students shall not possess or use:

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

General Conduct Violations

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

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

Possession of Personal Communication Devices

Students shall not:

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

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

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. [See Disciplinary Alternative Education Program (DAEP) Placement and Expulsion for mandatory and permissive consequences under state law.]
- Possess or sell seeds or pieces of marijuana in less than a usable amount.

General Conduct Violations

- Possess, use, give, or sell paraphernalia related to any prohibited substance. [See Glossary for “paraphernalia.”]
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. [See Glossary for “abuse.”]
- Abuse over-the-counter drugs. [See Glossary for “abuse.”]
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. [See Glossary for “under the influence.”]
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

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

General Conduct Violations

- Utilize artificial intelligence in a way that would constitute academic dishonesty or as a means of engaging in any other prohibited conduct.

Safety Transgressions

Students shall not:

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

Miscellaneous Offenses

Students shall not:

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

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

Discipline Management Techniques

Discipline Management Techniques

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

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

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

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

Students with Disabilities

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

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

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

Techniques

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

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.

Discipline Management Techniques

- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- In-school suspension, as specified in In-School Suspension.
- Out-of-school suspension, as specified in Out-of-School Suspension.
- Placement in a DAEP, as specified in Disciplinary Alternative Education Program (DAEP) Placement.
- Expulsion and/or placement in an alternative educational setting, as specified in Placement and/or Expulsion for Certain Offenses.
- Expulsion, as specified in Expulsion.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Discipline Management Techniques

Prohibited Aversive Techniques

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

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

Notification

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

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has

Discipline Management Techniques

not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC is not able to provide notice to the parent, the principal or designee shall provide the notice.

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

Parental Involvement

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

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

Appeals

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

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. [See policies FFH(LEGAL) and (LOCAL)]

Removal from the School Bus

Removal from the School Bus

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

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

Removal from the Regular Educational Setting

Removal from the Regular Educational Setting

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

Routine Referral

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

Formal Teacher Removal

A teacher may initiate a formal removal from class if:

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

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

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

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

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

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

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

Removal from the Regular Educational Setting

Returning a Student to the Classroom

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

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

Appeals of Formal Teacher Removals

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

In-School Suspension

In-School Suspension

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

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

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

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

Process

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

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

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

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

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

Out-of-School Suspension

Out-of-School Suspension

Misconduct

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

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

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

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

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

Process

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

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

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

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

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

Out-of-School Suspension

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

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

Alternative Assignment

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

Coursework During Suspension

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

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

Disciplinary Alternative Education Program (DAEP) Placement

Disciplinary Alternative Education Program (DAEP) Placement

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

For purposes of DAEP, elementary classification shall be kindergarten-grade 5 and secondary classification shall be grades 6-12.

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

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

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

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

Discretionary Placement: Misconduct That May Result in DAEP Placement

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

Misconduct Identified in State Law

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

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

Disciplinary Alternative Education Program (DAEP) Placement

- Criminal mischief, not punishable as a felony.
- Engages in conduct that contains the elements of the offense of disruptive activities under [Education Code 37.123](#).
- Engages in conduct that contains the elements of the offense of disruption of classes under [Education Code 37.124](#).
- Possesses or uses an e-cigarette, as defined by [Section 161.081, Health and Safety Code](#), except that if a student who possesses or uses an e-cigarette is not placed in a disciplinary alternative education program for the first-time offense under [Education Code 37.008](#), the student shall be placed in in-school suspension for a period of at least 10 school days. See First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette for additional information.

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

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

Mandatory Placement: Misconduct That Requires DAEP Placement

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

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

Disciplinary Alternative Education Program (DAEP) Placement

cannabis as authorized by [Chapter 487 of the Health and Safety Code](#) does not violate this provision.

- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Sells, gives, or delivers to another person an e-cigarette, as defined by [Section 161.081, Health and Safety Code](#).
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. [see Glossary]
- Engages in conduct that contains the elements of an offense of harassment against an employee under [Penal Code sections 42.07\(a\)\(1\), \(2\), \(3\), or \(7\)](#).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation under [Penal Code 36.06](#) against any school employee or volunteer on or off school property.
- Engages in conduct that contains the elements of harassment under [Penal Code 42.07](#) against any school employee or volunteer on or off of school property.

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

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

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and

Disciplinary Alternative Education Program (DAEP) Placement

- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

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

Process

Removals to a DAEP shall be made by the CBC.

Conference

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

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

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

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

Consideration of Mitigating Factors

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

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

Placement Order

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

Disciplinary Alternative Education Program (DAEP) Placement

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

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

DAEP at Capacity

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

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

Coursework Notice

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

Length of Placement

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

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

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

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

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

Exceeds One Year

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

Disciplinary Alternative Education Program (DAEP) Placement

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

Exceeds School Year

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

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

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

Exceeds 60 Days

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

Appeals

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

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

Appeals shall begin at Level One with the home campus administrator or Campus Behavior Coordinator.

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

Restrictions During Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

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

Disciplinary Alternative Education Program (DAEP) Placement

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

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

Additional Misconduct

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

Notice of Criminal Proceedings

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

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

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

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

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an

Disciplinary Alternative Education Program (DAEP) Placement

appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

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

Withdrawal During Process

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

Newly Enrolled Students

The district shall decide on a case-by-case basis whether to continue the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state. The district may place the student in the district's DAEP or a regular classroom setting.

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

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

Emergency Placement Procedure

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

Disciplinary Alternative Education Program (DAEP) Placement

Transition Services

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

Placement and/or Expulsion for Certain Offenses

Placement and/or Expulsion for Certain Offenses

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

Registered Sex Offenders

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

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

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

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

Review Committee

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

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

Newly Enrolled Students

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

Appeal

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

Expulsion

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

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

Discretionary Expulsion: Misconduct That May Result in Expulsion

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

Any Location

A student **may** be expelled for:

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

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

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

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

Expulsion

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

Within 300 Feet of School

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

Property of Another District

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

While in a DAEP

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

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

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

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

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

Under the Penal Code

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

Expulsion

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

Under Age 10

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

Virtual Expulsion Program

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

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

Consideration of Virtual Education as Alternative to Expulsion

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

Process

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

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

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

Hearing

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

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

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

The board of trustees delegates to the Superintendent or Superintendent's designee authority to conduct hearings and expel students.

Board Review of Expulsion

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

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

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

Expulsion Order

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

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

Expulsion

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

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

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

Length of Expulsion

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

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

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

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

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

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

Withdrawal During Process

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

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

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

Additional Misconduct

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

Restrictions During Expulsion

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

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

Newly Enrolled Students

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

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

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

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

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

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Emergency expulsion may be ordered based on a single incident of behavior by the student. Within 10 days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than 10 years of age.

Transition Services

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

Certain Felonies

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with [Education Code 37.0081](#), a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 [see Glossary] of the Penal Code. The student must have:

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

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

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

Hearing and Required Findings

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

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

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

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school;

Expulsion

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

Placement Review

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

Newly Enrolled Students

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

Glossary

Abuse is improper or excessive use.

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

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

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

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

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

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

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- a. Recklessly damaging or destroying a building belonging to another; or
- b. Recklessly causing another person to suffer bodily injury or death.

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

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

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

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

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

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

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

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Club is defined by [Penal Code 46.01](#) as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Such term does not include an antique firearm.

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

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

Harassment includes:

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

student's physical or emotional health or safety, as defined in [Education Code 37.001\(b\)\(2\)](#); or

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

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

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;

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3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

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

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

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

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

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

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

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

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

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

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

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

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

1. Clothing, purse, or backpack;

Glossary

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

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

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

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

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

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

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

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by [Penal Code Section 1.07](#); or

4. Conduct that constitutes the offense of:
 - a. Public lewdness under [Penal Code 21.07](#);
 - b. Indecent exposure under [Penal Code 21.08](#);
 - c. Criminal mischief under [Penal Code 28.03](#);
 - d. Hazing under [Education Code 37.152](#); or
 - e. Harassment under [Penal Code 42.07\(a\)\(1\)](#) of a student or district employee.

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

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

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

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

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

Glossary

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

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

- Murder, manslaughter, or homicide under [Sections 19.02–.05](#);
- Kidnapping under [Section 20.03](#);
- Trafficking of persons under [Section 20A.02](#);
- Smuggling or continuous smuggling of persons under [Sections 20.05–.06](#);
- Assault under [Section 22.01](#);
- Aggravated assault under [Section 22.02](#);
- Sexual assault under [Section 22.011](#);
- Aggravated sexual assault under [Section 22.021](#);
- Unlawful restraint under [Section 20.02](#);
- Continuous sexual abuse of a young child or disabled individual under [Section 21.02](#);
- Bestiality under [Section 21.09](#);
- Improper relationship between educator and student under [Section 21.12](#);
- Voyeurism under [Section 21.17](#);
- Indecency with a child under [Section 21.11](#);
- Invasive visual recording under [Section 21.15](#);
- Disclosure or promotion of intimate visual material under [Section 21.16](#);
- Sexual coercion under [Section 21.18](#);
- Injury to a child, an elderly person, or a disabled person of any age under [Section 22.04](#);
- Abandoning or endangering a child under [Section 22.041](#);
- Deadly conduct under [Section 22.05](#);
- Terroristic threat under [Section 22.07](#);
- Aiding a person to die by suicide under [Section 22.08](#); and
- Tampering with a consumer product under [Section 22.09](#).

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

Glossary

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by [Penal Code 46.01](#) as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 08/19/2025

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction x Human Resources Business Services

Staff Responsible: Martha Carrasco, Chief Human Resources Officer

Signature of Requester(s)
Martha Carrasco
Martha Carrasco, Chief Human Resources Officer

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary:

Dr. Jesica Arellano has requested the reinstatement of the Migrant Assistant position. This position was previously closed during the 2023-2024 school year as part of the Reduction in Force 1.0 for cost-savings purposes.

Due to the termination of services previously provided by Region 19, Dr. Arellano is requesting that the position be reopened to support the needs of the Migrant Program. Rick Porras from the Finance Department has confirmed that funding is available to reinstate the position.

The Migrant Assistant is a non-exempt position. It is placed in the Instructional Support 3 pay grade (181-days) Range of pay is from \$16.25 to \$19.46 per hour.

RECOMMENDATION: PRIOR BOARD ACTION:

AMOUNT(S): AWARDED: AWARDED AMOUNT:

ACCOUNT
NO(S): 212.11.6129.00.919.24 (Title I Part C - Migrant)

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid):

REQUESTING DEPARTMENT: Curriculum & Instruction

CONSEQUENCES OF NON-APPROVAL: Failure to comply with Migrant Program needs

IMPLEMENTATION TIMELINE: August 2025

ATTACHMENT(S): Job Description



CANUTILLO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: MIGRANT ASSISTANT
REPORTS TO: PRINCIPAL/BILINGUAL COORDINATOR
DIVISION/SCHOOL: ASSIGNED CAMPUS
DATE REVISED: AUGUST 4, 2025

WAGE/HOUR STATUS: NON EXEMPT
PAY GRADE: IS 3

PRIMARY PURPOSE:

Assist in the implementation of the migrant education program for all pre-kindergarten age and school age migrant students and their families, to support high quality and comprehensive educational programs. The duties and responsibilities will help reduce the educational disruptions and other problems that result from repeated moves. Ensure that migratory children are provided with appropriate educational services (including support services) that address their special needs in a coordinated and efficient manner.

QUALIFICATIONS:

Education/Certification:

- High School diploma or GED equivalency and 48 hours of study at an accredited institution of higher education
- Valid Texas Educational Aide certificate, upon hire

Special Knowledge/Skills:

- Ability to work with children and community members
- Ability to follow verbal and written communications
- Ability to communicate effectively
- Proficient in both English and Spanish

Experience:

Two years experience working with children

MAJOR RESPONSIBILITIES AND DUTIES:

Identification/Eligibility/Record Keeping

- Coordinate with campus registrars to ensure early detection of all students entering the district to identify possible migrant families.
- Assist with the identification, recruitment and intake of migrant students.
- Assist in the maintenance of migrant student records including NGS and local databases.
- Conduct frequent reviews of NGS Priority for Services Report to assist in targeting services to identified students.
- Assist with the migrant residency verification process.

Educational Services and Tracking

- Coordinate with campus registrars to inform the migrant office about students moving/withdrawing from the district in a timely manner.
- Conduct ongoing reviews of cumulative folders to ensure they are up to date.

- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist with the tracking of the academic progress of migrant students to ensure that students in need receive prompt intervention.
- Participate in the LPAC to ensure that EL Migrant students are fully supported.
- Participate in RTI Student Study Teams concerning migrant students.
- Conduct home visits on a regular basis to inform parents about the educational progress of their children
- Assist with the instructional needs of three- and four-year-old children.
- Conduct home visits as necessary to serve the instructional needs of students including three- and four-year-olds.
- Assist in carrying out the student instructional program by working on assigned tasks with individual students and/ or small groups of students in Spanish and English.
- Accompany students on field trips.

Other Responsibilities

- Assist with the organization of PAC meetings and migrant parent conferences and training activities.
- Participate in staff development, training programs, faculty meetings, and special events, as needed.
- Assist with the distribution of information to students, parents and campus personnel.
- Assist with the distribution of instructional materials/goods to students and parents.
- Perform other duties and functions as assigned, following federal/state guidelines
- Perform other job-related duties as assigned by the supervisor to support the effective operation of the department and the district.

Attendance:

Regular attendance at the designated worksite is an essential job function and a condition of continued employment to ensure the successful performance of the duties assigned.

Supervisory Responsibilities:

None

Equipment Used:

Copier, personal computer, typewriter, and audiovisual equipment

WORKING CONDITIONS

Physical Demands:

Frequent standing, walking, bending, stooping, and reaching. Must be able to lift and carry materials up to thirty pounds. Occasional repositioning of small classroom equipment or resources may be required.

Environmental Factors:

Work is performed across multiple campus locations. Occasional extended or irregular hours may be necessary to attend meetings or complete projects. Some travel within the district is required.

Mental Demands:

Ability to manage multiple priorities in a dynamic educational setting. Requires analytical thinking, attention to detail, and flexibility. Must maintain emotional control under stress and exercise professional judgment in interactions with staff and families.

Equipment Used:

Computer, printer, document camera, intervention tracking software, student assessment tools, and various campus-based instructional technologies.

Evaluation:

Performance of this position will be evaluated in accordance with the provisions of Canutillo Independent School District board policy and administrative procedures. The above statements are intended to describe the general purpose and essential functions of this job and are not intended to be an exhaustive list of all responsibilities, duties, or skills that may be required. Additional duties may be assigned as necessary to meet district needs.

Funding Source:

Funding for this position is contingent upon the continued availability of Fund 212, Title I, Part C resources.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE PRINTED NAME

HUMAN RESOURCES

DATE

SUPERINTENDENT APPROVAL

DATE

Canutillo Independent School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing educational services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Canutillo Independent School District's nondiscrimination policy, contact the Human Resources Division at (915) 877-7423, 7965 Artcraft Dr., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina por motivos de raza, color, religión, sexo, origen nacional, edad, discapacidad, estado militar, información genética o cualquier otra razón prohibida por la ley en sus prácticas laborales o en la prestación de servicios educativos, actividades y programas, incluida la educación profesional y técnica (programas vocacionales).

Para obtener información adicional sobre la política de no discriminación del Distrito Escolar Independiente de Canutillo, comuníquese con la División de Recursos Humanos al (915) 877-7423, 7965 Artcraft Dr., El Paso, TX 79932.

REV. CA



OFFICE OF THE SUPERINTENDENT

CANUTILLO A Premier District

August 19, 2025
Regular Board Meeting

Executive Summary

Agenda Item Title:

Discussion and Possible Action to Adopt and Revise Local Policies: EFB, FD, CW, FM, FNCE

Description:

Board consideration of proposed policy actions, including the adoption of new policies and the revision of existing policies, to ensure alignment with current requirements in the Texas Education Code (TEC) and Texas Administrative Code (TAC), reflecting recent legislative changes enacted through the Texas Legislature.

Summary:

This item presents for Board review and approval the adoption of new policies and revisions to existing policies to maintain compliance with state law and administrative rules:

EFB (Instructional Resources – Library Materials): Establishes standards for the selection, review, and removal of library materials, including transparency and age-appropriateness requirements, in accordance with TEC Chapter 33 and TAC provisions. Reflects legislative updates from HB 900.

O. Rico, Presenter

FD (Admissions): Clarifies admissions procedures, eligibility determinations, and documentation requirements under TEC Chapter 25, consistent with TAC guidance.

D. Kerney, Presenter

CW (Naming of Facilities): Outlines the process, criteria, and Board approval requirements for naming or renaming district facilities, ensuring procedural consistency and compliance.

G. Reveles, Presenter

FM (Student Activities): Updates governance of student activities, defining eligibility, supervision, and participation guidelines under TEC Chapter 33 and applicable TAC sections.

S. Brooks, Presenter

Street Address:
7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7444
F: (915) 877-7521
canutillo-isd.org

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FNCE (Student Conduct – Personal Communication Devices): Prohibits student use of personal communication devices during instructional time, with clearly defined exceptions, as required by TEC Chapter 37 following HB 1481.

D. Kerney, presenter

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.

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

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

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	<p>The following principles shall guide the review of a challenge of library material:</p> <ol style="list-style-type: none"><li data-bbox="560 373 1435 552">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.<li data-bbox="560 569 1435 642">2. Access to challenged material shall be restricted during the challenge process. <p>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.</p>
Informal Challenge	<p>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.</p> <p>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.</p> <p>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.</p>
Formal Challenge	<p>The District shall make the Texas Education Agency form to challenge library material available on the District's website.</p> <p>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.</p> <p>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.</p>
<i>Challenge Committee</i>	<p>The Superintendent shall appoint a challenge committee and notify committee members in accordance with administrative procedures.</p>

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 33.025(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.

**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.

PROPOSED REVISIONS

Persons Age 21 and Over	The District shall admit persons who are at least age 21 and under age 26 for the purpose of completing the requirements for a high school diploma.
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.
Nonresident Student in Grandparent’s After-School Care	The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent’s residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.
<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>
“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 non-accredited 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).]

NAMING FACILITIES

CW
(LOCAL)

PROPOSED REVISIONS

**Naming of a School,
Other District
Facility, or Function
Area**

The Board may name or rename a District facility or portion of a ~~building facility, such as the library or auditorium,~~ to reflect the name of the residential community or communities that the facility serves.

A District facility or portion of a building facility may also be named or renamed after a local geographic area or feature, or after local municipalities.

When the Board awards a contract for the design of a school, other District facility, or function area that requires naming, the Board shall conduct a public hearing ~~within 30 calendar days after the approval of the contract~~ to collect name recommendations from the community.

~~Within 60 calendar days from the date of awarding the contract, the Board shall announce the name of the District facility.~~

Geographical, historical, and traditional names shall be considered. Names directly related to the District shall receive first consideration.

The Board shall not be obligated to accept any recommendation from the community. A simple majority vote of the Board shall be required to approve a name.

Once the Board approves the name of a new, not previously named, school ~~is named,~~ a District committee shall be formed to recommend a school mascot and colors. This committee shall submit its recommendation to the Superintendent for final approval.

Building Plaques

A dedication plaque shall include the following information as described below:

- ~~1. The name of the school or building.~~
- ~~2. The year completed.~~
- ~~3. The names of the Board members, including titles of officers, and the Superintendent on the date when the architectural design was approved by the Board.~~
- ~~4. The names of the Board members, including titles of officers and years of service for the members who subsequently retire, and the Superintendent on the date when the project is completed.~~
- ~~5. The name of the architectural firm, which may include the city and state in which the firm is located.~~

- ~~6. The name of the contractor, which may include the city and state where the contractor's business is located.~~
1. The District's name. name of the school district; and
2. The name of the school and a description/name of the construction project, if applicable. (i.e. New Library, New Gymnasium, etc.); and
3. The name of the Board of Trustees members in office when the bond election that funded the project was approved by the voters. If the project is not bond-funded, the names of the members on the Board that approved the project shall be used. The names shall ~~should~~ be listed in this order:
 - a. Board President;-
 - b. Board Vice President;-
 - c. Board Secretary;- and
 - d. ~~Members of the r~~Remaining Board members in alphabetical order by last name.; and
4. Name of the Superintendent of Schools at the time when the bond election that funded the project was approved by the voters. If the project is not bond-funded, the name of the Superintendent when the project was approved by the Board.; and
5. The name(s) of the architectural firm(s) that designed the construction project; and.
6. The name(s) of the general contractor(s) for the project; and.
7. The year the project was completed.

Any information other than what is listed the above shall require Board approval to be included on a dedication plaque.

Renaming

The renaming of any school or educational facility may occur only if its educational function or support activity is changed and/or redirected or if the community served by the District facility demonstrates a major consensus for a name change. A unanimous vote of the Board shall be required to approve any action to rename a school. Regardless of physical location, the names of Canutillo Elementary School, Canutillo Middle School, and Canutillo High School shall not be changed.

PROPOSED REVISIONS

**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\(LEGAL\)\]](#)

[\[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.

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.