

Terrell County ISD

Daily Operating Procedures

2024-2025



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APPROVED BY THE TCISD BOARD OF TRUSTEES ON AUGUST 8, 2024

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Mission Statement

Terrell County ISD is dedicated to enhancing the self-worth of each student, providing a quality education in a firm, fair, and friendly atmosphere, and instilling pride, respect, and responsibility for one's self and the community, thus preparing the individual for the challenges and changes of future.

Vision Statement

Terrell County ISD will serve students in a diverse and challenging environment that develops lifelong learners, supported by an engaged community.

School Wide Student Expectations

- Be Safe
- Be Respectful
- Be Responsible

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Texas Educator Code of Ethics

(1) Professional Ethical Conduct, Practices and Performance.

(A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

(B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

(J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

(K) Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

(L) Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

(M) Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

(N) Standard 1.14. The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

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(2) Ethical Conduct Toward Professional Colleagues.

- (A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- (C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- (D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- (E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- (F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- (G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

(3) Ethical Conduct Toward Students.

- (A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- (C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- (D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- (E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- (F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- (G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- (H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- (I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant

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messaging, blogging, or another social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly, or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Teacher Arrival and Departure

All teachers and assistants are expected to be at school by 7:35 a.m.

IF YOU HAVE MORNING OR UNLOADING DUTY PLEASE BE ON CAMPUS BY 7:30.

Teachers are expected to remain on campus until 4:00 p.m.

Teachers are expected to remain on campus on Wednesday afternoons until at least 5:00 pm for any scheduled staff meetings/Professional Development. **THIS IS ONLY FOR SCHEDULED STAFF MEETINGS. AIDES MAY LEAVE AFTER STUDENTS HAVE BEEN DISMISSED.**

Approval must be obtained from the Superintendent prior to leaving campus early.

If a teacher leaves campus during the school day, he/she needs to notify the front office when leaving and upon return.

Office Staff Arrival and Departure

Office staff members are expected to be in the office no later than 7:30 a.m. to greet parents, visitors, and students.

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Building Hours - Students

Normal building hours for students are from 7:30 – 4:00, during which time members of the teaching staff are on duty.

The following areas are open to students before school, beginning at 7:30 a.m.

- School Cafeteria for Elementary students only
- Gymnasiums and Field Houses for Junior High Athletics.
- High School foyer for High School students during inclement weather, otherwise students wait outside on the school benches.
- Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Bad Weather Closing

When Bad Weather Day decisions are made, the Superintendent will provide the staff with a phone message/text. The Superintendent will provide the staff members with the information needed for a Bad Weather Closing or Delayed Start. If the district experiences a delayed start, staff members will report to work 2 hours later than their normal report time (example: if you report at 7:35, you report at 9:35 on a delayed start).

Classroom Expectations

Literature needs to be integrated into all subject areas.

Writing journals should be integrated into all subject areas.

Writing expectations need to be consistent across all grade levels.

STUDY HALL IS TO BE USED FOR SCHOOL WORK, HOMEWORK, READING AR BOOKS, TUTORIALS, CLASS OR ORGANIZATION MEETINGS. STUDENTS SHOULD BE WORKING AND NOT PLAYING GAMES ON THEIR COMPUTERS OR PHONES.

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Classrooms

In an effort to support our custodial staff, classrooms should be tidy. The classrooms should be organized for the benefit of the students' learning. Students should be held responsible for cleaning up after themselves.

Lesson Plans

Lesson plans may be stored in Eduphoria, Google Drive, or shared on paper. LESSON PLANS ARE DUE BY **MONDAY MORNING FOR THE WEEK'S LESSONS.**

Lesson plans will include the content to be covered, how the lesson will be taught, vocabulary by unit.

Make-Up Work Due to Absences

Students are given as many days as they were absent in which to make up their work. Special arrangements can be made with the classroom teacher in case of unusual circumstances. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the students shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. If an assignment was due ON the day the student was absent it is due the day the student returns to class.

Grades and Online Grade book

Grade book is an online tool for teachers, parents, and students. All teachers are required to post grades, **a minimum of once per week.** All grades must be updated before the last day of the school week. Parents must be able to monitor the progress of their student/s. Gradebook will be monitored by the administration.

Grading Guidelines

-Refer to Appendix A

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Nurse's Clinic Procedures Students who need to visit the nurse should be sent with a clinic referral. The nurse is the only staff member who can make the decision to send a student home due to illness. **Teachers should not contact parents from their classrooms.** The nurse is required to keep documentation of the students who are sent home due to illness. Questions regarding why a student was or was not sent home should be directed to the nurse.

Refer to Appendix B for additional clinic guidelines and recommendations

Staff Absences

All staff absences should be reported to the Superintendent and District Secretary as soon as possible, to secure a substitute. The Superintendent and District Secretary must be notified via text message of any last-minute absences due to illnesses and/or emergencies.

All "absent from duty forms" must be completed in the office with the office secretary.

Discretionary days must be requested **5 days** in advance when possible and **must** be requested in writing (this includes emailed requests). **ABSENCES WILL NEED TO BE SUBMITTED IN ASCENDER.**

Staff Medical Certification

Any employee who is absent more than three consecutive workdays or more than five workdays in any 30-day period because of personal illness or illness in the immediate family shall submit medical certification from a qualified healthcare provider confirming the specific dates of the illness, the reason for the illness and in the case of personal illness – the employee's fitness to return to work.

Personal and local sick leave is earned on an annual basis. Leave for the current year is available for the employee's use on the first day after reporting to work. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

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Staff Discretionary Days

Discretionary days should be requested in writing at least **5 days** prior to the absence request when possible. All requests will **not** be granted. A maximum of 3 teachers may be out for discretionary reasons on any given day. Discretionary day requests may be sent to the Superintendent, email is preferred. **If a discretionary day is approved and a substitute is not available, a teacher may be called back to work.**

Substitute Teachers

When teachers are absent, **detailed** lesson plans should be left for the substitute teacher. The lesson plans must include classroom expectations, daily schedule, important information about specific students, classroom phone numbers, school procedures, seating charts, and duty information.

****You must leave your substitute a copy of your class rosters for attendance.**

Teacher Contacts/Communication

Classroom teachers will contact the parents of students who are failing or achieving unsatisfactorily in their classes. The contact must be by phone or face-to-face conferences. The purpose of this contact is to get parental help and cooperation in order to improve student study habits, attitudes, and efforts in his school work. **PARENT CONFERENCES ARE MANDATORY AFTER PROGRESS REPORTS AND REPORT CARDS FOR EVERY STUDENT WHO IS FAILING YOUR CLASS.**

Classroom teachers will contact the parents of students who are causing classroom disruptions. The contact must be by phone or face-to-face conferences. The purpose of this contact is to get parental help and cooperation in order to improve the student's behavior. This is also the first step to the discipline documentation. This is a good time for the student to be reminded of the Terrell County ISD expectations and for parents to be re-informed about the expectations.

Classroom teachers will keep a communication log, documenting parental contacts.

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Discipline Referrals

Teachers experiencing continued misbehavior from students are required to contact and conference with the student's parents to discuss the problems being experienced within the class.

If a student is being referred to the office for discipline problems, he/she must arrive with an office referral. Students arriving without an office referral will be sent back to class.

*****When referring a student to the office, you must send them to the principal. The superintendent will handle the discipline referral when the principal is unavailable and only in the case of serious discipline infractions.**

RTI Procedures

The RTI process is not the "step" into Special Education testing. The RTI process was created in order to provide students with all the interventions possible to close achievement gaps and to ensure that Special Education testing would not be a necessity for the student's educational success.

A student, who needs intense intervention, because he/she is not being successful with the regular education program, **must** be referred to the RTI committee. Schedules and documentation will be created by the RTI committee as needed.

The RTI forms must be completed in a timely manner. RTI forms will not be given out during the last 6-weeks grading period. Students who are truly having difficulties should be identified prior to the end of the school year.

Staff Cell Phone Use

Cell phone use during the school day should be limited to emergencies.

Student Electronic Devices

Students are not allowed to have or use Electronic Devices in the classroom, unless deemed necessary for educational purposes.

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Staff Dress Code

All staff members will dress professionally at all times. "Tank tops" and tight fitted clothing are not allowed. "Beach" flip-flops and/or house shoes are not allowed. Staff members are not allowed to wear sweatpants, work-out clothing, or shorts (PE/athletic classes are the exception). Two blue jean days per week are allowed, one day is a dress up day. Fridays are school spirit jean days and are considered a 'dress down' day.

Tattoos are to be covered by staff at all times.

Dressing professionally reminds students, colleagues, and visitors that our jobs are important to us.

If you have a question about allowable attire, please speak with the principal and/or superintendent.

Outside Employment and Tutoring

An employee shall disclose **in writing** to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

Gifts and Favors

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.

Care of Own Children

Because it would impair work effectiveness, **no employee may bring his/her child into the school or workplace to remain during the workday.**

On the Job Injury

All personnel are required by law and local policy to report all accidents and injuries immediately to their supervisor.

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Standards of Conduct

All employees are expected to work together in a cooperative spirit to serve the best interest of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, and other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with District policies and procedures.
- Express concerns, complaints or criticism through appropriate channels. Professionalism is expected and required. It is inappropriate to discuss your dissatisfaction with the public or other co-workers. If you are dissatisfied or concerned with something, you must follow the appropriate channels to resolve the situation.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds and property for authorized District business and activities only.

All district employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards for professional educators.

Personal Use of Electronic Media (Policy CQ, DH)

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

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As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee **may not** set up or update the employee's personal social network pages(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practice for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - **Confidentiality of student information, including photos.** Therefore, you are not permitted to post photos of school activities on your personal social media page unless you TAG Sanderson Schools in the post. You are not permitted to post photos of students unless their parent/guardian gave **permission** for them to be posted.
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 - Confidentiality of district records, including educator evaluations and private email addresses.
 - Copyright law

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- Prohibition against harming others by knowingly making false statements about a colleague or school system

Electronic Communication with Students

Teachers and staff will limit communication with students to school email accounts or group Remind accounts. Coaches and sponsors may text students as it relates to sponsored activities or athletic issues.

Copyrighted Materials

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.) Rented video tapes/DVDs are to be used in the classroom for educational purposes only. Duplication or back-ups of computer programs and data must be made within provisions of the purchase agreement.

Videos will not be shown for entertainment. Video clips may be used for educational purposes.

Supply Purchases

All supply purchases **must** be approved by the Superintendent. **If items are purchased and reimbursement is requested, there is no guarantee that reimbursement will occur without prior approval.** **ALL** purchase requests must be completed on a Pre-authorization Funding Request Form. If the request is approved, the signed Pre-authorization Form will allow you to obtain a purchase order or the credit card to proceed with the purchase. Items cannot be purchased or ordered without pre-authorization. Employees who do not comply with this expectation could be held accountable for the total cost of the items purchased and/or other disciplinary actions.

Cell Phone Reimbursements

ALL employees who receive cell phone reimbursements **must** have the reimbursements submitted monthly. If your reimbursement request is not submitted by the last day of the month, reimbursement for that month will not be given.

Expectations

2024-2025 Purchasing Expectations

- **Only 80% of the allotted money for each department will be approved. After 80% of the allotted budget is**

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expended, special approval and consideration must be given for the remaining 20% of the budget.

- Just because there is money in a budget doesn't mean we must spend it. We must find savings in every little place.
- All budgets will be "frozen" on the last day of June 2024. The only budgets that can be used beginning July 1, 2024 through August 31, 2024 will be the football budget, superintendent budget, technology budget and business office budget. All other funding requests will be held until the new budget calendar that begins Sept. 1, 2024.

Duty Expectations

Morning Duty

Teachers must be on campus by 7:30. Teachers should be actively monitoring the halls while students are at their lockers. Teachers should be visiting with students, greeting them, encouraging them, and finding ways to build a rapport with the students. It is imperative that teachers not just stand in the hall to visit with other teachers but should use the time to make a positive impact on students and help them start their day on a positive note.

Elementary Recess

When staff members are on recess duty, it is expected that they move around the playground, actively monitoring students. Staff members shall not be sitting on the bench or standing and visiting with other adults. It is important that the monitors move around to ensure that all students are safe and discipline problems do not arise.

Breakfast/Lunch Room

When staff members are on breakfast or lunch room duty, it is expected that they move around the cafeteria, monitoring and controlling the sound and behaviors of all students in the cafeteria. Staff members on duty are not only assisting with their students, but all students within the cafeteria. Staff members on duty should hold students accountable and be consistent with all cafeteria expectations/behaviors.

Afternoon Duty

All teachers must be actively monitoring students during dismissal.

Elementary Transitions

Anytime students are in transition from one classroom to another, from their classroom to PE and other electives, a teacher must be

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supervising the students during the transition. Students are expected to walk down the halls quietly and in an organized fashion. Students should not be sent to PE, recess, electives or lunch without adults supervising the transition.

Professional Expectations

All staff members are expected to be professional at all times. Staff members should treat each other with respect. As a campus, we are a team and should work like one. Working in Terrell County ISD means that we are helping each other, regardless of what grade level or position we hold. We are the teachers of all students, not just the students assigned to our classroom. If we see a teacher struggling or a teacher who needs a pat on the back, as a community, we must do that for each other. We will work together, we will get along, and we will be professional with each other at all times. Conflict between co-workers will not cause problems within our classrooms. Kids are always first. We must get past differences, conflicts, and/or disagreements to ensure that kids are always first.

Leadership

As staff members of Terrell County ISD, we are all leaders. We lead our students, we lead our peers, and we lead our community/school. The expectation is that we take the leadership role in our grade levels and school. We must be innovative and develop ideas that will move the entire school forward. We must teach our children how to become positive leaders by modeling to them what a positive leader does daily.

The expectation is that we develop and implement ideas that will impact the entire school, building a positive, safe, and fun learning environment for everyone involved.

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Appendix A

Grading Guidelines

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GRADING GUIDELINES (All Grade Levels)

NOTE:

Procedural guidelines give specific suggestions and district expectations for the implementation of a district policy. This set of guidelines is intended to provide guidance for teachers to follow in determining grades for students. Many of the following procedures are already contained in various district curriculum guides as developed by teachers and coordinators and others have been sent in the form of memos to administrators through the years.

The rationale for this set of guidelines is to achieve fair, accurate, and consistent assessment of student achievement based on standards as established by the State of Texas, and to ensure students and parents receive feedback related to academic progress.

REPORTING ASSESSMENT

Teachers will report assessments to students in a timely manner. The following guidelines should be observed:

- A. Students will receive minor assignment feedback within three to five school days.

(Minor assignments include, but are not limited to: daily work, group work, homework, and AR reading. If AR reading is used within the minor category, it cannot exceed 10% of the minor category.)

- B. Major assignments such as research projects, group projects, and research papers or other long-term projects shall receive a final cumulative grade within ten school days. However, the teacher shall award interim minor assessment grades for individual steps in the process within the guidelines stated previously.

(Major assignments include, but are not limited to: quizzes, unit tests, six-week tests, project-based learning, research papers, labs, etc. A minimum of three grades is required in this category.)

- C. Student grades are confidential and will be treated accordingly. (Practices such as oral group disclosure, students

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grading other students' work where a grade is placed on the assignment or posting of grades by name will not occur.)

D. Interim progress reports with assignments listed will be issued to every student at the midpoint of the grading period. Notice of a student's consistent unsatisfactory performance will be issued in accordance with EIA (Local). According to this policy, unsatisfactory performance will be defined as a failing grade, achievement that has dropped two or more letter grades, and/or conduct that is unsatisfactory and/or would receive a grade of U.

Teachers are expected to use a variety of types of student work performance to assess student achievement. The teacher should choose those which are most appropriate to the class, the students, and the TEKS/SEs under study.

BASIS FOR EVALUATION

The summative evaluation of a student's program during a recording period will be based on sufficient data. Teachers will utilize a variety of assessments appropriate to the class, the students, and the TEKS/SEs under study. Regular and periodic assessment of student progress should be made using the following specific procedures:

The following percentages shall determine the cumulative grade for each reporting period.

Kindergarten

The summative evaluation of a student's program during a recording period will be based on sufficient data. Teachers will utilize a variety of assessments, observations, and keep accurate documentation of a student's progress during a recording period.

The teachers will use S (Satisfactory), N (Needs Improvement) and – (Not tested) to indicate a student's progress on the Kindergarten Standards Performance Report. A 'Satisfactory' grade may also include a '+' or a '-' beside it. A '+' indicates better than satisfactory, while a '-' indicates room for improvement. Kindergarten students will be evaluated on Reading Readiness, Phonological Awareness, Writing/Language Skills, Math Readiness, all based on the required Kindergarten TEKS.

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Grades 1-2

Minor grades: 80%

(Accelerated Reading may be included in the minor grades; however, it may not constitute for more than 20% of the minor assessment summative grade. Homework may be used in the minor category; however, it may not constitute for more than 10% of the minor assessment summative grade.)

Major grades: 20%

(A minimum of two grades is required in this grading category)

Special Note: Social Studies and Science grades will not be placed in specific grading categories. All grades in Social Studies and Science will be weighted the same. The minor and major grade categories only apply to Reading, ELAR, and Math.

Grades 3-6:

Minor grades: 70%

(Accelerated Reading may be included in the minor grades; however, it may not constitute for more than 20% of the minor assessment summative grade. Homework may be used in the minor category; however, it may not constitute for more than 10% of the minor assessment summative grade.)

Major grades: 30%

(A minimum of two grades is required in this grading category)

Special Note: Social Studies and Science grades will not be placed in specific grading categories. All grades in Social Studies and Science will be weighted the same. The minor and major grade categories only apply to Reading, ELAR, and Math.

Grades 7-8:

Minor grades: 60%

(Accelerated Reading may be included in the minor grades; however, it may not constitute for more than 20% of the minor assessment summative grade. Homework may be used in the minor category; however, it may not constitute for more than 10% of the minor assessment summative grade.)

Major grades: 40%

(A minimum of three grades is required in this grading category)

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Grades 9 -12:

Minor grades: 40% - Homework and other forms of formative assessment should be utilized as a method of ongoing assessment of student achievement. Homework is best used as independent practice of material taught and practiced under the teacher's direction. It should not be used to introduce concepts or skills learning. It is appropriate to use for extension, enrichment, and application. In the determination of a six weeks grade, no single grade should constitute more than 30% of the student's six weeks average.

Major grades: 60% - In the determination of a six weeks grade, no single grade should constitute more than 30% of the student's six weeks average. If long-term projects are used, the teacher should award grades for individual steps in the process with periodic assessments of progress being made. In this way, a teacher is aware of progress throughout the grading period and can issue interim progress reports with accuracy.

(A minimum of three grades is required in this grading category)

***Teachers are encouraged not to leave semester or six-weeks grades on a "9" (Example: 59, 69, 79, and 89).

FACTORS NOT TO BE USED IN GRADING

- A. A teacher may not deduct points from a student's academic grade because of disciplinary infractions other than academic dishonesty. **A grade of 0 will be given for cheating and plagiarism.**
- B. When a student fails to clear a record on textbooks, library books, or other school owned equipment, the academic grade may not be lowered.
- C. A teacher may not award points or deduct points for bringing supplies to class. The course grades should reflect knowledge learned from the required TEKS.

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REDO/RETAKE

Upon notification of an unsatisfactory **major grade**, a student will be provided supplemental instruction and given an opportunity for reassessment within five days of the original assignment/test. A retest/redo may include corrections. If corrections are used as the redo/retake, they must require a student to justify the new answers and provide the student with the opportunity to reflect on his/her errors. Redo/retakes are not limited to failing grades; however, any student completing a redo/retake assessment may only earn half the points lost on the original assessment (example – if a student’s original score was a 65, the student is eligible to earn half of the 35 points not earned [17.5] allowing the student to increase his/her score to 83). All redo/retake grades must be completed one week prior to the end of the grading period. These guidelines do not apply to late work.

INCOMPLETE GRADES

A report card grade for six weeks is a report to parents of the student’s achievement at that time. Even though a unit of study may not be a completed or any area of study may be in progress, a grade must be reported:

- A. A grade of incomplete should be given to a student for a grading period only if:
 - 1. The student had excused or school absences during the final days of the grading period and still had allowable days (1 per each day of absence) in which to complete make-up work or
 - 2. The student had excused absences which extended beyond the end of the grading period and had not yet returned to school when the grading period ended.
- B. Each teacher must submit to the Superintendent written explanation for any “I” given prior to verifying grades (forms will be available for this written explanation).
- C. A grade of incomplete should not be given to a student for any grading period if the student has simply failed to complete work. **Late work may certainly be accepted during the grading period as teachers attempt to move students to mastery levels, but students should understand that only illness or school related absences can extend any grading period.**

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- D. According to UIL rules of extracurricular eligibility, grades of "I" are treated as a failing grade until they are changed to a passing numerical grade.
- E. All incomplete grades must be converted to a numerical assessment of the student's actual achievement level for that grading period within two weeks of the end of the grading period or of the student's return to classes.

AWARD CREDIT

A student's semester grades in a full-year course will be averaged for award of credit purposes. If the average of the two semester grades is 70 or above, the student shall be awarded credit for the full-year course. If the average of the two semester grades is below 70, the student shall be required to successfully earn a passing grade (70 or above) in the next upcoming, current summer school session to make-up the semester failed. However, if the student does not attend summer school immediately after the course was failed to earn a 70, then the entire course (both semesters) must be repeated during the long term. This rule does not apply to new students transferring to the District with prior failed semesters on their transcripts.

MONITORING OF GRADEBOOKS

A teacher's gradebook or computerized grading program is an auditable, legal document. Therefore, the district is responsible for monitoring gradebooks to ensure that the recording of student assessment is accurate. A minimum of one grade should be recorded in the gradebook per week, per subject area.

HOMEWORK PURPOSE AND OBJECTIVES

Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:

1. To provide a drill that helps the student practice the basic skills of a subject.
2. To give the student practice and extension of concepts learned in class.
3. To extend learning beyond the material that can be covered in class.
4. To develop effective study methods.
5. To help the student prepare for classroom work.
6. To allow the student to make up work after an absence.

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7. To provide a means of reteaching essential knowledge and skills.

SEMESTER EXAMS/GRADES

Semester exams are required for all graded courses in grades 7-12. Students may earn exemptions from courses according to the exemption criteria.

The semester grade will be determined by the following percentages:
6 weeks grades = 80%

Semester exam grade = 20%

SECONDARY SEMESTER TEST EXEMPTIONS (GRADES 7-12)

Students who meet certain grade and attendance criteria may be exempt from semester exams.

Students in grades 7-12 may be exempt from all semester exams if the exemption criteria is met.

Exemption Criteria

- Students may not have any unexcused absences
- 95–100 average, 2 or fewer excused absences or tardies (combined)
- Dual Credit students who have completed their course work will be exempt from attending school during the scheduled semester exam.

Students who earn exemptions must be exempted from the exam. Teachers do not have the discretion to allow or disallow exemptions in their classrooms. Students will be eligible for exemptions in core content subjects and electives. All graded courses require a semester exam for all students who do not meet the exemption requirements.

Students are subject to loss of exemptions for disciplinary infractions. Placement in ISS or DAEP automatically prohibits text exemptions.

Student MUST have passed the STAAR test for the subject the previous year.

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Appendix B

Guidelines Clinic Visits

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Guidelines for Clinic Visits

WHEN SENDING A STUDENT TO THE CLINIC:

Teachers need to send each student with Clinic Referral Slip, indicating the **primary complaint** and the **time** the student left the classroom to go to the clinic. In emergencies, which case, the nurse may be requested to the site and make an assessment.

VALID REASONS FOR SENDING A STUDENT TO THE CLINIC:

- Vomiting (not just spitting up phlegm)
- Bleeding
- Animal bite
- Not feeling well" persists beyond 45-60 minutes or is extremely sudden and severe
- Obviously ill in an appearance or behavior, compare to other days
- Symptoms of infection in any area: redness, heat, pain, swelling, pus
- Earache (never put cotton, tissue or anything in the ear)
- Undiagnosed rash
- Exhibits problems related to chronic illness (asthma, diabetes, migraines, allergic reactions)
- Sore throat
- Injury to head, eyes, faces, ears
- Bone/joint; student should not bear weight, bend or move extremity until assessed
- Signs of allergic reaction: hives itching, swelling of mouth/lips hoarseness, abdominal pain nausea, vomiting, dizziness or wheezing
- Nosebleed: student should pinch own nose closed, breath through mouth, be accompanied to clinic

REASON TO CALL NURSE TO SITE:

- Loss of consciousness
- Seizure
- Serious falls or accidents that involve head

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Appendix C

Classroom Emergency Procedures

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Classroom Emergency Procedures

Please post this information by your door. You will **NO LONGER** use the red/green cards for Lockdown/Shelter in Place. Red/green cards will only be used for fire/building evacuations.

Please add a class roster to this emergency information for student verification.

The following are required drills by TCISD:

1. Fire Drill (Building Evacuation) and Reverse Evacuation – monthly
2. Lockdown – 1 per semester
3. Shelter in Place – 1 per semester
4. Severe weather – 1 per year before April
5. Site evacuation – voluntary
6. Bus evacuation – voluntary

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1.1 SRP IN A NUTSHELL



5 ACTIONS

The Standard Response Protocol has specific staff and student actions that are unique to the action. In the event student or staff identifies the initial threat, calling 911 and administration is advised.

SRP OVERVIEW WALL POSTER

This K12 SRP overview wall poster was created to print and place on walls in order to remind everyone of the different SRP actions and allow teachers to start the conversation about SRP with their students.

Placing posters is an essential step in full implementation of the SRP. The classroom poster should be displayed in every classroom, near all entries, and near the entrances to cafeteria, auditorium and gym. The shelter hazards and safety strategies should be modified for local conditions.



HOLD

"In Your Room or Area. Clear the halls."

Students are trained to:

- Clear the hallways and remain in their room or area until the "All Clear" is announced
- Do business as usual

Adults and Staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE (LOCKOUT)

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and Staff are trained to:

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

ONE DEMAND

The protocol also carries an obligation. Kids and teens are smart. An implicit part of the SRP is that authorities and teachers tell them what's going on.

Certainly, tempered at the elementary school. But middle school and above needs accurate information for the greatest survivability, to minimize panic and to assist recovery.

"AN IMPLICIT PART OF THE SRP IS THAT AUTHORITIES AND TEACHERS TELL THE STUDENTS WHAT'S GOING ON"

Note: Student training includes preparation for some alternative methods during a tactical response but reinforces deference to local law enforcement.

IN AN EMERGENCY TAKE ACTION

	HOLD! In your room or area. Clear the halls.
STUDENTS	ADULTS
<ul style="list-style-type: none"> ● Take the time to get everyone in room or area ● Close and lock door ● Do business as usual 	<ul style="list-style-type: none"> ● Close and lock door ● Account for students and adults ● Do business as usual
	SECURE! (Lockout) Get inside. Lock outside doors.
STUDENTS	ADULTS
<ul style="list-style-type: none"> ● Return to inside of building ● Do business as usual 	<ul style="list-style-type: none"> ● Bring everyone indoors ● Lock outside doors ● Increase situational awareness ● Account for students and adults ● Do business as usual
	LOCKDOWN! Locks, lights, out of sight.
STUDENTS	ADULTS
<ul style="list-style-type: none"> ● Remain silent ● Remain out of sight ● Follow instructions 	<ul style="list-style-type: none"> ● Lock and lock down ● Turn off lights ● Turn off heat/AC ● Turn off radios ● Remain silent ● Remain out of sight ● Follow instructions or orders
	EVACUATE! (A location may be specified)
STUDENTS	ADULTS
<ul style="list-style-type: none"> ● Listen and follow instructions ● Evacuate using your egress route ● Follow instructions 	<ul style="list-style-type: none"> ● Listen and follow instructions ● Evacuate using the egress route ● Account for students and adults ● Follow instructions or orders
	SHELTER! Hazard and safety strategy.
STUDENTS	ADULTS
<ul style="list-style-type: none"> ● Listen and follow instructions ● Stay in shelter area ● Follow instructions 	<ul style="list-style-type: none"> ● Listen and follow instructions ● Stay in shelter area ● Account for students and adults ● Follow instructions or orders

SCHOOL IS SECURED
MONITORED ENTRY AND CONTROLLED RELEASE

ESCUELA BAJO PROTECCIÓN
ENTRADA VIGILADA Y SALIDA CONTROLADA

TEXAS STATE OFFICE OF THE ATTORNEY GENERAL
TERRELL COUNTY ISD

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LOCKDOWN "Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and Staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

THE DURATION OF A LOCKDOWN

A question that occasionally arises is "How long does it take to release a Lockdown?" The answer is, "That depends, but probably longer than you want to hear."

The Foundation has heard accounts of a Lockdown lasting for hours. In the case of a weapon report, the school was in Lockdown for over three hours. In another, an active shooter in the building, it took about an hour after the issue was resolved for law enforcement to clear the classrooms.

Some schools have created Lockdown kits. A five gallon bucket, kitty litter, and a shower curtain to accommodate the potential of being unable to use a restroom.



EVACUATE "To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and Staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/ Green Card method.

WHAT ABOUT CELL PHONES?

One of the occasionally heated conversations is about cell phone usage. If the current trends continue, there will be a point in the future where nearly every student will have a device. Not just middle and high school, but elementary as well.

There may be cases where law enforcement will ask students to leave their phones behind. A bomb threat for example.

In many cases, having the ability to craft messages for students to send their parents, or for students to call their parents, can be of tremendous value.

The Foundation freely admits to a bias though. Take just a moment and think of the origination of the Foundation. (See page 4.)



SHELTER "For Hazard Using a Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and Staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Reporting injuries or problems using Red Card/ Green Card method.

ABOUT SHELTER-IN-PLACE

Traditionally, the term "Shelter-in-place" is used for a variety of hazards. While still in common use, the SRP suggests stating the hazard and providing a safety strategy.

The FEMA website has over a dozen different scenarios for "Shelter-in-place." Two of the most common were for Tornado or Hazmat. Very different actions would be taken for those hazards.

A single directive, "Shelter-in-place," doesn't provide the necessary information. "Tornado! Get to the storm shelter!" is more direct.

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1. Fire Drill (Building Evacuation) and Reverse Evacuation

Fire drills will be scheduled by the administration each month during the school year. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly and quietly from the school to an assigned evacuation area outside.

The following procedures will be followed during a fire drill:

- Emergency evacuation map will be posted in each room. This map will indicate the primary and alternate exits and the evacuation area to which all occupants should proceed to when leaving the building. The evacuation map and routes will be discussed with each class using the room, during the first day(s) of the school year.
- A distinct fire alarm signal will be used for fire drills only; 2 bells will indicate that it is time to reenter the building.
- No person is to remain in the building during fire drills.
- Evacuation areas will be at least 50 feet (100 feet, if possible) away from buildings, out of driveways, and off the roads/streets.
- Students should move quickly, quietly and in an orderly manner through the assigned exit to the assigned evacuation area. Students should leave behind all books and other property. Students should not talk at any time during the drill.
- The teacher will be responsible for:
 1. Assuring that the classroom door is closed (windows if applicable).
 2. Assuring that lights and any electrical equipment is turned off.
 3. Maintaining order during the evacuation.
 4. Check bathrooms to make sure all students evacuate the building.
 5. Have an assigned order for lining up daily to assist with this evacuation. Assigning students in their classroom to hold the doors open as their class exits the building.
 6. Taking their class roster and checking roll when the class is in the assigned evacuation area. If all students are accounted for, the teacher will hold up the green card. If students are missing, the teacher will hold up the red card. The name of any student not accounted for will be reported immediately to the administration.

Reverse Evacuation Drill (should be performed when re entering the building after a fire drill)

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These drills are required monthly and are intended to protect teachers, students and other staff by removing them from harmful situations that have the potential of coming on to campus.

2. Severe Weather Drill

Severe weather drills will be scheduled once a year before April.

The following procedures will be followed during a severe weather drill

- If there is a tornado or severe weather warning, teachers will be notified by the office.
- In case of a tornado or severe weather warning, a disaster drill will be initiated by 4 bells and an announcement. The designated staff will say, "This is a severe weather drill. Please seek shelter in your designated location."
- After the drill is announced:
 1. Teachers will move students to designated hallways or classrooms.
 2. If possible, students should take a hardback book for additional head protection.
 3. Students should kneel on the ground with their heads against an interior wall with their face covered and book over the back of their necks. (use discretion as to how long you keep students in this position)
 4. Please keep students calm and quiet during the drill so additional instructions will be understood.
- Once the drill is over, the designated staff will announce, "The severe weather drill is over at this time. You may resume all activities."

5. Site Evacuation

Site evacuations will be scheduled by the administration. The purpose of a site evacuation is to train students, under staff direction, to move safely, quickly and quietly to a designated location for safety reasons such as a gas leak.

The following procedures will be followed during a site evacuation:

- Emergency evacuation flip chart will be posted in each room. This flip chart will indicate the primary and alternate exits and the evacuation area to which all occupants should proceed upon leaving the building. The evacuation map and routes will be

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discussed with each class using the room, during the first day(s) of the school year.

- The designated staff will announce, "We are going to initiate a site evacuation. Please evacuate to ----- (the announcement will specify where to go off site).
 - **Rooms 201-205, Library and Office will report to St. James Catholic Church**
 - **Rooms 206-208, counselor office, custodial room will report to the First Baptist Church**
 - **HS wing, rooms 101-108, business office, and conference room will report to the First Calvary Baptist Church**
 - **Shop Building and Band Hall will report to the Band Hall**
 - **Gyms and Cafeteria will report to the First Baptist Church**
 - **Field House and Football Field will remain in that location**
- Representative at each location:
 - St. James Catholic Church – Tanna Lowrance
 - First Baptist Church – Jerry Garza
 - First Calvary Church – Blain Chriesman
 - Field House/Football Field – justin Hilliard
- Transportation will be contacted for buses to transport teachers/students/staff if we evacuate to a distant location.
- No person is to remain in the building during a site evacuation drill.
- Students should move quickly, quietly and in an orderly manner through the assigned exit to the assigned evacuation area. Students should leave behind all books and other property. Students should not talk at any time during the drill.

The teacher will be responsible for:

1. Assuring that the classroom door is closed (windows if applicable).
2. Assuring that lights and any electrical equipment is turned off.
3. Maintaining order during the evacuation.
4. Check bathrooms to make sure all students evacuate the building.
5. Assigning students in their classroom to hold the doors open as their class exits the building.
6. Taking their class roster and checking roll when the class is in the assigned evacuation area. If all students are accounted for, the teacher will hold up the green card. If students are

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missing, the teacher will hold up the red card. The name of any student not accounted for will be reported immediately to the administration.

- Everyone is to remain off site until further directions are given.

6. Bus Evacuations (drills are voluntary)
--

Bus Evacuations will be scheduled by the administration. The purpose of a bus evacuation is to train students, under staff direction, to move safely, quickly and quietly to a safe area away from the school. If these drills are scheduled, teachers will be contacted by the administration with directions on how the drill will be conducted.

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Appendix D

Bullying Forms

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Terrell County Independent School District Bullying/Harassment Report Form (Policy FFI & FFH)

Campus: _____ Today's Date:

Administrator Completing Report: _____ Title:

Person Reporting Bullying/Harassing Conduct:

Alleged Target Student's Name: _____ Grade: _____ ID#:

Alleged Perpetrator's Name(s): _____ Grade: _____ ID#:

_____ Grade: _____ ID#:

_____ Grade: _____ ID#:

Name(s) of Witness(es) to Alleged Conduct:

Date(s) of Incident(s): _____ Time of Incident:

Location of Incident:

Description of Incident(s) or Event(s):

Was Incident ever reported to anyone else? Yes No

If yes, to whom, when, and what was done:

Other information, including prior incidents or threats:

Receiving School Administrator's Signature: _____ Date:

Additional comments or notes from receiving school official:

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Appendix E

Student and Staff Travel Information

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APPROVED BY THE TCISD BOARD OF TRUSTEES ON 8/30/23

TERRELL COUNTY ISD - STUDENT TRAVEL GUIDELINES 2024-2025

A. Student Meals (Regular Season)

1. The TCISD per diem payment will not exceed the maximum per meal allowance.
2. Due to IRS regulations, trips that are taken in one day whether under or over 100 miles, lunch is the only meal that will be reimbursed regardless of the time of departure or return. **** Trips that are all-day (i.e., at least 8a – 4p) in duration will be provided a lunch meal only.**
3. The sponsor/staff member **must** submit to the business office all **ORIGINAL ITEMIZED RECEIPTS** from the meal/s. Receipts must be turned in within 48 hours of returning from the school sponsored trip.
4. TCISD cannot pay Texas State tax. Tax-exempt forms are available for each sponsor/staff member.
5. Cash given to students for meals must be documented by the individual student's signature in their own handwriting, date of receipt, amount received, and the meal designation (i.e., breakfast, lunch, or dinner) on the Cash Disbursement Form. It is not acceptable for 1 student or sponsor/staff member to write in all the names.
6. Group meal receipts may not exceed the student per diem for the trip.
7. The TCISD payment to the sponsor for student meals may not exceed the TCISD per meal allowance unless pre-approved by the Superintendent.
8. The current TCISD student meal allowance and time guidelines are as follows:

<u>Breakfast - \$8.00</u>	<u>Lunch - \$10.00</u>	<u>Dinner \$12.00</u>
Leave before 6 am	Leave before 11 am	Leave before 5 pm
Or Return after 9 am	Or Return after 1 pm	Or Return after 7 pm
9. The meal allowance guidelines will be strictly adhered to unless prior approval is received from the Superintendent.
10. Tips are included into this meal allowance and will not be reimbursed as an additional expense to the per diem allowance.

B. Student Rooms/Lodging

OVERNIGHT TRIPS WILL BE FOR POST DISTRICT COMPETITIONS ONLY

1. Student room/lodging allowance **\$200 per night with a 4 student maximum.** (NOTE: It is recommended that four (4) students stay in a room together.) Appropriate consideration will be given to situations where mixed gender and/ or odd numbers of participants are involved.
2. The TCISD payment for rooms/lodging, plus local taxes, will not exceed the TCISD per day allowance without prior approval from the Superintendent. TCISD is exempt from paying state tax. It is the sponsor's responsibility to present the lodging provider with the Texas Hotel Occupancy Tax Exemption Certificate.
3. The sponsor/staff member **must** turn into the business office, within 48 hours of returning from the trip, the **ORIGINAL, ITEMIZED RECEIPT/INVOICE** which shows the room charges, tax charges, any miscellaneous costs, and date(s) of service.
4. Lodging should not be considered for trips of less than 100 miles.

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POST-SEASON STUDENT MEAL ALLOWANCE:

The current TCISD meal allowance and time guidelines are as follows:

Breakfast - \$8.00

*Leave before 6 am
Or Return after 9 am*

Lunch - \$12.00

*Leave before 11 am
Or Return after 1 pm*

Dinner - \$20.00

*Leave before 5 pm
Or Return after 7 pm*

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TERRELL COUNTY ISD - STAFF TRAVEL GUIDELINES 2024-2025

A. Meals

1. Same-day professional development meals (even when out of town) are not reimbursable. This is a TEA requirement. Meals for professional development that requires an overnight stay are reimbursable.
2. Meals when traveling with a team are reimbursable. Below are the guidelines for staff meals.
3. The TCISD reimbursement payment to the staff member may not exceed the TCISD meal allowance fee unless pre-approved by the Superintendent.
4. ITEMIZED, ORIGINAL receipts are required as attachments to the reimbursement form.
5. If the sponsor/staff member disburses cash for their meals, they must sign the Cash Disbursement Form.
6. TCISD meal allowances and times are as follows:

Breakfast - \$8.00

Leave before 6 am
Or Return after 9 am

Lunch - \$12.00

Leave before 11 am
Or Return after 1 pm

Dinner - \$20.00

Leave before 5 pm
Or Return after 7 pm

7. The meal allowance guidelines will be strictly adhered to unless prior approval is received from the Superintendent.
8. Tips are included into this meal allowance and will not be reimbursed as an additional expense to the per diem allowance.

B. Sponsor Lodging

1. Follow the same guidelines as for students, except the lodging allowance is **\$200.00** per night, plus local taxes.

C. Personal Car – Mileage Reimbursement

1. Personal vehicles for school business can only be used when a school vehicle is unavailable.
2. For out of town trips, mileage will be figured as the miles from Sanderson to the destination city.
3. Fuel charges (gasoline) will not be reimbursed as they are included in the per mile reimbursement rate.
4. If the sponsor/staff member drives a TCISD vehicle for an event, charges for gasoline should be made with the school gas card. Each employee who uses a school vehicle is required to login in their trip, fuel the vehicle before returning it to the school and placing a receipt for the fuel with the travel log.
5. An employee may request to take his/her own vehicle on school business. This is only permitted with superintendent approval, and mileage will not be reimbursable.

D. Miscellaneous

1. All TCISD student travel must be requested a week in advance.
2. All TCISD employee travel must be requested a week in advance.

E. Reporting

1. Employees receiving travel advances must submit expense reports within 48 hours or two (2) work days of returning from the approved event.
2. It is the sponsor's/staff member's responsibility to ensure their Trip Reimbursement Form is submitted, along with the appropriate attachments, in a timely manner, to the Superintendent.

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3. The Business Office will issue a check within two (2) weeks after receipt of the Trip Reimbursement Form, unless circumstances (error on report, etc.) prevent it.