



International American Education Federation, Inc., d/b/a International Leadership of Texas

June 19, 2019 Regular Board Meeting

Date and Time

Wednesday June 19, 2019 at 6:15 PM CDT

Location

1820 N. Glenville Drive, Suite 100, Richardson, TX 75081

Meeting Notice & Mission Statement

In compliance with the Texas Open Meetings Act, the Texas Government Code, Chapter 551, timely public advance written notice (at least 72 hours before the scheduled time of the meeting) is given of the subjects the Board of Directors of International Leadership of Texas (the "Board"), and the Board will convene a Regular Open Meeting of the Board of Directors of International Leadership of Texas on the date and time and location set forth herein. It is the intent of the Board to have a quorum physically present at the above address. Board members not physically present may participate by live two-way video and audio feed in accordance with the Texas Open Meetings Act. If a quorum of the Board cannot be physically present at the above address, it is the intent to have the presiding officer physically present at the above address. The Board hereby certifies that this notice was posted on a bulletin board or on something akin thereto or at a place readily accessible and convenient to the public at 1820 N. Glenville Dr., #100, Richardson, TX 75081, as well as online at www.ILTexas.org. The items on this Agenda may be taken in any order. The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

/s/ Finn Simmensen, For ILTexas' Board

Agenda

	Purpose	Presenter	Time
I. Opening Items			06:15 PM
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes of May 15, 2019 Regular Meeting	Approve Minutes		
Approve minutes for May 15, 2019 Regular Board Meeting on May 15, 2019			
II. Public Speakers			06:15 PM
A. Guests who spoke, if any	FYI		

III. Report and Information Items

**06:15
PM**

- | | | |
|-----------------------------------|-----|------------------------------|
| A. CAO Report | FYI | Dr. Laura Carrasco-Navarrete |
| B. Superintendent's Report | FYI | Eddie Conger |
| C. CEO Report | FYI | Dr. Alan Seay |
1. Enrollment Report
 2. Personnel Report
 3. Update on Growth/Expansion
 4. Introduction of Architects
 5. CEO Exit Report

IV. Board Action Items: Consent Agenda

**06:15
PM**

- | | | |
|-----------------------------------|------|---------------|
| A. CONSENT AGENDA FOR VOTE | Vote | Dr. Alan Seay |
|-----------------------------------|------|---------------|

CONSENT AGENDA AS ITEM TO BE VOTED ON:

The vote on this Consent Agenda Item applies to all of the following Items, together, except any Item as to which a separate vote is recorded hereinbelow or as to which remarks are recorded here removing that Item from this Consent Agenda Item:

- i. (CONSENT ITEM B) Consider/Act on RFP 19-003, Armored Car Services
- ii. (CONSENT ITEM C) Consider/Act on RFP 19-004, Curriculum/Instructional Materials and Office Supplies
- iii. (CONSENT ITEM D) Consider/Act on RFP 19-005, HVAC/Electrical/Plumbing Supplies and Equipment
- iv. (CONSENT ITEM E) Consider/Act on Resolution to Non-Expansion Charter Amendment to add Grade Level 9 to College Station K-8 Campus
- v. (CONSENT ITEM F) Consider/Act on Resolution to Relocate ILTexas East Fort Worth - North Richland Hills HS to ILTexas AGPHS Site (co-location)
- vi. (CONSENT ITEM G) Consider/Act on increasing adult lunch and breakfast prices by approx. \$0.50/meal
- vii. (CONSENT ITEM H) Consider/Act on Approval of Comprehensive Needs Assessments and Campus Improvement Plans
- viii. (CONSENT ITEM I) Consider/Act on Approving of disposal of used IT equipment

ATTACHMENTS PERTAINING TO ITEMS ENCOMPASSED BY THE CONSENT AGENDA:

All pertinent attachments are appended to Items B-I immediately following this Item.

- | | | |
|--|------|---------|
| B. Consider/Act on RFP 19-003, Armored Car Services | Vote | consent |
|--|------|---------|

Discuss/Act to approve RFP 19-003 for Armored Car Services.

- | | | |
|--|------|---------|
| C. Consider/act on RFP 19-004, Curriculum/Instructional Materials and Office Supplies | Vote | consent |
|--|------|---------|

Consider and take possible action to approve RFP 19-004, Curriculum/Instructional Materials and Office Supplies.

- | | | |
|--|------|---------|
| D. Consider/Act on RFP 19-005, HVAC/Electrical/Plumbing | Vote | consent |
|--|------|---------|

Discuss and take possible action to approve issuing RFP 19-005 for HVAC/Electrical/Plumbing.

G. Consider/Act to approve ILTexas Policy Group 4: Personnel Vote Dr. Alan Seay

Discuss/Act to approve ILTexas Policy Group 4: Personnel.

VI. Executive Session

06:15 PM

A. Authorization FYI

Closed Session for Any and All Reasons Permissible by Texas Law, including, but not limited to, Texas Government Code Sections 551.071, 551.072, 551.073, 551.074, 551.075, 551.076, 551.082, 551.083, 551.084, pertaining to any item listed on this agenda, as permitted by applicable law.

B. Discuss Real Estate Issues (Section 551.071 Texas Government Code) Discuss Dr. Alan Seay

1. Discuss real estate in South Dallas County for potential expansion.

C. Discuss Personnel Matters (Section 551.074 Texas Government Code) Discuss

Discuss issues related to CEO transition.

VII. Action Items from Executive Session

06:15 PM

A. Consider and take possible action on real estate items discussed in Executive Session Vote Dr. Alan Seay

Discuss/take possible action regarding real estate items discussed in Executive Session.

B. Consider/Act on Personnel Items discussed in Executive Session Vote Dr. Alan Seay

Consider/take action on Personnel Items discussed in Executive Session.

VIII. Closing Items

06:15 PM

A. Adjourn Meeting Vote

Cover Sheet

Approve Minutes of May 15, 2019 Regular Meeting

Section: I. Opening Items
Item: C. Approve Minutes of May 15, 2019 Regular Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for May 15, 2019 Regular Board Meeting on May 15, 2019

DRAFT

International American Education Federation, Inc., d/b/a International Leadership of Texas

Minutes

May 15, 2019 Regular Board Meeting

Date and Time

Wednesday May 15, 2019 at 6:15 PM

Location

1820 N. Glenville Drive, Suite 100, Richardson, TX 75081

Meeting Notice & Mission Statement

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/s/ Finn Simmenssen, For ILTexas' Board

Directors Present

Dr. Lynne Beach, Major General James Williams, Soner Tarim (remote), Tracy Cox

Directors Absent

Edwin Flores

Guests Present

Finn Simmens

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Major General James Williams called a meeting of the board of directors of International American Education Federation, Inc., d/b/a International Leadership of Texas to order on Wednesday May 15, 2019 @ 6:19 PM at 1820 N. Glenville Drive, Suite 100, Richardson, TX 75081.

C. Approve Minutes of the April 17, 2019 Regular Meeting

Dr. Lynne Beach made a motion to approve minutes from the April 17, 2019 Regular Board Meeting on 04-17-19.

Tracy Cox seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Report and Information Items

A. CAO Report

Chief Academic Officer Dr. Laura Carrasco-Navarrete reported to the Board.

B. Superintendent's Report

Superintendent Edward Conger reported to the Board.

Cadets from ILTexas Arlington Grand Prairie High School and ILTexas Garland High School gave presentations to the Board.

C. CEO Report

CEO Dr. Alan Seay reported to the Board.

III. Board Action Items

A. CONSIDER/ACT ON APRIL, 2019 FINANCIAL REPORT

CFO Mr. Ronald Kuehler reported to the Board.

Tracy Cox made a motion to approve the April, 2019 Financial Report.

Dr. Lynne Beach seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. CONSIDER/ACT ON EXPENDITURES EXCEEDING \$100,000

CFO Mr. Ronald Kuehler briefed the Board on the proposed expenditures.

Dr. Lynne Beach made a motion to approve the expenditures.

Tracy Cox seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Consider approval of Resolution for revolving line of credit with BBVA-Compass

CFO Mr. Ronald Kuehler and CEO Dr. Alan Seay briefed on the proposed revolving line of credit.

Tracy Cox made a motion to approve the proposed line of credit.

Dr. Lynne Beach seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Consider/act to approve I.A.E.F., Inc. 2017 IRS Form 990

CFO Mr. Ronald Kuehler briefed the Board on the form.

Tracy Cox made a motion to approve filing the form.

Dr. Lynne Beach seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Consider approval of Resolution to reimburse ILTexas for bond-related expenditures

CEO Dr. Alan Seay briefed the Board on the proposed reimbursement.

Dr. Lynne Beach made a motion to approve the reimbursement.

Tracy Cox seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. Consider/Act on 2019-2020 Compensation Plan

This item was tabled until after Executive Session.

This item was acted on after Executive Session.

Tracy Cox made a motion to accept the 2019-2020 Compensation Plan.

Dr. Lynne Beach seconded the motion.

The board **VOTED** unanimously to approve the motion.

G. Consider/act on Waiver Applications: Windmill Lakes/Orem HS, Lancaster/DeSoto HS

Superintendent Edward Conger and CEO Dr. Alan Seay briefed the Board on the proposal to request the waiver.

Dr. Lynne Beach made a motion to authorize seeking the waiver.

Tracy Cox seconded the motion.

The board **VOTED** unanimously to approve the motion.

H. CONSIDER/ACT TO APPROVE ILTexas Policy Group 2: Instruction

CEO Dr. Alan Seay, CAO Dr. Laura Carrasco-Navarrete and Deputy Superintendent Dr.

Thomas Seaberry briefed the Board on the revised Policy Group.

Dr. Lynne Beach made a motion to adopt the Policy Group.

Tracy Cox seconded the motion.

The board **VOTED** unanimously to approve the motion.

I. CONSIDER/ACT TO APPROVE ILTexas Policy Group 6: Special Education

CEO Dr. Alan Seay, Superintendent Edward Conger and Deputy Superintendent Dr. Thomas Seaberry briefed the Board on the revised Policy Group.

Tracy Cox made a motion to adopt the Policy Group.

Dr. Lynne Beach seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Executive Session

A. Authorization

The Board entered Executive Session at 7:46 p.m. and returned to Open Session at 9:08 p.m., having held no votes nor made any decisions during Executive Session.

B. DISCUSS REAL ESTATE ISSUES (SECTION 551.071 TEXAS GOVERNMENT CODE)

C. Discuss Personnel Matters (Section 551.074 Texas Government Code)

V. Action Items from Executive Session

A. Consider and take possible action to retain Gravely & Pearson, L.L.P. for campus defect litigation.

Dr. Lynne Beach made a motion to approve the proposal.
Tracy Cox seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. CONSIDER/ACT TO AUTHORIZE CEO TO PURCHASE PROPERTY

Tracy Cox made a motion to approve the purchase.
Dr. Lynne Beach seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. CONSIDER/ACT ON APPROVAL OF NEW TEMPORARY LOCATION FOR LANCASTER/DESOTO HIGH SCHOOL

This Item was postponed to a later date.

D. Consider/Act on Chief Growth Officer job description and contract.

Tracy Cox made a motion to approve the proposal.
Dr. Lynne Beach seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

Dr. Lynne Beach made a motion to adjourn the meeting.
Soner Tarim seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,
Finn Simmensen

Cover Sheet

CAO Report

Section: III. Report and Information Items
Item: A. CAO Report
Purpose: FYI
Submitted by:
Related Material: CAO Report June 2019 -- ATTACHMENTS.pdf
CAO Report June 2019.pdf

Day	Date	Time	Event	Campus	Location	Event Lead
Monday	8/20/2018	7:55-9:20	Review Senior Timeline, SCOIR registration, SAT/ACT registration	AGPHS	Cafeteria	Alexandra Robinson
Wednesday	8/22/2018	7:55-4:11	SCOIR Registration, essay workshops	AGPHS	203-Senior English teacher	Alexandra Robinson
Thursday	8/23/2018	7:55-4:11	SCOIR Registration, essay workshops	AGPHS	203-Senior English teacher	Alexandra Robinson
Tuesday	8/28/2018	4:30:00 PM	SAT / TOEFL Registration for International Students	GHS	ASP Office / Library	Henry Coleman
Wednesday	8/29/2018	7:55-9:25 AM	Review Senior Timeline, SCOIR registrations	KSHS	Senior Leadership Classes	Larisa Kliman
Tuesday	9/4/2018	4:30:00 PM	SAT / TOEFL Registration for International Students	GHS	ASP Office / Library	Henry Coleman
Wednesday	9/5/2018	7:55-9:25	SAT registrations	KSHS	ASP Office / Library	Larisa Kliman
Friday	9/7/2018	8-9:20	ASP Ambassadors	AGPHS	Cafeteria	Alexandra Robinson
Friday	9/7/2018	11:00-12:00pm	University of Southern California college visit	GHS	ASP Office / Library	Henry Coleman
Monday	9/10/2018	8-9:20	ASP Ambassador meeting	AGPHS	Cafeteria	Alexandra Robinson

Monday	9/10/2018	2:40-4:00 pm	Washington University in St. Louis college visit	KSHS	ASP Office/ Library	Larisa Kliman
Monday	9/10/2018	7-8 pm	PTO Parent Meeting: Setting Expectations and Maximizing College Options	AGPHS	Cafeteria	Alexandra Robinson
Wednesday	9/12/2018	8:00-9:20	University of Chicago Essay Workshop/- AGPHS/-AGPHS	GHS	ASP Office / Library	Henry Coleman
Wednesday	9/12/2018	8:00-9:20	Saint Edward's University	AGPHS	Library	Alexandra Robinson
Wednesday	9/12/2018	2:00- 2:30 pm	Swarthmore College college visit	KSHS	ASP Office / Library	Larisa Kliman
Wednesday	9/12/2018	2:30-3:30	Albion / Kalamazoo College - Fine Arts and Portfolio Admissions Process	AGPHS	Cafeteria	Alexandra Robinson
Wednesday	9/12/2018	2:40-4:11 pm	Grinnell College college visit	KSHS	ASP Office / Library	Larisa Kliman
Wednesday	9/12/2018	6:00-7:00 pm	Senior parent night	KSHS	Library	Larisa Kliman & Brittany Leisy
Thursday	9/13/2018	8:00-9:20am	Albion / Kalamazoo College - Fine Arts and Portfolio Admissions Process	GHS	ASP Office / Library	Henry Coleman
Thursday	9/13/2018	1-2pm	University of Connecticut College Visit	AGPHS	Cafeteria	Alexandra Robinson

Friday	9/14/2018	11:00-1:00pm	University of Chicago Essay Workshop	KSHS	ASP Office / Library	Larisa Kliman
Friday	9/14/2018	1:30-2:00pm	Syracuse University college visit	KSHS	ASP Office / Library	Larisa Kliman
Friday	9/14/2018	12:00-1:00pm	Babson College	AGPHS	Gym	Alexandra Robinson
Friday	9/14/2018	4:30-5:30pm	University of Chicago Essay Workshop	AGPHS	Cafeteria	Alexandra Robinson
Saturday	9/15/2018	9:00-3:00pm	ASP College Kick Off	All	GHS / Classrooms / Gym	Sara Urquidez
Monday	9/17/2018	8:30-9:20	Albion College	AGPHS	ASP Office	Alexandra Robinson
Wednesday	9/19/2018	8:00-9:20am	Albion College Visit	KSHS	ASP Office / Library	Larisa Kliman
Wednesday	9/19/2018	8:00-9:20am	Claremont McKenna	AGPHS	Cafeteria	Alexandra Robinson
Wednesday	9/19/2018	3:30-4:30pm	University of Miami	KSHS	ASP Office / Library	Larisa Kliman
Wednesday	9/19/2018	6:00-7:00pm	ASP Overview Parent Night	KSHS	Library	Larisa Kliman
Monday	10/1/2018	7:55-9:20	FAFSA	AGPHS	Cafeteria	Alexandra Robinson
Tuesday	10/2/2018	11:00-12:00pm	University of Rochester	GHS	ASP Office	Henry Coleman
Wednesday	10/3/2018	8:45-9:25am	University of Rochester	KSHS	ASP Office/ Library	Larisa Kliman
Wednesday	10/3/2018	6:00-8:00pm	FAFSA Night	KSHS	ASP Office/ Library	Larisa Kliman
Friday	10/5/2018	8-9	UNT	AGPHS	Cafeteria	Alexandra Robinson
Tuesday	10/9/2018	7-8 pm	PTO meeting, FAFSA night	AGPHS	Cafeteria	Alexandra Robinson

Wednesday	10/10/2018	7:55-9:25am	FAFSA Workshop	KSHS	ASP Office/ Library	Larisa Kliman
Thursday	10/11/2018	6:00-8:00pm	FAFSA Workshop	KSHS	ASP Office/ Library	Larisa Kliman
Sunday	10/14/2018	2-4 pm	USC Info Session	All	Addison	Alexandra Robinson/Larisa Kliman/Henry Coleman
Monday	10/15/2018	7:55-9:20	FAFSA Workshop	AGPHS	Cafeteria	Alexandra Robinson
Monday	10/15/2018	7-8 pm	Yale Info Session	All	Townview	Alexandra Robinson/Larisa Kliman/Henry Coleman
Tuesday	10/16/2018	7-8 pm	Yale Info Session	All	Townview	Alexandra Robinson/Larisa Kliman/Henry Coleman
Tuesday	10/16/2018	4:30-5:30	FAFSA Workshop	AGPHS	ASP Office	Alexandra Robinson
Wednesday	10/17/2018	6:00-8:00pm	FAFSA Workshop	KSHS	ASP Office/ Library	Larisa Kliman
Sunday	10/21/2018	1-3	Big Ten College Fair	All	Woodrow Wilson	Sara Urquidez
Monday	10/22/2018	11-12	California Institute of Technology college visit	AGPHS	Front Conference Room	Alexandra Robinson
Monday	10/22/2018	4:15-7:00pm	California Institute of Technology college visit	KSHS	ASP Office/ Library	Larisa Kliman
Tuesday	10/23/2018	11-12	Brown Univeristy college visit	AGPHS	Front Conference Room	Alexandra Robinson
Wednesday	10/24/2018	7:55-9:25am	FAFSA Workshop	KSHS	ASP Office/ Library	Larisa Kliman

Wednesday	10/24/2018	7-8 pm	University of Chicago college visit	AGPHS	cafeteria	Alexandra Robinson
Monday	10/29/2018	7:55-9:20	FAFSA workshop	AGPHS	Cafeteria/ASP Office	Alexandra Robinson
Tuesday	10/30/2018	8:00-9:20am	Drake University college visit	KSHS	ASP Office/Library	Larisa Kliman
Wednesday	10/31/2018	7:55-9:20	ASP Ambassador meeting, Meeting Deadlines	AGPHS	Cafeteria/Leadership Classes	Alexandra Robinson
Tuesday	11/6/2018	7-8 pm	College Essay Parent Night	AGPHS	Cafeteria	Alexandra Robinson
Wednesday	11/7/2018	6:00-7:00pm	College Essay Parent Night	KSHS	Library	Larisa Kliman
Thursday	11/8/2018	8:00am-4:00pm	College tour at University of North Texas & TWU	KSHS	UNT/TWU	Larisa Kliman
Monday	11/26/2018	7:55-4:00pm	College tour at Texas A&M Commerce	KSHS	A&M Commerce	Larisa Kliman
Monday	11/26/2018	7:55-9:20	UTA Liberal Arts presentation	AGPHS	Cafeteria	Alexandra Robinson
Wednesday	11/28/2018	7:55-9:20	Huston-Tillotson college visit	AGPHS	Library	Alexandra Robinson
Monday	12/3/2018	7:55-9:20	TWU college visit	AGPHS	ASP Office	Alexandra Robinson
Tuesday	12/4/2018	6:00-7:00pm	College Visit Parent Night	KSHS	Library	Larisa Kliman
Wednesday	12/5/2018	7:55-9:25am	Intro to ASP and College Applications	KSHS	Junior Leadership Classes	ASP Ambassadors & Larisa Kliman

Tuesday	12/11/2018	7-8 pm	PTO Meeting: College Visit Parent Night	AGPHS	Cafeteria	Alexandra Robinson
Tuesday	1/8/2019	6-7 pm	PTO Meeting: Financial Aid 101	AGPHS	Cafteria	Alexandra Robinson
Wednesday	1/9/2019	7:55-9:25am	KSHS Alumni Panel	KSHS	Gym	Larisa Kliman
Friday	1/11/2019	7:55-9:25am	Financial Aid Presentation	KSHS	Junior Leadership Classes	ASP Ambassadors & Larisa Kliman
Wednesday	1/16/2019	7:55-9:20	College Portals / Discussion of Checking / Following up on missing documents	All	Leadership Classes	Alexandra Robinson/Larisa Kliman/Henry Coleman
Friday	1/18/2019	7:55-9:20	College Portals / Discussion of Checking / Following up on missing documents	All	Leadership Classes	Alexandra Robinson/Larisa Kliman/Henry Coleman
Friday	2/1/2019	755-4:11	Albion college fly in (3-day trip with 3 accepted students)	AGPHS	Albion, MI	Alexandra Robinson
Monday	2/4/2019	7:55-9:25am	Verification Workshop	All	ASP Office/ Library/Leadershi p Classes	Alexandra Robinson/Larisa Klima/Henry Coleman
Monday	2/4/2019	7:55-9:25am	College Choice & Test Taking	AGPHS	Junior Leadership Classes	Alexandra Robinson & ASP Ambassadors
Monday	2/4/2019	9:30-4:11	SAT/ACT registration for juniors	AGPHS	Junor Classes	Alexandra Robinson

Monday	2/4/2019	7:55-9:25am	FAFSA Verification	GHS	ASP Office/Leadership Classes	Henry Coleman
Tuesday	2/5/2019	7:55-4:11	SAT/ACT registration for juniors	AGPHS	Junior Classes	Alexandra Robinson
Wednesday	2/6/2019	7:55-9:25am	College Essay Presentation	KSHS	Junior Leadership Classes	ASP Ambassadors & Larisa Kliman
Thursday	2/7/2019	3-4 pm	Lamar University college visit	AGPHS	Library	Alexandra Robinson
Tuesday	2/12/2019	6-7 pm	PTO Meeting: The Importance of Testing	AGPHS	Cafeteria	Alexandra Robinson
Thursday	2/21/2019	6-8 pm	University of Michigan Ross School of Business (guest presentation from GHS student)	All	Townview	Sara Urquidez
Thursday	2/21/2019	12:30-1:00	University of North Texas at Dallas Presnetation	GHS	Library	Henry Coleman
Monday	2/25/2019	7:55-4:11	Google Doodle Scholarship presentation	AGPHS	Art Classes	Alexandra Robinson
Tuesday	2/26/2019	7:55-4:11	Google Doodle Scholarship presentation	AGPHS	Art Classes	Alexandra Robinson
Wednesday	2/27/2019	11-12	Phone Interview with Scripps	AGPHS	ASP Office	Alexandra Robinson

Wednesday	3/6/2019	7:55-9:25am	College Fly-In and AP/Dual Credit Presentation	KSHS	Junior Leadership Classes	ASP Ambassadors & Larisa Kliman
Wednesday	3/20/2019	7:55-9:20	UNT Dallas	AGPHS	Cafeteria	Alexandra Robinson
Thursday	3/21/2019	5:30-6:30	Interview with Saint Mary's College	AGPHS	Downtown Dallas	Alexandra Robinson
Wednesday	3/27/2019	8-4:11	WE Day Field Trip	AGPHS	Majestic Theatre	Alexandra Robinson
Wednesday	3/27/2019	5-6 pm	Open House	AGPHS	Gym	Alexandra Robinson
Thursday	4/4/2019	3-4	Saint Mary's University	AGPHS	Front Conference Room	Alexandra Robinson
Thursday	4/4/2019		Albion College Visit with Admitted Students	GHS	Albion College	Henry Coleman
Friday	4/5/2019		Albion College Visit with Admitted Students	GHS	Albion College	Henry Coleman
Saturday	4/6/2019		Albion College Visit with Admitted Students	GHS	Albion College	Henry Coleman
Tuesday	4/9/2019	6-7 pm	PTO Meeting: Making Your Summer Count	AGPHS	Cafeteria	Alexandra Robinson
Tuesday	4/16/2019	6:00-8:00pm	KSHS Open House	KSHS	Cafeteria	Larisa Kliman

Monday	4/29/2019	7:55-9:25am	Building a College List & Senior Year Timeline	KSHS	Junior Leadership Classes	ASP Ambassadors & Larisa Kliman
Monday	4/29/2019	8-9:20	College Signing Day	AGPHS	Gym	Alexandra Robinson
Friday	5/3/2019	3:00-4:11	College Signing Day	GHS	Gym	Henry Coleman
Monday	5/6/2019	7:55-4:11	Essay Presentation for Juniors	AGPHS	Junior English Classes	Alexandra Robinson
Tuesday	5/7/2019	7:55-4:11	Essay Presentation for Juniors	AGPHS	Junior English Classes	Alexandra Robinson
Friday	5/10/2019	2:30-4:11pm	College Signing Day & Senior Recognition	KSHS	Gym	Larisa Kliman
Wednesday	5/15/2019	8-1	Essay & Summer Prep for Juniors	AGPHS	Classrooms	Alexandra Robinson
Thursday	5/16/2019	6-9 pm	ASP College Signing Day	All	Dallas Public Library	Sara Urquidez
Wednesday	5/22/2019	1-6 pm	Coalition Day College Fair for Sophomores & Juniors	All	Downtown Dallas	Sara Urquidez
Saturday	5/25/2019	All	Graduation	AGPHS & KSHS	UTA	Alexandra Robinson & Larisa Kliman

University	Outcome
University of North Texas	Enrolling
University of North Texas at Dallas	Accepted
University of Houston	Accepted
The University of Texas at San Antonio	Enrolling
LeTourneau University	Accepted
University of Miami	Accepted
The University of Texas at Dallas	Accepted
Austin College	Accepted
Hendrix College	Accepted
Albion College	Accepted
Richland College	Accepted
Northern Arizona University	Accepted
Langston University	Accepted
The University of Texas at Arlington	Accepted
Prairie View A & M University	Accepted
Austin College	Accepted
Valparaiso University	Accepted
University of North Texas	Accepted
University of Houston	Accepted
The University of Texas at Arlington	Enrolling
Lawrence University	Accepted
University of North Texas	Accepted
Prairie View A & M University	Enrolling
Texas A & M University (Commerce)	Accepted
Collin County Community College District	Accepted
Navarro College	Accepted
Collin County Community College District	Accepted
Richland College	Accepted
Collin County Community College District	Accepted
El Centro College	Enrolling
University of North Texas at Dallas	Accepted
University of North Texas	Accepted
Abilene Christian University	Accepted
Hardin-Simmons University	Accepted
Oral Roberts University	Accepted
Saint Mary's College	Accepted
Albion College	Accepted
Texas Christian University	Accepted
Oklahoma Baptist University	Accepted
Dallas Baptist University	Accepted
University of North Texas at Dallas	Enrolling
The University of Texas at Dallas	Accepted

University	Outcome
University of Memphis	Accepted
University of Mary Hardin (Baylor)	Accepted
Richland College	Accepted
Abilene Christian University	Accepted
The University of Texas at Arlington	Accepted
University of North Texas at Dallas	Accepted
Texas Woman's University	Accepted
Indiana University (Bloomington)	Accepted
University of Massachusetts (Amherst)	Accepted
Pennsylvania State University (Harrisburg)	Accepted
University of California (Irvine)	Enrolling
The Ohio State University (Main Campus)	Accepted
University of California (Santa Cruz)	Accepted
Fordham University	Accepted
The University of Texas at Dallas	Accepted
University of North Texas	Accepted
The University of Texas at Arlington	Accepted
University of New Mexico (Main Campus)	Accepted
Texas Woman's University	Accepted
San Antonio College	Accepted
Collin County Community College District	Accepted
Dallas Baptist University	Enrolling
Langston University	Accepted
University of Oklahoma	Accepted
Southeastern Oklahoma State University	Accepted
Arizona State University (Main Campus)	Accepted
El Centro College	Accepted
Stephen F Austin State University	Accepted
Rockhurst University	Accepted
Albion College	Accepted
Albion College	Accepted
Texas A & M University	Accepted
The University of Texas at Austin	Enrolling
Texas A & M University (Texarkana)	Accepted
Richland College	Accepted
Texas State University	Accepted
University of North Texas	Enrolling
Texas A & M University (Commerce)	Accepted
Midwestern State University	Accepted
Langston University	Accepted
Louisiana State University A&M	Enrolling
University of North Texas	Accepted

University	Outcome
The University of Texas at Arlington	Accepted
Collin County Community College District	Accepted
University of North Texas	Enrolling
Tarleton State University	Accepted
Randolph College	Accepted
Collin County Community College District	Accepted
Collin County Community College District	Accepted
Collin County Community College District	Enrolling
Richland College	Accepted
Stephen F Austin State University	Accepted
Arkansas Tech University	Accepted
The University of Texas at Dallas	Accepted
Texas A & M University	Accepted
Creighton University	Accepted
Houston Baptist University	Accepted
Texas Woman's University	Accepted
University of North Texas	Accepted
Southwestern University	Accepted
Hofstra University	Accepted
Hawaii Pacific University	Accepted
University of Mary Hardin (Baylor)	Accepted
University of North Texas	Accepted
Johnson & Wales University (North Miami)	Accepted
Chaminade University of Honolulu	Accepted
University of the Pacific	Accepted
Albion College	Accepted
University of Hawaii at Manoa	Accepted
Adelphi University	Accepted
University of North Texas	Accepted
Texas Woman's University	Accepted
Collin County Community College District	Accepted
Johnson & Wales University (Providence)	Accepted
Howard University	Accepted
Nova Southeastern University	Accepted
Clemson University	Accepted
Houston Baptist University	Accepted
Creighton University	Accepted
Austin College	Accepted
Coe College	Accepted
Howard University	Accepted
Michigan State University	Accepted
Xavier University	Accepted

University	Outcome
Lycoming College	Accepted
Abilene Christian University	Accepted
University of Louisville	Accepted
Creighton University	Accepted
Langston University	Accepted
Texas A & M University (Texarkana)	Accepted
Spelman College	Accepted
Clark Atlanta University	Accepted
Loyola University New Orleans	Accepted
Arkansas Tech University	Accepted
Schreiner University	Accepted
Albion College	Accepted
The University of Texas at Austin	Enrolling
Richland College	Accepted
Texas Woman's University	Accepted
Oglethorpe University	Accepted
University of California (San Diego)	Accepted
Texas A & M University	Enrolling
The University of Tennessee (Main Campus)	Accepted
Purdue University (Main Campus)	Accepted
Pennsylvania State University (Main Campus)	Accepted
Albion College	Accepted
Georgia Institute of Technology (Main Campus)	Accepted
Lycoming College	Accepted
University of California (Davis)	Accepted
Missouri University of Science and Technology	Accepted
University of Illinois at Urbana-Champaign	Accepted
Austin Community College District	Enrolling
Richland College	Accepted
Michigan State University	Accepted
The Ohio State University (Main Campus)	Enrolling
Rutgers University (New Brunswick)	Accepted
Richland College	Accepted
Eastfield College	Enrolling
Albion College	Accepted
St Mary's University	Accepted
Saint Edward's University	Accepted
University of North Texas	Accepted
University of Memphis	Accepted
University of North Texas at Dallas	Accepted
Texas State University	Accepted
Texas Woman's University	Accepted

University	Outcome
Richland College	Accepted
University of North Texas	Accepted
Randolph College	Accepted
Hardin-Simmons University	Accepted
University of Kansas	Accepted
University of North Texas	Accepted
Randolph College	Accepted
Texas A & M University (Commerce)	Accepted
The University of Texas at Arlington	Accepted
Louisiana State University A&M	Accepted
Tarleton State University	Accepted
Texas Woman's University	Accepted
Richland College	Accepted
Texas Woman's University	Accepted
Brookhaven College	Accepted
Eastfield College	Accepted
Blinn College	Enrolling
Richland College	Accepted
Concordia University (Portland)	Accepted
Tarleton State University	Accepted
Angelo State University	Accepted
Brookhaven College	Accepted
Central Christian College of Kansas	Accepted
University of Saint Mary	Accepted
Brookhaven College	Accepted
Texas Woman's University	Accepted
El Centro College	Accepted
Southern Methodist University	Enrolling
Blinn College	Enrolling
Richland College	Accepted
North Dakota State University (Main Campus)	Enrolling
California Polytechnic State University (San Luis Obispo)	Accepted
Southern Methodist University	Accepted
University of North Texas	Accepted
Montana State University	Accepted
University of Minnesota (Twin Cities)	Accepted
South Dakota State University	Accepted
Texas A & M University	Accepted
Purdue University (Main Campus)	Accepted
Valparaiso University	Accepted
The University of Texas at Austin	Accepted
Texas A & M University	Accepted

University	Outcome
Albion College	Accepted
University of Iowa	Accepted
Richland College	Accepted
Eastfield College	Accepted
Richland College	Accepted
The University of Texas at Austin	Enrolling
Texas Southern University	Accepted
The University of Texas at Dallas	Enrolling
Dallas Baptist University	Accepted
University of Louisville	Accepted
Montana State University	Accepted
Midwestern State University	Accepted
Texas A & M University	Accepted
University of North Texas	Accepted
St Mary's University	Accepted
Albion College	Accepted
Stephen F Austin State University	Enrolling
University of North Texas at Dallas	Accepted
Stephen F Austin State University	Accepted
Angelo State University	Accepted
Schreiner University	Accepted
University of North Texas at Dallas	Accepted
University of North Texas	Enrolling
University of North Texas at Dallas	Accepted
Collin County Community College District	Accepted
Rutgers University (New Brunswick)	Enrolling
University of Massachusetts (Amherst)	Accepted
Montana State University	Enrolling
Harding University	Accepted
Austin College	Accepted
The University of Texas at Dallas	Enrolling
University of Houston	Accepted
University of North Texas	Accepted
Texas A & M University	Accepted
University of Dallas	Accepted
University of Houston	Enrolling
The University of Texas at Arlington	Accepted
Texas A & M University (Commerce)	Accepted
The University of Texas at Tyler	Accepted
The University of Texas at San Antonio	Accepted
Texas State University	Accepted
University of Mary Hardin (Baylor)	Accepted

University	Outcome
El Centro College	Accepted
Texas Woman's University	Accepted
Albion College	Accepted
Tabor College	Accepted
University of North Texas	Accepted
The University of Texas at Arlington	Accepted
Eastfield College	Accepted
El Centro College	Accepted
Collin County Community College District	Accepted
The University of Texas at Arlington	Accepted
The University of Texas at Dallas	Accepted
Saint Edward's University	Accepted
University of North Texas	Accepted
New York University	Enrolling
Blinn College	Accepted
Tyler Junior College	Accepted
Temple College	Accepted
Howard College	Accepted
The University of Texas at San Antonio	Accepted
University of Utah	Accepted
Auburn University	Accepted
Monash University	Accepted
Simon Fraser University	Enrolling
The University of Texas at Arlington	Accepted
Rensselaer Polytechnic Institute	Accepted
The University of Texas at Austin	Enrolling
Texas A & M University	Accepted
Tarleton State University	Accepted
Eastfield College	Accepted
University of North Texas at Dallas	Accepted
Washington College	Accepted
Lewis & Clark College	Accepted
Rutgers University (New Brunswick)	Enrolling
University of Sydney	Accepted
Collin County Community College District	Accepted

Application	Outcome
Regis University	Accepted
Oregon State University	Accepted
Salem College	Accepted
Saint Martin's University	Accepted
La Roche College	Accepted
Albion College	Enrolling
University of North Texas	Enrolling
University of Mississippi	Accepted
The University of Tennessee (Main Campus)	Accepted
University of Oklahoma	Accepted
University of North Texas	Accepted
Lake Forest College	Accepted
Albion College	Accepted
The University of Texas at Dallas	Enrolling
Abilene Christian University	Enrolling
Evangel University	Enrolling
Abilene Christian University	Accepted
Hardin-Simmons University	Accepted
Stephen F Austin State University	Accepted
Kalamazoo College	Accepted
Kansas State University	Accepted
Tarleton State University	Accepted
Albion College	Enrolling
University of Mary Hardin (Baylor)	Accepted
Oklahoma State University (Main Campus)	Accepted
DePaul University	Accepted
Luther College	Accepted
University of North Texas	Accepted
Texas Woman's University	Accepted
Midwestern State University	Accepted
Angelo State University	Enrolling
Tarleton State University	Accepted
West Texas A & M University	Accepted
University of North Texas	Accepted
The University of Texas at Arlington	Enrolling
Tarrant County College District	Enrolling
University of North Texas	Enrolling
Albion College	Accepted
University of Missouri (St Louis)	Accepted
Tarrant County College District	Enrolling
University of North Texas	Enrolling
Texas Woman's University	Enrolling

Application	Outcome
University of North Texas	Enrolling
University of Dallas	Enrolling
Tarleton State University	Accepted
Ranger College	Enrolling
Weatherford College	Accepted
Barnard College	Enrolling
Tarrant County College District	Enrolling
Schreiner University	Accepted
Albion College	Accepted
LeTourneau University	Enrolling
Saint Edward's University	Enrolling
Tarrant County College District	Enrolling
Huston-Tillotson University	Accepted
Northwestern Oklahoma State University	Accepted
Jarvis Christian College	Accepted
Tarleton State University	Enrolling
University of Chicago	Enrolling
Albion College	Accepted
The University of Alabama	Accepted
Georgia State University	Accepted
University of North Texas	Enrolling
The University of Texas at Arlington	Accepted
Tarrant County College District	Enrolling
College of William and Mary	Accepted
Columbia University	Accepted
Yale University	Enrolling
University of Chicago	Accepted
University of Denver	Accepted
Case Western Reserve University	Accepted
University of Iowa	Accepted
The University of Texas at Austin	Accepted
Stanford University	Accepted
Duke University	Accepted
University of Southern California	Accepted
Texas Christian University	Accepted
DePaul University	Accepted
Colgate University	Accepted
Franklin & Marshall College	Accepted
Texas A & M University	Accepted
Arizona State University (Main Campus)	Accepted
Texas Woman's University	Enrolling
University of North Texas	Enrolling

Application	Outcome
Texas Woman's University	Enrolling
Trinity University	Enrolling
University of Mary Hardin (Baylor)	Accepted
Tarrant County College District	Accepted
University of North Texas	Enrolling
Keene State College	Accepted
Massachusetts College of Liberal Arts	Accepted
Plymouth State University	Accepted
University of Maine	Accepted
Midwestern State University	Accepted
Hardin-Simmons University	Accepted
Tarrant County College District	Accepted
The University of Texas at El Paso	Enrolling
Texas A & M International University	Accepted
Albion College	Accepted
Texas A & M University	Accepted
University of Rochester	Accepted
The University of Texas at Austin	Enrolling
Southwestern University	Accepted
Grinnell College	Accepted
Washington University in St Louis	Enrolling
Case Western Reserve University	Accepted
Tarrant County College District	Enrolling
University of Missouri (Columbia)	Enrolling
Texas Woman's University	Enrolling
Luther College	Accepted
Oral Roberts University	Accepted
St Catherine University	Accepted
Albion College	Accepted
University of Tulsa	Accepted
Western Washington University	Accepted
Oklahoma State University (Main Campus)	Enrolling
Washington University in St Louis	Enrolling
University of Virginia (Main Campus)	Accepted
University of North Texas	Accepted
University of Rochester	Accepted
Rochester Institute of Technology	Accepted
Texas A & M University	Accepted
West Virginia University	Accepted
Saint Mary's College	Accepted
University of Illinois at Chicago	Accepted
Grinnell College	Accepted

Application	Outcome
Hawaii Pacific University	Enrolling
Texas A&M University San Antonio	Accepted
Abilene Christian University	Accepted
University of Houston Downtown	Accepted
University of Chicago	Enrolling
Navarro College	Accepted
Midwestern State University	Enrolling
The University of Texas at Dallas	Accepted
University of North Texas	Enrolling
Baylor University	Accepted
Austin College	Accepted
The University of Texas at Arlington	Enrolling
Prairie View A & M University	Enrolling
Albion College	Accepted
Albion College	Accepted
University of North Texas	Enrolling
University of Dallas	Enrolling
Texas Wesleyan University	Accepted
Tarrant County College District	Accepted
Tarrant County College District	Enrolling
Arlington Baptist University	Enrolling
University of the Incarnate Word	Accepted
Texas Woman's University	Accepted
Oklahoma Baptist University	Accepted
University of North Texas	Accepted
Concordia University Texas	Accepted
University of North Texas	Enrolling
Texas Woman's University	Enrolling
Montana State University	Accepted
Austin College	Enrolling
Tarrant County College District	Enrolling
Tarrant County College District	Enrolling
Oral Roberts University	Enrolling
Grinnell College	Enrolling
Texas Woman's University	Enrolling
Tarrant County College District	Enrolling
Albion College	Accepted
Albion College	Accepted
University of North Texas	Enrolling
University of Washington (Seattle Campus)	Accepted
Loyola University New Orleans	Accepted
Louisiana State University A&M	Accepted

State	Outcome
The University of Texas at Arlington	Accepted
University of North Texas	Enrolling
University of North Texas at Dallas	Accepted
Angelo State University	Accepted
The University of Texas at Arlington	Enrolling
University of North Texas	Accepted
Texas A & M University (Kingsville)	Accepted
University of North Texas at Dallas	Enrolling
University of North Texas	Accepted
Texas Woman's University	Accepted
The University of Texas at Arlington	Accepted
Saint Edward's University	Accepted
Abilene Christian University	Accepted
Tarrant County College District	Accepted
The University of Texas at Arlington	Enrolling
University of North Texas	Accepted
Southwestern University	Accepted
Texas A & M University (Commerce)	Accepted
Texas Wesleyan University	Accepted
University of North Texas at Dallas	Enrolling
Texas College	Accepted
Albion College	Accepted
Montana State University	Accepted
Saint Edward's University	Accepted
University of Chicago	Enrolling
Arkansas Tech University	Accepted
Oklahoma Wesleyan University	Accepted
DePaul University	Accepted
University of Central Arkansas	Accepted
Roosevelt University	Accepted
The University of Texas at Arlington	Accepted
North Park University	Accepted
Colorado State University (Pueblo)	Accepted
Wichita State University	Accepted
University of North Texas	Accepted
Houston Baptist University	Accepted
Loyola University Chicago	Accepted
Coe College	Accepted
Tarrant County College District	Enrolling
University of North Texas at Dallas	Accepted
University of the Incarnate Word	Accepted
Tarrant County College District	Enrolling
Houston Baptist University	Accepted

Oral Roberts University	Accepted
Albion College	Accepted
The University of Texas at Arlington	Accepted
Texas Christian University	Accepted
University of Dallas	Enrolling
University of North Carolina at Charlotte	Accepted
Saint Edward's University	Accepted
University of Mary Hardin (Baylor)	Accepted
Dallas Baptist University	Accepted
The University of Texas at Dallas	Accepted
University of Houston	Accepted
Tarrant County College District	Enrolling
Texas A & M University (Corpus Christi)	Accepted
The University of Texas at Austin	Accepted
Texas Christian University	Accepted
University of Notre Dame	Enrolling
Babson College	Accepted
University of Dallas	Accepted
Kansas State University	Accepted
Southern Methodist University	Accepted
Tulane University of Louisiana	Accepted
Colorado College	Accepted
University of North Texas	Accepted
University of Massachusetts (Boston)	Accepted
Albion College	Accepted
University of Houston	Accepted
Southwestern University	Accepted
Loyola University Chicago	Accepted
Midwestern State University	Accepted
University of North Texas at Dallas	Accepted
Our Lady of the Lake University	Accepted
Texas A & M University (Commerce)	Accepted
Sam Houston State University	Accepted
Stephen F Austin State University	Accepted
University of North Texas	Enrolling
Tyler Junior College	Accepted
Wentworth Institute of Technology	Accepted
California Baptist University	Enrolling
California State University (Northridge)	Accepted
San Jose State University	Accepted
The University of Texas of the Permian Basin	Accepted
Albion College	Accepted
Tarrant County College District	Accepted
Texas Woman's University	Accepted

University of North Texas at Dallas	Accepted
Texas Southern University	Accepted
Midwestern State University	Accepted
Tarrant County College District	Enrolling
St Mary's University	Accepted
Texas A & M University (Texarkana)	Accepted
Texas Southern University	Accepted
Southern Methodist University	Accepted
Huston-Tillotson University	Accepted
Texas Wesleyan University	Accepted
University of Mary Hardin (Baylor)	Accepted
Midwestern State University	Accepted
Abilene Christian University	Accepted
University of North Texas	Accepted
The University of Texas at Arlington	Enrolling
Paul Quinn College	Accepted
Texas Woman's University	Accepted
Saint Edward's University	Accepted
Stephen F Austin State University	Accepted
Tarleton State University	Accepted
Texas A & M University (Texarkana)	Accepted
Metropolitan State University of Denver	Accepted
Tarrant County College District	Enrolling
Texas A & M University (Corpus Christi)	Accepted
University of North Texas at Dallas	Enrolling
Tarrant County College District	Accepted
Tarrant County College District	Enrolling
Sam Houston State University	Accepted
Mountain View College	Enrolling
The University of Texas at Arlington	Accepted
Texas Woman's University	Accepted
Abilene Christian University	Accepted
University of North Texas	Enrolling
Southern Methodist University	Accepted
Tarrant County College District	Enrolling
Tarrant County College District	Accepted
Texas Woman's University	Accepted
University of the Incarnate Word	Accepted
The University of Texas at Arlington	Enrolling
The University of Texas at Arlington	Enrolling
Tarrant County College District	Accepted
Tarrant County College District	Enrolling
The University of Texas at Arlington	Accepted
Seattle University	Accepted

University of North Texas	Accepted
Clark Atlanta University	Accepted
Abilene Christian University	Accepted
Dallas Baptist University	Accepted
Sam Houston State University	Accepted
University of Mary Hardin (Baylor)	Enrolling
Stephen F Austin State University	Accepted
Johnson & Wales University (Providence)	Accepted
Langston University	Accepted
Johnson & Wales University (Providence)	Accepted
Stephen F Austin State University	Accepted
Tarrant County College District	Enrolling
Tarrant County College District	Enrolling
Mountain View College	Accepted
Howard Payne University	Accepted
Texas Woman's University	Accepted
University of North Texas	Enrolling
The University of Texas at Arlington	Accepted
Angelo State University	Accepted
Tyler Junior College	Enrolling
Tarrant County College District	Accepted
North Lake College	Accepted
Mountain View College	Accepted
Tarrant County College District	Enrolling
Albion College	Accepted
University of North Texas	Accepted
The University of Texas at Austin	Accepted
Loyola University Chicago	Accepted
Sam Houston State University	Accepted
Texas Woman's University	Accepted
Tarrant County College District	Enrolling
Point Park University	Accepted
Austin College	Accepted
American Musical and Dramatic Academy	Accepted
University of North Texas at Dallas	Accepted
The University of Texas at Arlington	Enrolling
University of North Texas	Accepted
Texas A & M University (Commerce)	Accepted
Mountain View College	Enrolling
Tarrant County College District	Accepted
North Lake College	Accepted
Mountain View College	Accepted
University of North Texas at Dallas	Accepted
Tarrant County College District	Enrolling

University of the Incarnate Word	Accepted
Midwestern State University	Accepted
Richland College	Accepted
Texas Woman's University	Accepted
Tarrant County College District	Enrolling
Mountain View College	Accepted
Midwestern State University	Accepted
Sul Ross State University	Accepted
Mountain View College	Enrolling
Texas Southern University	Accepted
North Lake College	Accepted
Tarrant County College District	Enrolling
Tarrant County College District	Enrolling
St. John's University (Staten Island)	Accepted
University of North Texas	Accepted
Howard University	Accepted
Rensselaer Polytechnic Institute	Accepted
Stephen F Austin State University	Accepted
The University of Texas at Arlington	Enrolling
Arkansas Tech University	Accepted
Texas Woman's University	Accepted
Texas A & M University (Kingsville)	Accepted
Oral Roberts University	Accepted
Creighton University	Accepted
Hollins University	Accepted
The University of Texas at Dallas	Accepted
University of Mary Hardin (Baylor)	Accepted
Ringling College of Art and Design	Accepted
Texas A & M University	Accepted
University of the Ozarks	Accepted
Drexel University	Accepted
Maryville University	Accepted
University of Oklahoma	Accepted
Prairie View A & M University	Accepted
Salem College	Accepted
University of Houston	Accepted
Ouachita Baptist University	Accepted
Abilene Christian University	Accepted
Albion College	Accepted
Texas Southern University	Accepted
Huston-Tillotson University	Accepted
Tarleton State University	Accepted
Texas Woman's University	Accepted
University of North Texas at Dallas	Enrolling

University of the Incarnate Word	Accepted
Johnson & Wales University (Denver)	Accepted
Angelo State University	Accepted
Northeastern State University	Accepted
University of the Incarnate Word	Accepted
Johnson & Wales University (Providence)	Enrolling
Tarleton State University	Accepted
Stephen F Austin State University	Accepted
Huston-Tillotson University	Accepted
Hult International Business School	Accepted
Texas Woman's University	Accepted
West Texas A & M University	Accepted
Harding University	Accepted
Tyler Junior College	Accepted
Central Texas College	Accepted
Midwestern State University	Accepted
University of the Incarnate Word	Accepted
University of Dubuque	Accepted
University of North Texas at Dallas	Enrolling
University of Houston (Victoria)	Accepted
Franklin Pierce University	Accepted
Hardin-Simmons University	Accepted
Texas Southern University	Accepted
The University of Texas at Arlington	Accepted
Houston Baptist University	Accepted
Huston-Tillotson University	Accepted
Lamar University	Accepted
Sam Houston State University	Accepted
Tarrant County College District	Enrolling
University of North Texas	Enrolling
Beloit College	Accepted
Sam Houston State University	Accepted
Tarrant County College District	Enrolling
The University of Texas at Arlington	Accepted
University of North Texas at Dallas	Accepted
University of North Texas	Accepted
Sam Houston State University	Accepted
Lamar University	Accepted
Texas Southern University	Enrolling
Huston-Tillotson University	Accepted
Tarrant County College District	Enrolling
Mountain View College	Accepted
Tarrant County College District	Enrolling
Angelo State University	Accepted

Texas Woman's University	Accepted
Midwestern State University	Accepted
Texas Southern University	Accepted
Abilene Christian University	Accepted
University of North Texas at Dallas	Accepted
Tarrant County College District	Enrolling
Texas A & M University (Commerce)	Accepted
Texas A&M University San Antonio	Accepted
University of Houston (Victoria)	Accepted
University of North Texas at Dallas	Enrolling
University of Pittsburgh (Bradford)	Accepted
Abilene Christian University	Accepted
Tarrant County College District	Enrolling
Mountain View College	Accepted
University of North Texas at Dallas	Enrolling
Huston-Tillotson University	Accepted
Texas Woman's University	Accepted
University of North Texas	Accepted
Tarrant County College District	Accepted
Tarrant County College District	Accepted
Mountain View College	Accepted
Mountain View College	Accepted
University of North Texas at Dallas	Enrolling
Huston-Tillotson University	Accepted
Tarrant County College District	Accepted
Texas Southern University	Accepted
University of Massachusetts (Lowell)	Accepted
Saint Mary's College	Enrolling
Western Michigan University	Accepted
University of Massachusetts (Boston)	Accepted
College of the Holy Cross	Accepted
Tarrant County College District	Enrolling
University of Mary Hardin (Baylor)	Accepted
St Mary's University	Accepted
University of North Texas	Accepted
University of Dallas	Accepted
The University of Texas at Arlington	Enrolling
Southwestern University	Accepted
Saint Mary's College	Accepted
Loyola University New Orleans	Accepted
Our Lady of the Lake University	Accepted
Regis University	Accepted
Texas A & M University (Commerce)	Accepted
Midwestern State University	Accepted

Texas State University	Accepted
Texas A & M University	Enrolling
Texas Southern University	Accepted
Abilene Christian University	Accepted
The University of Texas at Austin	Accepted
Albion College	Accepted
Angelo State University	Accepted
Sam Houston State University	Accepted
Texas Woman's University	Accepted
Oral Roberts University	Accepted
University of North Texas	Accepted
University of Houston	Accepted
Texas A & M University (Texarkana)	Accepted
Sam Houston State University	Enrolling
Tarleton State University	Accepted
Stephen F Austin State University	Accepted
Texas A & M University (Commerce)	Accepted
Paul Smiths College of Arts and Science	Accepted
Albion College	Enrolling
Our Lady of the Lake University	Accepted
Bacone College	Accepted
Huston-Tillotson University	Accepted
Tarrant County College District	Enrolling
University of Mary Hardin (Baylor)	Accepted
University of North Texas	Accepted
Tarrant County College District	Enrolling
The University of Texas at Austin	Accepted
Emory University	Enrolling
The University of Texas at Arlington	Accepted
University of North Texas at Dallas	Enrolling
Oklahoma Wesleyan University	Accepted
The University of Texas at Arlington	Accepted
The University of Texas at Dallas	Accepted
Southwestern University	Accepted
The University of Texas at El Paso	Accepted
University of North Texas	Enrolling
Texas Woman's University	Accepted
Sam Houston State University	Accepted
Saint Edward's University	Accepted
Texas A & M University (Corpus Christi)	Accepted
Texas A & M University	Accepted
Concordia University (Montreal)	Enrolling
Northern Vermont University (Lyndon)	Accepted
Tarrant County College District	Enrolling

Beloit College	Accepted
University of the Incarnate Word	Accepted
Mountain View College	Accepted
Texas Woman's University	Accepted
Loyola University New Orleans	Accepted
Albion College	Accepted
Coe College	Accepted
University of Arkansas	Accepted
Midwestern State University	Accepted
Miami University (Oxford)	Accepted
Pratt Institute (Main Campus)	Accepted
The University of Texas at Arlington	Accepted
Saint Edward's University	Enrolling
George Washington University	Accepted
Huston-Tillotson University	Accepted
University of North Texas	Accepted
Southwestern University	Accepted
Albion College	Accepted
The University of Texas at Arlington	Enrolling
Southwestern University	Accepted
University of North Texas	Accepted
The University of Texas at Arlington	Enrolling
University of North Texas at Dallas	Accepted
Midwestern State University	Accepted
Mountain View College	Enrolling
Tarrant County College District	Enrolling
University of North Texas	Accepted
The University of Texas at Arlington	Enrolling
Texas Woman's University	Accepted
The University of Texas at Arlington	Accepted
University of North Texas	Accepted
Texas A & M University	Accepted
Tarrant County College District	Enrolling
Texas Southern University	Accepted
Tarleton State University	Accepted
Texas Woman's University	Enrolling
University of Houston	Accepted
Southwestern University	Accepted
Albion College	Accepted
The University of Texas at Austin	Enrolling
Texas A & M University	Accepted
The University of Texas at Arlington	Accepted
Mountain View College	Accepted
Abilene Christian University	Accepted

Tarrant County College District	Enrolling
Hardin-Simmons University	Accepted
Oklahoma Baptist University	Accepted
Texas A & M University	Enrolling
Texas A & M University (Corpus Christi)	Accepted
University of Mary Hardin (Baylor)	Accepted
University of North Texas	Accepted
St Mary's University	Accepted
The University of Texas at Dallas	Accepted
Tarrant County College District	Enrolling
The University of Texas at San Antonio	Accepted
University of North Texas at Dallas	Accepted
Midwestern State University	Accepted
University of North Texas	Accepted
The University of Texas at Arlington	Enrolling
Tarrant County College District	Enrolling
Tarrant County College District	Accepted
Mountain View College	Accepted
Arizona State University (Downtown Phoenix)	Accepted
University of Nevada (Las Vegas)	Accepted
Albion College	Enrolling
The University of Texas at Dallas	Accepted
University of Massachusetts (Boston)	Accepted
Texas Tech University	Accepted
Oral Roberts University	Accepted
Albion College	Accepted
University of Houston	Accepted
The University of Texas at Austin	Enrolling
Texas Southern University	Accepted
Texas A & M University	Accepted
University of North Texas	Accepted
University of North Texas at Dallas	Enrolling
Tarrant County College District	Enrolling
Tarrant County College District	Enrolling
Abilene Christian University	Enrolling
University of North Texas	Accepted
University of Missouri (Kansas City)	Accepted
Johnson & Wales University (Providence)	Accepted
University of North Texas	Accepted
The University of Texas at Arlington	Enrolling
Jackson State University	Accepted
Texas Southern University	Enrolling
University of Memphis	Accepted
The University of Texas at Arlington	Enrolling

University of Southern California	Accepted
The University of Texas at Austin	Enrolling
Miami University (Oxford)	Accepted
Hendrix College	Accepted
George Washington University	Accepted
Texas Christian University	Accepted
Albion College	Accepted
Mountain View College	Accepted

ILTexas Teachers of the Year

Congratulations to our campus and district teachers of the year. They are listed below by campus and grade band. Well deserved recognition for this incredible group of teachers!

Campus & Grade Band	Campus Teachers of the Year
LES K-2	Javier Lugo
LES 3-5	Miquasia Monroe
LMS 6-8	Tre'Vionna Lattimore
LDHS	Raja Muhammad
GES- K2	Naitsabes Rios
GES - 3-5	Yunchi He: ILTexas District Elementary Teacher of the Year
GMS -6-8	Bruno Del Castillo
GHS	Erin Behunin
AES - K2	Marcy Brawley
AES- 3-5	Elivia White
AMS 6-8	Kala Biscoe
AGPHS	June Hollowell
KES -K2	Hazel Jaquez
KES -3-5	James Faber
KMS - 6-8	Denise Mastandrea
KSHS	Dr. Bonifacio Ramirez
GPES K-2	Juan Gomez-Gil
GPES 3-5	Nidia Gomez
GPMS- 6-8	Rasha Gladney
NRHES - K-2	Jazmin Pizarro
NRHES -3-5	Jerusha Gordon
NHMS -6-8	Nicholas Anderson
EFWES -K-2	Natalie Brown McGensey
EFWES -3-6	April Frederick

EFWM 6-9	Crystal Roberson
SES - K-2	Erin Hagin
SES - 3-5	Luis Pastor
SMS - 6-8	Jesse Slaght
KTES -K2	Shali Acevedo
KTES -3-5	Julia Peoples
KTMS - 6-8	Paola Molero
WPES K-2	Ingrid Ajo
WPES 3-5	Reshunda Green
WPMS - 6-8	Dion Holley: IL Texas District Secondary Teacher of the Year
KWHS	Alicia Collins
WLES - K2	Jillian Wells
WLES - 3-5	Mirian Castaneda
WLMS - 6-8	Latonya Cole
Orem- K2	Alicia Booker
Orem - 3-5	Timothy Duren
Orem - 6-8	Jessica Johnson
WLOHS	Shakendra Simmons
CS- K2	Angela Jacobson
CS- 3-5	Christi Johnson
CS- 6-8	Joe Hastings

OVERVIEW: SUMMER PD 2019 SEE EVENTS TAB FOR ALL RELEVANT DETAILS AND ADDITIONAL EVENTS TAB						
JUNE *Refer to FOE Calendar Tab for relevant details						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
3	4	5	6	7	8	9
<i>ership Retreat Summer Summit- Austin, Texas Audience: Principals and</i>						
10	11	12	13	14	15	16
DLI Day 1- Concurrent sessions at DFW and Harris County	DLI Day 2- Concurrent sessions at DFW and Harris County (PM Breakout Specifically for Campus Admin)					
17	18	19	20	21	22	23
	*Harris/CS Leadership Retreat Part II *DFW Area Data Dive for Principals & APs	*DFW Leadership Retreat Part II *Harris/CS Area Data Dive for Principals & APs				
24	25	26	27	28	29	30
<i>District 3 Week Summer Break Begins</i>						
JULY *Refer to FOE Calendar Tab for relevant details						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	First day back for 219 LOA Employees!		Breakthrough Coach Training Audience: Principals Harris County AP Breakout Sessions	Breakthrough Coach Training Audience: Principals and Admin Assistants DFW Area Principal Meeting & AP Breakout Sessions		
22	23	24	25	26	27	28
Guest and International Teacher New Teacher Induc		*Area Coac		New to Profession Teachers Report		

Leadership Retreat Part III Houston/CS Audience: Principals and APs DFW Area Principal Meetings	Leadership Retreat Part III DFW Audience: Principals and APs Houston/CS Area Principal Meeting	Curriculum and Instruction Kick Off: District and Area Coaches *Area Coaches Return	CHAMPS DAY 1	CHAMPS DAY 2 *AP over PBIS to attend TEA School Improvement Training (Comp. Campuses) TEKS RS 2.0 TOT *Deadline for AP Lead to view Breakout Recorded Zoom Sessions		
29	30	31	1	2		
New to ILTexas Employees Report	All K-5 New Teachers: DLI Day 1	All K-5 new teachers: DLI Day 2				
AM: Area Superintendent's Welcome Audience: All new teachers to the district PM: Breakout Sessions by Area Department, Student Services, SPED, Technology, Leadership	ALL 6-12 Grade teachers will report to campus for Instructional Technology Training coordinated by campus AP over New Teachers GLA Meeting for Houston/CS Instructional Coach Academy for Houston Campus ICs and Area Coaches	New 6-12 LOTE Teacher Academy GLA Meeting for DFW Instructional Coach Academy for DFW Campus ICs and Area Coaches				
8:30-3:30 Greenlight Classrooms (Houston) for veteran teachers, Location: Westpark K-8	8:30-3:30 Greenlight Classrooms (DFW) for veteran teachers, Location: Grand Prairie K-8					
AUGUST						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1	2	3	4

			<p>Campus New Teacher Induction Day 1 (Teachers Change Lives 101) and Break Out Sessions at Campus/ Time with Mentor REQUIRED BREAKOUT SESSIONS FOR ATTENDANCE, GRADES, PEIMS, RTI</p> <p>DFW Campus/Area Coaches & District Directors PD BRES/ GBF</p>	<p>Campus New Teacher Induction Day 2:Campus Training Continued, with New Teacher Room/Facilities Set up in the PM Embedded Time to Model and Practice TLAC</p> <p>TEKS 2.0 / PLC Meets TEKS RS Training for C & I Directors, DFW Coordinatros and Area Coaches.</p> <p>Houston/CS Campus/Area Coaches & District Directors PD BRES/ GBF</p>		
5	6	7	8	9	10	11

<p>All Faculty and S Campus Day</p>	<p>Houston/CS: Curriculum & Instruction PD by Department Performance Coach PD</p> <p>DFW- GBF and PBIS Focus by PBIS campus admin</p>	<p>DFW: Curriculum & Instruction PD by Department</p> <p>Houston/CS: GBF and PBIS led by PBIS campus admin</p>	<p>*DFW Campus Day</p> <p>*Houston/CS Districtwide: AM Houston Area Welcome to all campuses/Key Area PD to include Leadership PD AM: CS: Reading Academy (k5 teachers) PM CS Area Welcome to all campuses/Key Area PD PM: Houston Area Reading Academy (K5 teachers)</p>	<p>*Houston/CS Campus Day</p> <p>*DFW Districtwide: AM Dallas Area Welcome to all campuses/Key Area PD to include Leadership PD AM: Tarrant: Reading Academy (K5 teachers) PM Tarrant Area Welcome to all campuses/Key Area PD PM: Dallas Area Reading Academy (K5 teachers)</p>		
12	13	14	15	16	17	18
<p>Districtwide: TEKS RS 2.0 MEET PLC (Led at each campus by district/area/ca mpus leadership teams) DFW Performance Coaches 8:00- 4:00</p>	<p>Campus Day</p>	<p>Campus Day</p>	<p>FIRST DAY OF SCHOOL! 2019-2020= Best year yet!</p>			

ILTexas Summer 2019 Offerings



ILTexas Mission

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

ILTexas Pledge

I pledge to be a servant leader and put others before myself. I will serve others, respect others and encourage others. When I graduate from ILTEXAS, I will be a healthy person with a strong mind and character who speaks at least three languages. I will change the world.



We are excited to share some professional development opportunities that are available to you this summer.

Course Topics

- ❖ Dual Language Immersion
- ❖ Spanish Language
- ❖ Chinese Language
- ❖ English Learners
- ❖ Reading Language Arts
- ❖ Fine Arts
- ❖ Advanced Academics
- ❖ Science
- ❖ Social Studies
- ❖ Math
- ❖ Special Education
- ❖ Student Services

All 187 Employees are to complete their additional 12 CE hours by August 1, 2019. Certificates of completion are to be uploaded to Eduphoria. Link to Upload Certificate of Completion Instructions:



www.ILTexasdistrict.org

Language Acquisition Methods (K-12) : English, Spanish and Chinese



Title / Learning Objective	Date (s)	Registration Link	Location
<p>Part 1: How to create a Standards-Based Integrated Performance Assessment</p> <p>Learning Objective: This course takes you through a step-by-step process of creating a standards-based performance assessment</p>	<p>Work at your own pace and meet the firm <u>completion</u> deadlines for both Part 1 and 2 of Friday, July 26, 2019</p> <p>7 CPE</p>	<p>Link Google Classroom Code: j0t81u</p>	<p>Online (ILTexas internal training)</p>
<p>Part 2: Create a unit plan using the Integrated Performance Assessment criteria taught in Part 1</p> <p>Learning Objective: Create a IPA using the criteria learned in Part 1 of this 2 part course series.</p>	<p>Work at your own pace and meet the firm <u>completion</u> deadline for both Part 1 and 2 of Friday, July 26, 2019</p> <p>3 CPE</p>	<p>Link Google Classroom Code: j0t81u</p>	<p>Online (ILTexas internal training)</p>
<p>Day 1: Dual Language Essentials Academy</p> <p>Learning Objective: to learn more about the essential DLI components, including how to plan in all core content areas and facilitate the bridging process from one language to the next; the lesson plan cycle as it pertains to a DLI program model; how to make the classroom environment conducive to learning. Breakout sessions.</p>	<p>June 10, 2019</p> <p>6 CPE</p>	<p>DFW LINK Day 1: LINK</p> <p>Harris / CS LINK Day 1: LINK</p>	<p>Houston / CS - Katy Westpark HS</p>
<p>Day 2: Dual Language Essentials Academy</p> <p>Learning Objective: Hands on activities that support and model DLI essentials. Administrative breakout sessions.</p>	<p>June 11, 2019</p> <p>6 CPE</p>	<p>DFW LINK Day 2: LINK</p> <p>Harris / CS LINK Day 2: LINK</p>	<p>DFW - Grand Prairie K8</p>
<p>Teaching Methods Professional development modules for foreign language instruction at the high-school and college levels.</p>	<p>Open/ongoing</p>	<p>LINK</p>	<p>Online</p>
<p>Foreign Languages & The Literary in the Everyday</p>	<p>Open/ongoing</p>	<p>LINK</p>	<p>Online</p>
<p>Select from a wide variety of language training and resources CONTACT(S):</p>	<p>Open/ongoing</p>	<p>LINK</p>	<p>Online</p>



Region X and XI



K-5 DLI Teachers (Sp./Eng.)

DFW Area

Title / Learning Objective	Date (s)	Registration Link	Location
Fine-Tuning the Mechanics of Spanish Reading and Writing	Online Free	Link	Region X online
Literacy Toolbelt: The Super Powers Within! - 014023	06/06/2019 08:30am - 03:30pm Free	Link	Granbury ISD - 217 N Jones; Granbury, TX 76048
Start the Conversation... Literacy for All - 013684	07/09/2019 08:00am - 04:00pm 07/10/2019 08:00am - 04:00pm Fee \$15.00	Link	ESC Region 11
Analyzing New SLAR TEKS	06/04/19 9:00-12:00 Free	Link	RICHARDSON ISD ARZELL BALL CENTER RICHARDSON ISD

ADDITIONAL RESOURCES:

- ❖ DUAL LANGUAGE TEAM DRIVE: - [LINK](#)

CONTACT(s):

- ❖ ADRIANA FLETES | DIRECTOR OF SPANISH K-12 | AFLETES@ILTEXAS.ORG



Region IV and VI

K-5 DLI Teachers (Sp./Eng)

Houston Area

Title / Learning Objective	Date (s)	Registration Link	Location
Exploring the New Spanish Language Arts and Reading Texas Essential Knowledge and Skills (K-2)	Two options: July 15th OR August 5th	Registration Link	Houston, Texas
Exploring the New Spanish Language Arts and Reading Texas Essential Knowledge and Skills (3rd-5th)	Two options: June 12th OR August 6th	Registration Link	Houston, Texas
Moving from Learning Letters to Learning to Read (K-2)	June 5th	Registration Link	Houston, Texas
Guided Reading series~Online training (K-6)	Online	Registration Link	Online
Make Writing: Turning the Writer's Workshop Into a Maker Space (K-5)	June 19th	Registration Link	Huntsville, Texas

Spanish LOTE

6-12 Spanish teachers, instructional coaches and administrators



Title / Learning Objective	Date (s) / Time	Registration Link / Fee	Location
LOTE Backward Design	June 4, 2019 / 8:30 - 4:00 PM	LINK / FREE	HERMAN FURLOUGH JR MIDDLE TERRELL ISD 1351 COLQUITT RD, TERRELL, 75160
LOTE Assess It! Leveraging Knowledge of Language Performance to Measure What Students Can Do with Language	2 Day Workshop June 17 & 18, 2019	LINK / FREE	WILLIAM LEE HASTINGS EL DUNCANVILLE ISD 602 W CENTER ST, DUNCANVILLE, 75116-3102
Content and Language Training (ELPS)	Year Round	LINK / FREE	Online
TFLA Summer Institute	July 23 - 25	LINK	Fort Worth TX
Pre-AP and AP Strategies for LOTE classrooms	Year Round	LINK	Online

ADDITIONAL RESOURCES:

- ❖ TEXAS LOTE STANDARDS (TEKS): [LINK](#)
- ❖ AMERICAN COUNCIL FOR FOREIGN LANGUAGE TEACHING (ACTFL): [LINK](#)
- ❖ ILTEXAS LOTE SPANISH TEAM DRIVE: [LINK](#)
- ❖ CONTACT A.FLETES FOR ACCESS TO INFORMATION ON SANTILLAN, YABLA AND THIS IS LANGUAGE ONLINE ACCOUNTS
- ❖ **Regional Service Centers**
 - [Region X \(Dallas\)](#)
 - [Region XI \(Ft. Worth\)](#)
 - [Region IV \(Houston\)](#)
 - [Region VI \(College Station\)](#)
 - *Search under Spanish, RLA, Sheltered Instruction, Bilingual Education for additional course offerings

CONTACT(S):

- ❖ ADRIANA FLETES | DIRECTOR OF SPANISH K-12 | AFLETES@ILTEXAS.ORG



English Learners / Second Language Acquisition

All K-12 teachers, instructional coaches and administrators

Title / Learning Objective	Date (s)	Registration Link	Location
TX Gateway Resources for English Learner Support	Ongoing	https://www.texasgateway.org/resource-index/?f%5B0%5D=imm_field_resources_subject%3A1	Online
Region 10 Online Learning	Ongoing	https://olc.region10.org/pd/course/index.php?categoryid=196	Online

ADDITIONAL RESOURCES FROM REGIONS 4.10.11:

- ❖ [HTTPS://DOCS.GOOGLE.COM/DOCUMENT/D/159WUENDNL-QTJ86F669FEIQHIZAsO1AoXR0X7_4DESC/EDIT?USP=SHARING](https://docs.google.com/document/d/159WUENDNL-QTJ86F669FEIQHIZAsO1AoXR0X7_4DESC/edit?usp=sharing)

CONTACT(S):

- ❖ VERA CSORVASI | DIRECTOR OF EL K-12 | VSORVASI@ILTEXAS.ORG



Chinese Language

K-12 Chinese teachers

Title / Learning Objective	Date (s)	Registration Link	Location
ILTexas Chinese Department Summer Book Study: Overseas Chinese Teacher Survival Guide (Chinese)	June 10- July 12, 2019 (5 weeks)	Link:	Online (Wechat)
Region X: LOTE Backward Design	June 4, 2019	Link:	Terrell ISD, TX
LOTE: Assess It! Leveraging Knowledge of Language Performance to Measure What Students Can Do with Language	June 17-18, 2019	Link:	Duncanville ISD, TX
STARTALK: Chinese Language Instruction in the Digital Age	June 25 - July 3, 2019	Link:	Boulder, Colorado
Games2Teach Collaboratory.	August 1-2, 2019	Link:	University of Texas in Austin, TX

CONTACT:

XIAOYAN WANG | DIRECTOR OF CHINESE K-12 | XWANG@ILTEXAS.ORG



Reading Language Arts

K-5 DLI Spanish and English Reading Language Arts teachers, 6-12 RLAs teachers, instructional coaches and administrators

Title / Learning Objective	Date (s)	Registration Link	Location
New ELAR/SLAR TEKS	Multiple Dates in all Regions 4, 6, 10, & 11	Region 4 Region 6 Region 10 Region 11	Various Locations
Intentional Intensity 2622001	July 11, 2019	https://txr10.escworks.net/catalog/session.aspx?session_id=2622001	Region 10 Building
Additional Offerings	May 28 - August 2	Summer PD Google Doc	Various Locations

ADDITIONAL RESOURCES:



CONTACT(S):



CARLA BENNETT | DIRECTOR OF RLAs K-12 | CBENNET1@ILTEXAS.ORG

ILTexas Science



- K-5 DLI Spanish and English science teachers,
- 6-12 science teachers, instructional coaches/administrators
- High School CTE

Adjusting to change: Science TEKS Streamlining

CPE hours: 3

During this session, we will look through various lenses to discover how these changes will impact the science curriculum and classroom. Deep diving, TEKS unpacking, vertical alignment, and lesson adjustment are just a few of the activities participants will experience while making their own discoveries about the streamlined science TEKS.

Flinn Scientific: Safety Certification Course

CPE hours: 12

Make your laboratory a safe environment for both students and instructors. Choose from one of our 9 certificated courses below to gain an in-depth knowledge of laboratory safety for science educators.

High School and Middle School Certification Courses

- High School Laboratory Safety Course
- Middle School Laboratory Safety Course
- GHS Certification Training
- Recertification Course

CTE: Work Based Learning

CPE hours: 8

WBL covers a wide range of occupations, worksites, and students. It is beyond the scope of this course to provide in-depth training for teaching every possible course or situation involving WBL. The purpose of this course is to provide an introduction to fundamental concepts with links to additional resources useful to teachers assigned to CTE courses.

DAVID RIVERS | DIRECTOR OF SCIENCES K12 | DRIVERS@ILTEXAS.ORG



Math

K-5 DLI Spanish and English math teachers, 6-12 math teachers, instructional coaches and administrators

Title \ Learning Objective	Date (s)	Registration Link	Location
DFW Region and Texas Instruments PD Opportunities	Various (see flyers in folder)	Folder of PD Opportunities	Various (see flyers in folder)
Mathematical Mindsets Book study	July/August 2019	email ryee@iltexas.org if interested	Google Classroom
Region 4 PD Opportunities	Various	https://www.escweb.net/tx_esc_04/default.aspx	Various

ADDITIONAL RESOURCES:



CONTACT(s):



ROBERT YEE | DIRECTOR OF MATH K-12 | RYEE@ILTEXAS.ORG



Advanced Academics

All K-8 DLI Spanish and English teachers (especially Pre-AP for 6-8), 9-12 AP course teachers, instructional coaches and administrators, GT Leads all triads

Title / Learning Objective	Date (s)	Registration Link	Location
"GT Foundations Part I & II" & "GT Updates" (K-12, required)	Multiple dates offered throughout the summer - check out the full catalogue online!	<p>Region 10 Offerings</p> <p>This is the full Region 10 Catalogue link. All of these courses - and more! - are available here.</p> <p>Choose the specific course, date, and location you want and use the corresponding link to register.</p>	<p>Locations vary by course and date selected.</p> <p>Courses are offered all around the DFW metroplex, and there are online courses available as well for many of these sessions.</p>
"Socratic Questioning for the Pre-AP/AP Classroom" & "Pre-AP/AP Strategies" (6-12)			
"Small Group Instruction for Advanced Differentiation" (Highly recommended, especially K-5)			
"Texas Performance Standards Project: Awareness" & "Genius Hour" (GT Leads K-8 or GT Enrichment Teachers)			

ADDITIONAL RESOURCES:

- ❖ FOR BOOK STUDY, PLEASE PURCHASE "LEADING FOR DIFFERENTIATION" BY CAROL ANN TOMLINSON (AVAILABLE THROUGH AMAZON, BARNES & NOBLE, ETC)

CONTACT:

❖ JAMIE ROSE | ADVANCED ACADEMICS COORDINATOR | JROSE@ILTEXAS.ORG



Social Studies

K-5 DLI Spanish and English social studies teachers, 6-12 s.s teachers, instructional coaches and administrators

A COMPLETE LIST OF SS PD OFFERINGS THROUGHOUT TEXAS:

❖ https://docs.google.com/document/d/1MzMO0TMeNfPP9IoPg_7MwmuYsq0Tm5HsD18DjT6BRo/edit?usp=sharing

Title \ Learning Objective	Date (s)	Registration Link	Location
Law Related Education (LRE)	Varies by area	https://texasre.org/professional-development/	Vary by area
Regional Service Centers	Varies by area	Region X (Dallas) Region XI (Ft. Worth) Region IV (Houston) Region VI (College Station) *Search for Social Studies offerings	Vary by area
World Affairs Council	Varies by area	Dallas: https://www.dfwworld.org/events Greater Houston: https://www.wachouston.org/programs-a-events/programs/upcoming-programs	Vary by area
Humanities Texas Teacher Institutes	Varies by area	https://www.humanitiestexas.org/education/teacher-institutes/upcoming-institutes	Vary by area



Special Education

K-12 teachers, instructional coaches and administrators

Title \ Learning Objective	Date (s)	Registration Link	Location
Working with Behavior Disorder Students	July 30-31, 2019	https://events.ed311.com/event-series/2019-summer-institute-for-educators-of-behavior-disorder-students/	Grand Prairie
Adventures in Autism	July 20, 2019	https://autism.unt.edu/conference	UNT - Denton
Standards Based Goals and Objectives	June 26, 2019	https://txr10.escworks.net/catalog/session.aspx?session_id=60890	Region 10
Conflict in the Classroom	July 28, 2019	https://txr10.escworks.net/catalog/session.aspx?session_id=2624504	Region 10
Picture Exchange Communication System (PECs)	June 25-26, 2019	https://ontrac.esc11.net/Session.asp?Wksp_Num=011993	Region 11

CONTACT(S):

❖ SHANNON URBINA | EXECUTIVE DIRECTOR OF SPECIAL EDUCATION | SRUBINA@ILTEXAS.ORG



Classroom Management / PBIS

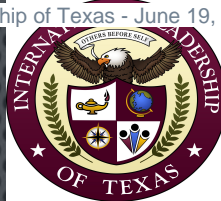
K-12 Fine Arts teachers, instructional coaches and administrators

Title \ Learning Objective	Date (s)	Registration Link	Location
Texas Behavior Support State Conference	June 26th & June 27	https://ontrac.esc11.net/Session.asp?Wksp_Num=011303 https://txr10.escworks.net/catalog/session.aspx?session_id=60558	Region 10 Region 11 Region 4
Fundamental 5 Experience	June 6, 2018	https://ontrac.esc11.net/Session.asp?Wksp_Num=009574	Region 11
Becoming a Trauma Informed Educator	June 25, 2018	https://txr10.escworks.net/catalog/session.aspx?session_id=2618675	Region 10
Reaching and Teaching Students in Poverty	June 29, 2018	https://txr10.escworks.net/catalog/session.aspx?session_id=2617587	Region 10
Pathways to Culturally Responsive Classrooms	July 26, 2018	https://txr10.escworks.net/catalog/session.aspx?session_id=60485	Region 10
Conflict in the Classroom	August 1, or 8/7/18	https://txr10.escworks.net/catalog/session.aspx?session_id=2618594	Region 10

CONTACT(S):

❖ SARAH MCCROAN | BEHAVIOR COORDINATOR | SMCCROAN@ILTEXAS.ORG

Student Services Counselors



Title \ Learning Objective	Date (s)	Registration Link	Location
Region 4 Youth Mental Health First Aid	June 5	https://www.escweb.net/tx_esc_04/catalog/session.aspx?session_id=1446969	Houston, TX
Region 4 Got Info? College and Career Readiness Resources	June 18	https://www.escweb.net/tx_esc_04/catalog/session.aspx?session_id=1412726	Houston, TX
Region 6 Youth Mental Health First Aid	June 21	https://www.escweb.net/tx_esc_06/catalog/session.aspx?session_id=356730	Huntsville, TX (College Station Area)
Region 13 Summer School Counselor Summit	June 13	https://ecampus.esc13.net/catalog.html?url=/show_class_info.html%3Fclassid%3D40365	Austin, TX
Region 10 Grace Counseling - TMS and Depression	June 14	https://txr10.escworks.net/catalog/session.aspx?session_id=2622366	Richardson, TX
Region 10 Roadshow Mindfulness & Self Care K-12 Social Emotional Needs of Students K-12 Rtl - Multi-tiered systems of support	June 3-4 Terrell, TX June 11-12 Red Oak, TX	https://www.region10.org/programs/r10-summer-roadshow/overview/	Terrell, TX Red Oak, TX
Region 10 Roadshow Mindfulness & Self Care K-12 Social Emotional Needs of Students K-12 Rtl - Multi-tiered systems of support	July 9-10 Sherman, TX July 16-17 Greenville, TX July 22-23 McKinney, TX	https://www.region10.org/programs/r10-summer-roadshow/overview/	Sherman, TX Greenville, TX McKinney, TX
Region 11 16 Habits of Mind - Social Emotional Well-Being	July 2	https://ontrac.esc11.net/Session.aspx?Wksp_Num=014178	Ft. Worth, TX
Region 11 Student Safety & School Security Conference	July 8	https://ontrac.esc11.net/Session.aspx?Wksp_Num=013696	Ft. Worth, TX





Student Services - Dyslexia

Title \ Learning Objective	Date (s)	Registration Link	Location
Dyslexia Summer Institute	7/24 & 7/25	https://www.region10.org/programs/dyslexia-statewide/summer-institute/	Hurst Conference Center
Texas Dyslexia Identification Academy	Anytime last date June 7, 2019	https://www.texascourses.org/courses/course-v1:TexasGateway+R10Dyslexia+2018-06/about	online - self directed
Virtual Conference - Dyslexia and Dysgraphia	Anytime from 7/17 - 8/19, 2019	https://ecampus.esc13.net/catalog.html?url=/show_class_info.html%3Fclassid%3D41375	online - self directed
Understanding Basic 504 Procedures and Services	Anytime	https://ecampus.esc13.net/catalog.html?url=/show_class_info.html%3Fclassid%3D24572	online - self directed
Dyslexia, ADHD, Executive Function	June 10, 2019 7:00-8:30 pm	https://www.eventbrite.com/e/dyslexiaadhdexecutive-function-tickets-60542035859	Shelton School and Evaluation Center 15720 Hillcrest Rd., Dallas, TX
Dyslexia: Characteristics, Identification, and Effective Strategies	Anytime	https://olc.region10.org/pd/enrol/index.php?id=764	online - self directed
Webinars: Variety of Topics	Anytime	https://www.voyagersopris.com/webinar-series	Online - Self Directed

CONTACT:

❖ DEANNA VILLANUEVA * DYSLEXIA COORDINATOR * DVILLANUEVA@ILT.TEXAS.ORG



Student Services - Nursing

Title \ Learning Objective	Date (s)	Registration Link	Location
Spinal Screening (Scoliosis)	29th May 17 June	https://txr10.escworks.net/catalog/session.aspx?session_ID=60136	Region 10
Hearing Certification	19th June 27th June	https://txr10.escworks.net/catalog/session.aspx?session_ID=61118	Region 10
Youth Mental Health First Aid	30th May 1st July	https://txr10.escworks.net/catalog/session.aspx?session_ID=2617810	Region 10
Medication Safety Practices	Webinar	https://youtu.be/HeTyzYUCaXk	School Health Webinar
Vision Screening	18th June 26th June	https://txr10.escworks.net/catalog/session.aspx?session_id=2625050	Region 10
Evidence-based infection prevention of infectious disease in school setting	Webinar anytime access	https://www.schoolhealth.com/webinar-infectious-diseases-prevention/	School Health Webinar
CNAs, CIPs, and Priorities: Oh My!	24th June 25th June	https://txr10.escworks.net/catalog/session.aspx?session_id=2623184	Region 10
<p>CONTACT:</p> <p>❖ KAREN CANADY-BARNES, MSN, RN LEAD NURSE KCANADYBARNES@ILTEXAS.ORG</p>			



Global Trainings

Workshop	Date	Registration	Location
Global Classroom Educator Workshop with the World Affairs Council	8 AM to 3:30 PM June 10-14, 2019	https://tinyurl.com/yxf8hnyh	Center for Brain Health, UT Dallas
Open to teachers grades 3-12 of all subjects to help add a global spin to your lessons, 32 PD hours		\$30 fee	

CONTACT: JENNIFER BOWDEN, INTERNATIONAL AFFAIRS COORDINATOR, JBOWDEN@ILTEXAS.ORG



Global/ International Department

Workshop	Date	Registration	Location
Global Classroom Educator Workshop with the World Affairs Council	8 AM to 3:30 PM June 10-14, 2019	https://tinyurl.com/yxf8hnyh	Center for Brain Health, UT Dallas
Open to teachers grades 3-12 of all subjects to help add a global spin to your lessons, 32 PD hours		\$30 fee	

CONTACT: JENNIFER BOWDEN, INTERNATIONAL AFFAIRS COORDINATOR, JBOWDEN@ILTEXAS.ORG

Lunch /Recess/PLC/Conference Schedule 2019 - 2020					Non-Negotiables				
Grade	Lunch	Recess	PLC	Planning Time	Grade	Grade Level PLC	Planning Time/ Conf Time	Lunch	Recess
Kinder	10:09 - 10:39	10:39 - 10:54	11:47-12:32	10:58 - 11:43	Kinder	11:47-12:32	10:58 - 11:43	Due to a variance in cafeteria sizes and set ups, lunch and recess times may vary from campus to campus. However, the nonnegotiable is that students must have a 30 minute lunch and <i>minimum of</i> 15 minutes of recess for upper grades. Lower grades may schedule an additional 15 minutes as an afternoon break, down time, etc. *Play for our youngest ILTexans is part of their necessary development.	
3rd grade	10:24 - 10:54	10:09 - 10:24	10:58 - 11:43	1:24 - 2:09	3rd grade	10:58 - 11:43	1:24 - 2:09		
1st grade	10:58 - 11:28	11:28 - 11:43	10:09 - 10:54	11:47 - 12:32	1st grade	10:09 - 10:54	11:47 - 12:32		
2nd grade	11:13 - 11:43	10:58 - 11:13	1:24 - 2:09	8:33 - 9:18	2nd grade	1:24 - 2:09	8:33 - 9:18		
4th grade	11:47 - 12:17	12:17 - 12:32	12:36 - 1:21	9:21 - 10:06	4th grade	12:36 - 1:21	9:21 - 10:06		
5th grade	12:02 - 12:32	11:47 - 12:02	9:21 -10:06	2:12 -2:57	5th grade	9:21 -10:06	2:12 -2:57		
6th grade	12:36 - 1:06	1:06 - 1:21	7:45 - 8:30	<i>Times Vary</i>	6th grade	7:45 - 8:30			
7th grade	12:51 - 1:21	12:36 - 12:51	8:33-9:18		7th grade	8:33-9:18			
8th grade	1:24 - 1:54	1:54 - 2:09	2:12 - 2:57		8th grade	2:12 - 2:57			
Fine Arts	as needed	as needed	as needed	12:36-1:21 (preferred)	Fine Arts		12:36-1:21 (preferred)		

[206nv1yRJKIbztkesDFe8aFyWGjOB195Jx4F3D5p1s/edit?usp=sharing](https://www.boardontrack.com/Document/206nv1yRJKIbztkesDFe8aFyWGjOB195Jx4F3D5p1s/edit?usp=sharing)

Grade Levels 3-5												
Homeroom	Chinese Teacher	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	*this is how homerooms are set up in Skyward				
A	C1	A	C1	C1	M	C1	C1	Specials Teacher Schedule				
AB	C2	C2	A	C2	C2	M	C2	Period		Class	# of Teachers	
B	C3	C3	C3	A	C3	C3	M	1	7:45 - 8:30	Conference	1	M=Music
BB	C4	M	C4	C4	A	C4	C4	2	8:33 - 9:18	2nd grade	4	A= Art
C	C1 & C3	C1	M	C3	C1	A	C3	3	9:21 - 10:06	4th grade		
CB	C2 & C4	C4	C2	M	C4	C2	A	4	10:09 - 10:54	Lunch		
								5	10:58 - 11:43	Kinder		
								6	11:47 - 12:32	1st grade		
								7	12:36 - 1:21	PLC		
								8	1:24 - 2:09	3rd grade		
								9	2:12 - 2:57	5th grade		
								10	3:00 - 3:45	Enrichment		
Grade Levels K-2												
Homeroom	Chinese Teacher	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6					
A (plus 1/3 D)	C1	A	C1	C1	M	C1	C1					
AB (plus 1/3 D)	C2	C2	A	C2	C2	M	C2					
B (plus 1/3 D)	C3	C3	C3	A	C3	C3	M					
BB (plus 1/3 DB)	C4	M	C4	C4	A	C4	C4					
C (plus 1/3 DB)	C1 & C3	C1	M	C3	C1	A	C3					
CB (plus 1/3 DB)	C2 & C4	C4	C2	M	C4	C2	A					

*Homerooms and DB are split in 1/3. Meaning 1/3 of students (6-7 students) join a different homeroom for specials.

FINAL

Per	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th										
Lunch	8-8:33		8:33 - 9:18		9:21 - 10:06		10:09 - 10:54		10:58 - 11:43		11:47 - 12:32		12:36 - 1:21		1:24 - 2:09		2:12 - 2:57		3:00 - 3:45	
	Reading Language Arts (8-9:36)		Social Studies (9:3610:06)		L/R		Specials		PLC		Math		Science							
1st	Reading Language Arts (8-9:36)		Social Studies (9:3610:06)		PLC		L/R		Specials		Math		Science							
2nd	Social Studies		Specials		Language Arts (9:21-10:54)		R/L		Math		PLC		Science							
3rd	Block 1 8-9:32 (92min)		Block 2 Part I 9:35- 10:06 (31min)		R/L		PLC		Block 2 Part II 11:47-12:47 (60 min)		Block 3 Part I 12:50-1:21 (30 Min)		Specials		Block 3 Part II 2:12-3:12 (60 Min)		Enrichment Groups: 3:15-3:45, Independent Practice 3:45-4pm			
	7:45 - 8:30		8:33 - 9:18		9:21 - 10:06		10:09 - 10:54		10:58 - 11:43		11:47 - 12:32		12:36 - 1:21		1:24 - 2:09		2:12 - 2:57		3:00 - 3:45	
4th	Block 1		Specials		Block 2		L/R		PLC		Block 3									
5th	Block 1		PLC		Block 2		R/L		Block 3		Specials									
6th	PLC										L/R									
7th			PLC								R/L									
8th													L/R		PLC					
<p>Note: Grades K-3- Social Studies must be taught for a minimum of 30 instructional minutes daily in both English and Spanish. When TEKS overlap in SS and ELAR, then the lesson absolutely may be integrated (great practice), however when planning teachers must first start by looking at the Social Studies TEKS to determine when integration is possible. Social Studies content and processing skills must always be taught daily during the SS block.</p>																				

[1] Lilia Vasquez:

If teacher is from Hanban, then this period is free for her/him

[2] Lilia Vasquez:

If teacher is from Hanban, then this period is free for her/him

[3] Lilia Vasquez:

If teacher is from Hanban, then this period is free for her/him

[4] Lilia Vasquez:

If teacher is from Hanban, then this period is free for her/him

[5] Lilia Vasquez:

this is going to depend on the campus needs for the electives

[6] Lilia Vasquez:

If teacher is from Hanban, then this period is free for her/him



International Leadership of Texas

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High School Master Schedule Parameters 2019-2020

All ILTexas High Schools will follow a 10 period A/B block schedule. **ADA Time 9:40am**

A Day (Mon / Wed)		
Per	Time	PLC
1	7:55-9:25 (90)	Leader-Ship
2	9:29-10:59 (90)	9th
Early Lunch	10:59-11:29 (30)	
3-A	11:33-1:03 (90)	10th
3-B	11:03-12:33 (90)	
Late Lunch	12:33-1:03 (30)	
4	1:07-2:37 (90)	11th
5	2:41-4:11 (90)	12th

B Day (Tues / Thurs)		
Per	Time	PLC
6	7:55-9:25 (90)	Spanish LOTE Fine Arts
7	9:29-10:59 (90)	SS Chinese LOTE
Early Lunch	10:59-11:29 (30)	English
8-A	11:33-1:03 (90)	
8-B	11:03-12:33 (90)	
Late Lunch	12:33-1:03 (30)	
9	1:07-2:37 (90)	Science Computer Science
10	2:41-4:11 (90)	Math Fitness

Due to Dual Credit scheduling considerations, the pattern will be a/b/a/b/ every week. Mon and Wed will always be "A" day, Tues and Thurs always "B" days, etc. Fridays of 5-day weeks will alternate between A and B: ABABA-ABABB. We may have up to 3 "C" Days scheduled in a school year whereby periods 2-10 will meet on the same day (for 45 min. class periods)

M	T	W	Th	F
A	B	A	B	A/B

M	T	W	Th	F
Holiday	B	A	B	A

All ILTexas High Schools will follow the following "Content PLC" pattern:

- 6th period -Spanish LOTE + *Fine Arts**
- 9th period -Science + Computer Science
- 7th period -Social Studies + Chinese LOTE
- 10th period -Math + *Fitness**
- 8th period -English/ESL
- Other content areas PLCs will be placed based upon student needs and scheduling patterns.

All ILTexas High Schools will follow the following "Grade-level PLC" pattern:

- 2nd period -9th grade
- 4th period -11th grade
- 3rd period -10th grade
- 5th period -12th grade

All ILTexas High Schools will teach a CTE-Leadership class during 1st period.

Juniors and Seniors will have an independent study option for athletic conditioning if they have an academic need.

**Scheduling Fine Arts and Fitness Content PLCs during 6th and 10th period are highly recommended/Ideal*



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C Day (45 mins)

2	7:55	8:41
3	8:46	9:32
4	9:37	10:23
5	10:28	11:14
Early Lunch	11:19	11:56
6A	12:01	12:47
6B	11:19	12:05
Late Lunch	12:10	12:47
7	12:52	13:38
8	13:43	14:29
9	14:34	15:20
10	15:25	16:11

**Curriculum, Instruction, Assessment & Professional Development Board Report
Presented by: Dr. Laura Carrasco, Chief Academic Officer, 6/19/2019**

Department	Update	Campus	Grade Level	<u>Green</u> = New <u>Blue</u> = In Progress <u>Red</u> =complete
CAO	Class of 2019 Merit Scholarship Totals: KSHS - \$8,801,426 AGPHS - \$11,281,847 GHS - \$6,404,043 Please view Attachment A for the updated de-identifid list of college acceptances (per campus) and list of workshops completed.	GHS, AGPHS & KSHS	12th	Complete
CAO	Congratulations to our campus and district teachers of the year (Attachment B) They are listed by campus and grade band. Well deserved recognition for this incredible group of teachers!	All	ALL LEVELS	Complete
Professional Development	Summer PD Catalogue has been made available to our faculty and staff, and will be continuously updated Teachers to earn a minimum of 12 CPE credits over the summer, and prior to Agustus 1. Attachment C includes the the updated summer catalogue with an overview of key dates for the months of June, July and August as the preface.	All	ALL LEVELS	In Progress (will continuously be updated with opportunities)

CAO	Sharing the updated 19-20 K-8 Master Schedule for all campuses, with the exception of Garland K-8, Attachment D	All K-8, Exception Garland	K-8	New
CAO	Sharing the updated High School Master Schedule Parameters for all High School Campuses with the exception of College Station 9th Grade, Attachment E	All High Schools	9th-12th	New

Cover Sheet

Superintendent's Report

Section: III. Report and Information Items
Item: B. Superintendent's Report
Purpose: FYI
Submitted by:
Related Material: This Page is Blank.docx

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Cover Sheet

CEO Report

Section: III. Report and Information Items
Item: C. CEO Report
Purpose: FYI
Submitted by:
Related Material: 201920 Preliminary Enrollment Data.pdf
Authorized Board Notification 06.19.19.pdf
Authorized Board Report 6.19.19.pdf

ILTexas Enrollment Update 2018 - 19

Campus	Capacity	Budget 2018-19	15-Oct	1-May	% of Capacity	2019-20 Pre-Register
GES	948	940	960	950	100.21%	964
GMS	468	460	467	459	98.08%	485
GHS	800	600	624	595	74.38%	693
LES	948	900	828	791	83.44%	799
LMS	468	400	420	389	83.12%	450
LDHS	100	0	43	34	34.00%	117
Dallas	3682	3300	3342	3218	87.40%	3508
AES	816	800	803	813	99.63%	822
AMS	390	375	365	370	94.87%	395
AGPHS	800	650	537	509	63.63%	704
GPES	948	940	948	945	99.68%	957
GPMS	468	460	455	456	97.44%	473
NRHES	948	940	937	909	95.89%	952
NRHMS	468	380	427	403	86.11%	450
KES	948	940	948	942	99.37%	961
KMS	468	460	437	434	92.74%	477
KSHS	800	500	542	505	63.13%	731
EFTWES	948	860	784	757	79.85%	694
EFTWMS	468	350	352	317	67.74%	412
EFTWHS	50	0	28	19	38.00%	0
SES	948	940	942	933	98.42%	962
SMS	468	360	389	374	79.91%	450
Tarrant	9836	8955	8894	8686	88.31%	9440
CSES	948	800	755	777	81.96%	938
CSMS	468	300	205	227	48.50%	384
CSHS						42
KATYES	948	940	907	903	95.25%	948
KATYMS	468	460	375	361	77.14%	415
KWHS	600	320	404	389	64.83%	636
OREMES	948	800	821	707	74.58%	841
OREMMS	468	300	343	309	66.03%	421
WPES	948	940	890	890	93.88%	951
WPMS	468	420	400	400	85.47%	461
WMLKES	948	900	877	851	89.77%	887
WMLKMS	468	300	400	376	80.34%	450
WMLKOHHS	100	0	60	54	54.00%	179
Houston	7780	6480	6437	6244	80.26%	7553
District	21,298	18,735	18,673	18,148	85.21%	20,501



INTERNATIONAL LEADERSHIP OF TEXAS

**Faculty and Support Staff New Hires
Subsequent to May 16, 2019
For Board Notification on June 19, 2019**

NEW HIRES FOR THE 2018-2019 SCHOOL YEAR			
Position	Assignment	Building	Start Date
Aux - Maintenance	Landscaper	Arlington Area Office	06/04/2019
Aux - Maintenance	Landscaper	Arlington Area Office	06/12/2019
Prof - Campus Admin	Assistant Principal	Lancaster Middle School	06/17/2019

Total employees hired as of 6/19/2019: 3

Total Employee Count for 18/19 SY: 1941.99

All employees are contingent upon Fingerprint and HR Clearance.



INTERNATIONAL LEADERSHIP OF TEXAS

**Authorized Position Report
June 19, 2019**

2018 - 2019 SCHOOL YEAR

Position	# Positions	Positions Filled	Available FTE	New Campus Positions K-8	New Campus Positions HS
AUX - FOOD SERVICE	19	16	3		
AUX - MAINTENANCE	30	29	1		
AUX - TRANSPORTATION	15	15	0		
COUNSELOR	46	45	1		
LIBRARIAN/MEDIA	17	16	1		
NURSE	19	15	4		
PARA - CAMPUS	344	324.5	19.5		
PARA - DISTRICT	54	53	1		
PROF - CAMPUS	49	40.49	8.51		
PROF - CAMPUS ADMIN	65	62	3		
PROF - DISTRICT	116	107	9		
SLP	13	11	2		
SUPERINTENDENT	1	1	0		
TEACHER	1235.5	1207	28.5		
Total	2023.5	1941.99	81.51	0	0

2019 - 2020 SCHOOL YEAR

Position	# Positions	Positions Filled	Available FTE	New Campus Positions K-8	New Campus Positions HS
AUX - FOOD SERVICE	19	14	5		
AUX - MAINTENANCE	33	31	2		
AUX - TRANSPORTATION	21	15	6		
COUNSELOR	48	43	5		
LIBRARIAN/MEDIA	17	16	1		
NURSE	18	14	4		
PARA - CAMPUS	352.5	313	39.5		
PARA - DISTRICT	55	53	2		
PROF - CAMPUS	47	33.49	13.51		
PROF - CAMPUS ADMIN	66	60	6		
PROF - DISTRICT	144	108	36		
SLP	13	11	2		
SUPERINTENDENT	1	1	0		
TEACHER	1253.5	1083	170.5		
Total	2088	1795.49	292.51	0	0

Cover Sheet

CONSENT AGENDA FOR VOTE

Section: IV. Board Action Items: Consent Agenda
Item: A. CONSENT AGENDA FOR VOTE
Purpose: Vote
Submitted by:
Related Material: This Page is Blank.docx

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Cover Sheet

Consider/Act on RFP 19-003, Armored Car Services

Section: IV. Board Action Items: Consent Agenda
Item: B. Consider/Act on RFP 19-003, Armored Car Services
Purpose: Vote
Submitted by:
Related Material: ITEM B -- Armored Car Proposals.pdf

COMPANY NAME	Brinks			
BID/PROPOSAL PRICING				
Summarized Price Proposal				
A. ONE DAILY ARMORED CAR PICKUP/DELIVERY SERVICE ALL LOCATIONS	Daily rate	\$ N/A		
B. ONE DAILY COURIER PICKUP/DELIVERY SERVICE ALL LOCATIONS	Daily rate	\$ N/A		
C. ONE DAILY ARMORED CAR AND COURIER PICKUP/DELIVERY SERVICE ALL LOCATIONS	Daily rate	\$18.75		
	3x Week Rate	\$19.75		
	2x Week Rate	\$21.75		
D. PICK-UP ALTERNATIVES BY SCHOOL TYPE				
	Daily Pick up	All High Schools	Armored Car	Courier Service
			Rate \$ Combined	Rate \$ Combined
	Daily Pick up	All K-8 Schools	Rate \$ Combined	Rate \$ Combined
	Daily Pick up	Non-Campus Service	Rate \$ Combined	Rate \$ Combined
	Pick-Up Twice Weekly	All High Schools	Rate \$ Combined	Rate \$ Combined
	Pick-Up Twice Weekly	All K-8 Schools	Rate \$ Combined	Rate \$ Combined
	Pick-Up Three Times Weekly	All High Schools	Rate \$ Combined	Rate \$ Combined
	Pick-Up Three Times Weekly	All K-8 Schools	Rate \$ Combined	Rate \$ Combined
E. PRE-HOLIDAY PICK UP RATE AT ALL CAMPUSES/LOCATIONS BETWEEN THE HOURS OF 9:00 am - 2:30 pm.				
	Would be second pick-up for some locations when normal pick-up times occur before 2:30 p.m.			
	Daily Rate Charge	\$40.00		
F. Pre-Holiday District Building Pickup @4:00PM				
	Later pick-up -Extra Charge if applicable	Armored	Courier	Combined
		Rate \$ Combined	Rate \$ Combined	Rate \$ Combined
Holiday Service or Call Emergency Service (at least a 48 hour notice)				
	Holiday Service	\$ 45.00 per trip		(New Year's Day, MLK Jr. Day, Presidents Day, Memorial Day, etc)
	On Call Service	\$ 40.00 per trip		
	Same-Day Deposit Delivery	\$ 150.00		
DESCRIPTION OF COURIER SERVICES				
	* Deposits will be delivered to the designated depository on the next business day			
	* Brinks is the prime contractor, will not subcontract any portion of the work			
	* Service will be provided from 8:30 am to 4:30 pm			
	* Brink's personnel will be armed at all times in the performance of their duties			
Number of Locations	Frequency	Rate	Fuel Surcharge	Monthly Total
18	Twice-weekly	\$ 187.05	10.25%	\$ 3,712.01
				Annual Total
				\$ 37,120.07

Cover Sheet

Consider/act on RFP 19-004, Curriculum/Instructional Materials and Office Supplies

Section: IV. Board Action Items: Consent Agenda
Item: C. Consider/act on RFP 19-004, Curriculum/Instructional Materials and
Office Supplies
Purpose: Vote
Submitted by:
Related Material: ITEM C -- Approved Vendor List 19-20SY.pdf

A	B	C	D	E
International Leadership of Texas - Current Approved Vendor List 2019-2020				
1				
2				
3				
4	Vendor Name	Bid Category	Contract Code	Contract #
5	AC Supply Company	HVAC Supplies & Equipment	IL Texas Bid	RFP 19-004
6	Accelerate Learning, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 14/031MP - 02
7	Achieve3000, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-02
8	All In Learning	Curriculum/Instructional Materials	Bid/Co-Op	RFP/TIPS 180302
9	Apex Learning Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
10	ArtCelo Construction	HVAC Supplies & Equipment	IL Texas Bid	RFP 19-004
11	ArtCelo Construction	Electrical Supplies & Equipment	IL Texas Bid	RFP 19-004
12	ArtCelo Construction	Plumbing Supplies & Equipment	IL Texas Bid	RFP 19-004
13	Barnes & Noble Booksellers, Inc (Main)	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
14	Bedford, Freeman & Worth Publishing Group	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
15	Better Chinese, LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
16	Bio Corporation	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
17	Blick Art Materials	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/002KD-01
18	Booksource	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
19	Business Essentials	Supplies	IL Texas Bid	RFP 19-004
20	Carolina Biological Supply Company	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
21	Cascade School Supplies	Supplies	Bid/Co-Op	RFP/TIPS 180401
22	Cengage Learning Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
23	Creation Crate Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
24	Dealers Electrical Supply Co.	Electrical Supplies & Equipment	Bid/Co-Op	RFP/TIPS 170502
25	Dreambox Learning, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
26	EAI Education	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
27	ECS Learning Systems/PREPWORKS	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
28	Edmentum, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
29	EI Saber Enterprises, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
30	EPS - Educators Publishing Service	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
31	Estrellita	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
32	Explore Learning, LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
33	Express Booksellers	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
34	Follett Higher Education Group, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
35	Follett School Solutions, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
36	Goodheart-Willcox Publisher	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18

A	B	C	D	E
1				
2	International Leadership of Texas - Current Approved Vendor List 2019-2020			
3				
4	Vendor Name	Bid Category	Contract Code	Contract #
37	hand2mind, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-0004
38	Heinemann	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
39	Houghton Mifflin Harcourt Publishing Company	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
40	Imagination Station, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Region 10
41	Imagine learning, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
42	IXL Learning, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
43	Johnson Supply	HVAC Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-18
44	Johnstone Supply	HVAC Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-17
45	Kagan Publishing	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
46	KAMICO Instructional Media, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
47	Kaplan Early Learning Company	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
48	Knowledge Matters, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
49	Lakeshore Learning Materials	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-19
50	Learning A-Z, LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 18-7283
51	Learning Without Tears	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
52	Lego Education North America	Curriculum/Instructional Materials	Bid/Co-Op	RFP/TIPS 180902, 180302
53	Luz Roth (Global Vida)	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
54	Mastery Education	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-25
55	MathWarm-Ups.com	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
56	McGraw-Hill School Education, LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 14/031MP-21
57	MobyMax, LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 19-7327
58	MPO Solutions, LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
59	Music in Motion Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
60	NWEA (Northwest Evaluation Association)	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-23
61	Office Depot, Inc.	Supplies	Bid/Co-Op	RFP/TCPN R141703
62	Pearson K12 Learning LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
63	Perma-Bound Books	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
64	Premier Agendas, LLC	Supplies	Bid/Co-Op	RFP/BuyBoard 573-18
65	QEP, Inc. Professional Books	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
66	QuaverMusic.com, LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
67	Rourke Educational Media LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
68	Saddleback Educational, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
69	Scanning Pens Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
70	School Specialty, Inc.	Supplies	Bid/Co-Op	RFP/BuyBoard 584-19
71	Seidlitz Education LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 15-7176
72	Sirius Education Solutions LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
73	Social Studies School Service	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
74	Social Thinking Publishing	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004

1	A	B	C	D	E
2	International Leadership of Texas - Current Approved Vendor List 2019-2020				
3					
4	Vendor Name	Interlocal (Yes or No)	Bid Category	Contract Code	Contract #
75	Staples Contract & Commercial LLC	Yes	Supplies	Bid/Co-Op	RFP/BuyBoard 576-18
76	Studies Weekly, Inc.	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-34
77	TD Industries, Inc.	Yes	HVAC Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 552-17
78	TD Industries, Inc.	Yes	Electrical Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 552-17
79	TD Industries, Inc.	Yes	Plumbing Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 552-17
80	Teacher Created Materials, Inc.	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-02
81	Textbook Warehouse	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
82	The Home Depot Pro	Yes	HVAC Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-18
83	The Home Depot Pro	Yes	Electrical Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-18
84	The Home Depot Pro	Yes	Plumbing Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-18
85	The Latino Family Literacy Project (Lectura Books)	No	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
86	The Rosen Publishing Group, Inc.	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/TIPS 180302, 180902, 171002
87	Voyager Sopris Learning, Inc.	No	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
88	VWR International, LLC - Ward's Science	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
89	Waterford Research Institute	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 16-7210
90	Wenger Corporation	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 583-19
91	World Book, Inc.	No	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
92	Xello	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 18-7297
93	Youthlight, Inc.	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
94					

Cover Sheet

Consider/Act on RFP 19-005, HVAC/Electrical/Plumbing

Section: IV. Board Action Items: Consent Agenda
Item: D. Consider/Act on RFP 19-005, HVAC/Electrical/Plumbing
Purpose: Vote
Submitted by:
Related Material: ITEM D -- Approved Vendor List 19-20SY.pdf

A	B	C	D	E
International Leadership of Texas - Current Approved Vendor List 2019-2020				
1				
2				
3				
4	Vendor Name	Bid Category	Contract Code	Contract #
5	AC Supply Company	HVAC Supplies & Equipment	IL Texas Bid	RFP 19-004
6	Accelerate Learning, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 14/031MP - 02
7	Achieve3000, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-02
8	All In Learning	Curriculum/Instructional Materials	Bid/Co-Op	RFP/TIPS 180302
9	Apex Learning Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
10	ArtCelo Construction	HVAC Supplies & Equipment	IL Texas Bid	RFP 19-004
11	ArtCelo Construction	Electrical Supplies & Equipment	IL Texas Bid	RFP 19-004
12	ArtCelo Construction	Plumbing Supplies & Equipment	IL Texas Bid	RFP 19-004
13	Barnes & Noble Booksellers, Inc (Main)	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
14	Bedford, Freeman & Worth Publishing Group	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
15	Better Chinese, LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
16	Bio Corporation	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
17	Blick Art Materials	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/002KD-01
18	Booksource	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
19	Business Essentials	Supplies	IL Texas Bid	RFP 19-004
20	Carolina Biological Supply Company	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
21	Cascade School Supplies	Supplies	Bid/Co-Op	RFP/TIPS 180401
22	Cengage Learning Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
23	Creation Crate Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
24	Dealers Electrical Supply Co.	Electrical Supplies & Equipment	Bid/Co-Op	RFP/TIPS 170502
25	Dreambox Learning, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
26	EAI Education	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
27	ECS Learning Systems/PREPWORKS	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
28	Edmentum, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
29	EI Saber Enterprises, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
30	EPS - Edcators Publishing Service	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
31	Estrellita	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
32	Explore Learning, LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
33	Express Booksellers	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
34	Follet Higher Education Group, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
35	Follett School Solutions, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
36	Goodheart-Willcox Publisher	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18

A	B	C	D	E
1				
2	International Leadership of Texas - Current Approved Vendor List 2019-2020			
3				
4	Vendor Name	Bid Category	Contract Code	Contract #
37	hand2mind, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-0004
38	Heinemann	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
39	Houghton Mifflin Harcourt Publishing Company	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
40	Imagination Station, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Region 10
41	Imagine learning, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
42	IXL Learning, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
43	Johnson Supply	HVAC Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-18
44	Johnstone Supply	HVAC Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-17
45	Kagan Publishing	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
46	KAMICO Instructional Media, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
47	Kaplan Early Learning Company	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
48	Knowledge Matters, Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
49	Lakeshore Learning Materials	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-19
50	Learning A-Z, LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 18-7283
51	Learning Without Tears	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
52	Lego Education North America	Curriculum/Instructional Materials	Bid/Co-Op	RFP/TIPS 180902, 180302
53	Luz Roth (Global Vida)	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
54	Mastery Education	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-25
55	MathWarm-Ups.com	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
56	McGraw-Hill School Education, LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 14/031MP-21
57	MobyMax, LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 19-7327
58	MPO Solutions, LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
59	Music in Motion Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
60	NWEA (Northwest Evaluation Association)	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-23
61	Office Depot, Inc.	Supplies	Bid/Co-Op	RFP/TCPN R141703
62	Pearson K12 Learning LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
63	Perma-Bound Books	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
64	Premier Agendas, LLC	Supplies	Bid/Co-Op	RFP/BuyBoard 573-18
65	QEP, Inc. Professional Books	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 531-17
66	QuaverMusic.com, LLC	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
67	Rourke Educational Media LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
68	Saddleback Educational, Inc.	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
69	Scanning Pens Inc.	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
70	School Specialty, Inc.	Supplies	Bid/Co-Op	RFP/BuyBoard 584-19
71	Seidlitz Education LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 15-7176
72	Sirius Education Solutions LLC	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
73	Social Studies School Service	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
74	Social Thinking Publishing	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004

1	A	B	C	D	E
2	International Leadership of Texas - Current Approved Vendor List 2019-2020				
3					
4	Vendor Name	Interlocal (Yes or No)	Bid Category	Contract Code	Contract #
75	Staples Contract & Commercial LLC	Yes	Supplies	Bid/Co-Op	RFP/BuyBoard 576-18
76	Studies Weekly, Inc.	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-34
77	TD Industries, Inc.	Yes	HVAC Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 552-17
78	TD Industries, Inc.	Yes	Electrical Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 552-17
79	TD Industries, Inc.	Yes	Plumbing Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 552-17
80	Teacher Created Materials, Inc.	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Choice Partners 18/058KC-02
81	Textbook Warehouse	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
82	The Home Depot Pro	Yes	HVAC Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-18
83	The Home Depot Pro	Yes	Electrical Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-18
84	The Home Depot Pro	Yes	Plumbing Supplies & Equipment	Bid/Co-Op	RFP/BuyBoard 577-18
85	The Latino Family Literacy Project (Lectura Books)	No	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
86	The Rosen Publishing Group, Inc.	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/TIPS 180302, 180902, 171002
87	Voyager Sopris Learning, Inc.	No	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
88	VWR International, LLC - Ward's Science	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
89	Waterford Research Institute	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 16-7210
90	Wenger Corporation	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 583-19
91	World Book, Inc.	No	Curriculum/Instructional Materials	IL Texas Bid	RFP 19-004
92	Xello	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/Allied States Cooperative 18-7297
93	Youthlight, Inc.	Yes	Curriculum/Instructional Materials	Bid/Co-Op	RFP/BuyBoard 573-18
94					

Cover Sheet

Consider/Act on non-expansion charter amendment to add 9th-grade to College Station K-8

Section: IV. Board Action Items: Consent Agenda
Item: E. Consider/Act on non-expansion charter amendment to add 9th-grade to College Station K-8
Purpose: Vote
Submitted by:
Related Material: Board Resolution -- Change Grade Levels Served at CSK8 to KG-09.pdf

**BOARD RESOLUTION AMENDING THE OPEN-ENROLLMENT CHARTER OF
INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.
d/b/a INTERNATIONAL LEADERSHIP OF TEXAS**

WHEREAS, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas, desires to amend its Open-Enrollment Charter; more particularly, to change the Grade Levels Served at the ILTexas College Station K-8 Campus:

As of July 1, 2019, change the Grade Levels Served at International Leadership of Texas College Station K-8, Campus Number 057848-029, from Kindergarten through Grade 8 to Kindergarten through Grade 9.

WHEREAS, 19 Texas Administrative Code §100.1033(a) states that a Charter “may be revised with the consent of the charter holder by written amendment approved by the Commissioner of Education ...;” and

WHEREAS, 19 Texas Administrative Code §100.1033(b) permits filing a Charter Amendment Request for “any change to the terms of an open-enrollment charter, including ... grade levels ...” and 19 Texas Administrative Code §100.1033(b)(9) does not list a change in the grade levels of a campus among amendments available exclusively via Expansion Charter Amendment Request;

NOW, THEREFORE, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, does hereby adopt the following Resolutions:

BE IT HEREBY RESOLVED THAT:

The Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas (county-district no. 057-848), does hereby resolves as follows:

- 1. As of July 1, 2019, change the Grade Levels Served at International Leadership of Texas College Station K-8, Campus Number 057848-029, from Kindergarten through Grade 8 to Kindergarten through Grade 9.**

- 2. Authorize Administration to file a Non-Expansion Charter Amendment Request to obtain approval of and to make of record with the Texas Education Agency the above change.**

[SIGNATURE PAGE FOLLOWS]

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., ON THE 19th DAY OF **June, 2019**.

Members Voting in Favor:

Maj. Gen. James Williams _____
signature Date

Lynne Beach, M.D. _____
signature Date

Tracy Cox _____
signature Date

Dr. Soner Tarim _____
signature Date

Edwin Flores, Ph.D. _____
signature Date

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on **June 19, 2019**, which Resolution is in full force and effect and has not been revoked or amended.*

Secretary

Date: ____ / ____ / ____

Cover Sheet

Consider/Act on approving non-expansion charter amendment closing EFW-NRH HS

Section: IV. Board Action Items: Consent Agenda
Item: F. Consider/Act on approving non-expansion charter amendment closing
EFW-NRH HS
Purpose: Vote
Submitted by:
Related Material: Board Resolution -- Close EFWNRHHS.pdf

**BOARD RESOLUTION AMENDING THE OPEN-ENROLLMENT CHARTER OF
INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.
d/b/a INTERNATIONAL LEADERSHIP OF TEXAS**

WHEREAS, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas, desires to amend its Open-Enrollment Charter; more particularly, to close campus number 057848-029:

As of July 1, 2019, close campus number 057848-029, ILTEXAS EAST FORT WORTH - NORTH RICHLAND HILLS HIGH SCHOOL.

WHEREAS, 19 Texas Administrative Code §100.1033(a) states that a Charter “may be revised with the consent of the charter holder by written amendment approved by the Commissioner of Education ...;” and

WHEREAS, 19 Texas Administrative Code §100.1033(b) permits filing a Charter Amendment Request for “any change to the terms of an open-enrollment charter, including ... approved campus(es)” and 19 Texas Administrative Code §100.1033(b)(9) does not list the closing of a campus among amendments available exclusively via Expansion Charter Amendment Request;

NOW, THEREFORE, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, does hereby adopt the following Resolutions:

BE IT HEREBY RESOLVED THAT:

The Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas (county-district no. 057-848), does hereby resolves as follows:

- 1. Approve the closing of Campus Number 057848-029, ILTEXAS EAST FORT WORTH - NORTH RICHLAND HILLS HIGH SCHOOL as of July 1, 2019.**
- 2. Authorize Administration to file a Non-Expansion Charter Amendment Request to obtain approval of and to make of record with the Texas Education Agency the closure of said Campus.**

[SIGNATURE PAGE FOLLOWS]

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., ON THE 19th DAY OF **June, 2019**.

Members Voting in Favor:

Maj. Gen. James Williams _____
signature Date

Lynne Beach, M.D. _____
signature Date

Tracy Cox _____
signature Date

Dr. Soner Tarim _____
signature Date

Edwin Flores, Ph.D. _____
signature Date

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on **June 19, 2019**, which Resolution is in full force and effect and has not been revoked or amended.*

Secretary

Date: ____ / ____ / ____

Cover Sheet

Consider/Act on increasing adult lunch and breakfast prices by approx. \$0.50/meal

Section: IV. Board Action Items: Consent Agenda
Item: G. Consider/Act on increasing adult lunch and breakfast prices by approx.
\$0.50/meal
Purpose: Vote
Submitted by:
Related Material: ITEM G -- TDA document re meal prices.pdf

International Leadership of Texas				
Recommended Adult Breakfast and Lunch prices for the 2019-20 School Year				
	2018-19		2019-20	
	BREAKFAST	LUNCH	BREAKFAST	LUNCH
	\$3.50	\$4.00	\$4.00	\$4.50
Amount of Increase			\$0.50	\$0.50
Adult Breakfast and Lunch meals served				
	BREAKFAST	LUNCH		
2017-18	7	486		
2018-19	1,455	9,589		

Adult Meal Calculator Worksheet

This worksheet provides the information needed to calculate adult meal prices using both approved methods. Choose the method of calculation (see the *Administrator's Reference Manual, Section 15, Meal Pricing* for additional information on which method to use). If the rate applies, record the rate in the *Amount CE Receives* cell. If using Method 1, record the local student paid charge in the designated *Local Student Paid Charge* cell. If using Excel, this worksheet will automatically calculate the amounts in the *Minimum Adult Charge* and *Total Federal Funds* cells. All amounts are carried to 4 digits and must be rounded up when determining the adult meal price. Non-pricing programs must always use Method 2.

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

Method 1 Lunch	
Federal Funds/Reimbursement Rate	Amount CE Receives
Paid Reimbursement Rate	\$ 0.33
Performance-Based Reimbursement	\$ 0.06
Severe Need Lunch Rate	
USDA Foods Rate	\$ 0.24
Total Federal Funds Received	\$ 0.63
Highest Local Student Price Charged	\$ 3.50
Minimum Adult Charge	\$ 4.13

Method 1 Breakfast	
Federal Funds/Reimbursement Rate	Amount CE Receives
Paid Reimbursement Rate	
Severe Need Breakfast Rate	
Total Federal Funds Received	\$ -
Highest Local Student Price Charged	
Minimum Adult Breakfast Charge	\$ -

Method 2 Lunch	
Federal Funds/Reimbursement Rate	Amount CE Receives
Free Reimbursement Rate	
Performance-Based Reimbursement	
Severe Need Lunch Rate	
USDA Foods Rate	
Total Federal Funds Received	\$ -
Minimum Adult Charge	\$ -

Method 2 Breakfast	
Federal Funds/Reimbursement Rate	Amount CE Receives
Free Reimbursement Rate	\$ 1.79
Severe Need Breakfast Rate	\$ 2.14
Total Federal Funds Received	\$ 3.93
Minimum Adult Breakfast Charge	\$ 3.93

Cover Sheet

Consider/Act on approving Comprehensive Needs Assessments and Campus Improvement Plans

Section: IV. Board Action Items: Consent Agenda
Item: H. Consider/Act on approving Comprehensive Needs Assessments and
Campus Improvement Plans
Purpose: Vote
Submitted by:
Related Material:
ITEM H -- Excerpt -- District Campus Goals and Performance Objectives.pdf

Goals

Goal 1: By the end of 2019-2020 school year, ILTexas will increase student performance from 76% to at least 80% at the Approaches Performance Level and will increase student performance from 43% to at least 50% at the meets performance level on state assessments in Reading and Math.

Performance Objective 1: By the end of the 19-20 school year, all students, but in particular our students of Special Populations (to include SPED, Bilingual, CTE and ESL students) will increase their performance at the Approaches Performance Level on State Assessments by at least 25%.

Performance Objective 2: By the end of the 19-20 school year, all students will demonstrate an increase of a minimum of one sub-level, based on the ACTFL proficiency guidelines.

Performance Objective 3: By the end of the 19-20 school year, reading and math scores (meets level) for our special education students will increase from 14% to 23% in math and 14% to 19% in reading.

Performance Objective 4: By June 2020, 100% of campuses will participate in focused activities to increase positive relationships with student parents, families, and members of the community through targeted campus based activities.

Performance Objective 5: By June 2020, 100% of 7th and 8th grade students as well as high school students will establish goal orientated college trajectories in a Career Cruising platform and utilizing enrichment time/ Leadership Class to create Personal Graduation Plan Framework . Students, teachers and counselors will use this program to select, explore and monitor student post secondary options.

Performance Objective 6: By June 2020, students at ILTexas will consistently demonstrate behaviors that reflect the district's 3 Bs (be on time, be respectful, be responsible) as assessed by a variety of measurement tools. The desired outcome is a 10% reduction in discipline referrals and student suspensions.

High Priority

Goal 2: By the end of the 2019-2020 school year, we will increase the teacher retention rate from 72% to at least 80%.

Performance Objective 1: By June 2020, 100% of the teachers new to ILTexas will have participated in the district mentorship program.

Goal 3: By the end of the 2019-2020 school year, ILTexas campuses in need of improvement will score a at least 60% on their combined overall score from the current average of 49% for these campuses.

Performance Objective 1: By the end of 2019-2020 school year, the percent of students meeting or exceeding progress will increase over the previous year by 10%.

Goal 4: By the end of the 2019-2020 school year, ILTexas campuses identified as in need of comprehensive support will score a at least 60% on their Domain III from the current average of 36% for these campuses.

Performance Objective 1: By June 2020, 100% of the teachers will analyze data gathered from formative and summative assessments to design lessons and adjust based on student needs.

Goal 5: By June 2020, the percentage of College & Career ready graduates will increase from 67.2% to 77%.

Performance Objective 1: By the end of the 2019-2020 school year, ILTexas campuses will increase the percentage of College & Career ready graduates from 67% to 70%.

Performance Objective 2: To provide academic career exploration software for students to get experience with college and career level resources and by end of year 2019-2020, increase career cruising from 40% to 70% of students grades 7-12.

High Priority

Cover Sheet

Consider/Act on approving of disposal of used IT equipment

Section: IV. Board Action Items: Consent Agenda
Item: I. Consider/Act on approving of disposal of used IT equipment
Purpose: Vote
Submitted by:
Related Material: ITEM I -- Lengthy list of 2019 IT Eqpt to be recycled.pdf
ITEM I -- Short memo re 2019 IT Eqpt to be recycled.pdf
ITEM I -- Summary of Technology Items to be Recycled 2019.pdf

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samsung 303c	BA68-10619A 10
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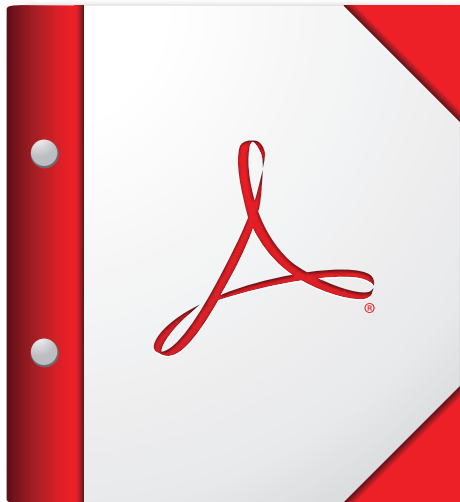
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HP CHROMEBOOK 11 G4	p02391	
HP CHROMEBOOK 11 G4		20172240



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Summary of Technology Items to be Recycled

6/19/2019

There are 2476 devices that need to be recycled. These devices were purchased with local funds, not Title 1 funds. They are inoperable and have been parted out to repair other devices we have on hand. Below is a breakdown of the device type and qty.

Device Type	Qty
All in One	3
Chromebooks	1840
Monitors	35
Printer	1
Projector	2
Staff laptops	284
Tablets	311
Total Items	2476

Cover Sheet

Consider/Act on May, 2019 Financial Report

Section: V. Board Action Items, not part of Consent Agenda, to be taken up individually

Item: B. Consider/Act on May, 2019 Financial Report

Purpose: Vote

Submitted by:

Related Material: May 2019 Financial Report.pdf

ILTexas Board Report

Chief Financial Officer

May 2019

Overall Status:



On Track

State of Financials and Key Ratios

Key Ratio / Indicators	Results	Status	Notes
YTD Change in Net Assets	\$4,416,187	G	Modified basis
Projected 6/30/19 Days Cash On Hand	51.88	G	Preferred benchmark 20-60 days for FIRST and 45 days for Bond
Administrative Ratio (function 21+41/1+12+13+31)	5.80%	G	FIRST threshold 14%
Current Enrollment (As of end of Month)	18,103	R	Budgeted 18,735
Current Ratio (current asset/current liabilities)	5.11	G	1.00
Debt Service Coverage Ratio (net income before int. pmt and dep / Int and principal pmt)	1.18x	G	1.10x

Special Notations and Projections

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Agenda Topics / Decisions to be Made

- **Financial Reports:**
Financial Reports for ILT: Financial Dashboard, Income Statement, Cash Flow projection and Balance Sheet.
- **Financing Updates:** TBD
- **Other Financial Related Reports:**
- **Financial Management Related Policies for BOD Discussion:**
If yes, please attach motion form
- **In Compliance with Financial Policies (Yes or No):**

Activities in Progress or Accomplished

- We have begun the process of preparing for the end of the 2018-19 school year along with preparation of closing the fiscal year on June 30, 2019. We held a meeting on May 29th with the Auditors and have begun sending documentation to them for the audit.

On Track
 Of Concern
 At Risk
 Complete

Created 1/16/2019

**INTERNATIONAL LEADERSHIP OF TEXAS
STATEMENT OF FINANCIAL POSITION**

ASSETS	AUDITED		
	JUNE 30, 2018	MAY 31, 2019	MAY 31, 2018
CURRENT ASSETS			
Cash and cash equivalents	\$ 14,714,466	55,357,953	14,577,941
Due from STATE and FEDERAL programs	22,992,358	20,279,180	8,539,399
Other Receivables	1,513,995	1,074,371	1,816,865
Deferred Expense	127,165	427,132	9,971
Other Current Assets	577,755	603,255	-
Total Current Assets	<u>39,925,739</u>	<u>77,741,892</u>	<u>24,944,176</u>
 PROPERTY AND EQUIPMENT			
Land	36,461,795	38,839,724	9,433,537
Buildings	361,666,176	428,658,506	79,431,329
Furniture and equipment	15,917,954	15,940,221	15,685,941
Vehicles	2,165,867	2,403,109	1,357,643
Less accumulated depreciation	(25,003,842)	(36,626,141)	(14,982,597)
Total Property and Equipment	<u>391,207,951</u>	<u>449,215,418</u>	<u>90,925,853</u>
Total Assets	<u>\$ 431,133,690</u>	<u>526,957,310</u>	<u>115,870,029</u>
 LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable	\$ 909,551	38,733	764,425
Due to student groups	685,947	928,982	796,367
Loans - Current	-	-	-
Deferred revenue Non earned FSP funds	271,070	750	-
Accrued wages payable	10,814,864	11,617,473	5,816,810
Payroll deductions and withholdings	912,776	81,296	-
Accrued expenses	2,040,425	-	1,530,319
Other Liabilities	-	-	4,550,000
Current portion of Capital lease payable	11,353,575	-	-
Current portion of long-term debt	2,553,911	2,553,911	5,739,259
Total Current Liabilities	<u>29,542,120</u>	<u>15,221,145</u>	<u>19,197,179</u>
 LONG-TERM LIABILITIES			
Loans			
Other Liabilities	4,550,000	-	-
Finance(Buildings) Lease Liability	294,052,985	-	-
Long-term debt	108,770,263	513,169,334	111,712,600
Total Long-Term Liabilities	<u>407,373,248</u>	<u>513,169,334</u>	<u>111,712,600</u>
Total Liabilities	<u>\$ 436,915,368</u>	<u>528,390,480</u>	<u>130,909,779</u>
 NET ASSETS			
Unrestricted(Beg. 9-1-17 balance)	\$ (11,415,319)	(5,849,357)	(11,844,458)
Current Year Change in Net Asset (Revenue/Expenses)	5,636,770	4,416,187	(3,195,293)
Total Net Assets	<u>(5,778,552)</u>	<u>(1,433,170)</u>	<u>(15,039,751)</u>
Total Liabilities and Net Assets	<u>\$ 431,136,817</u>	<u>526,957,310</u>	<u>115,870,029</u>

***Internally Prepared Financial Statements

INTERNATIONAL LEADERSHIP OF TEXAS
REVENUES & EXPENDITURES MONTHLY REPORT

(5,849,357)

Ending Net Assets_6/30/18(Audited)

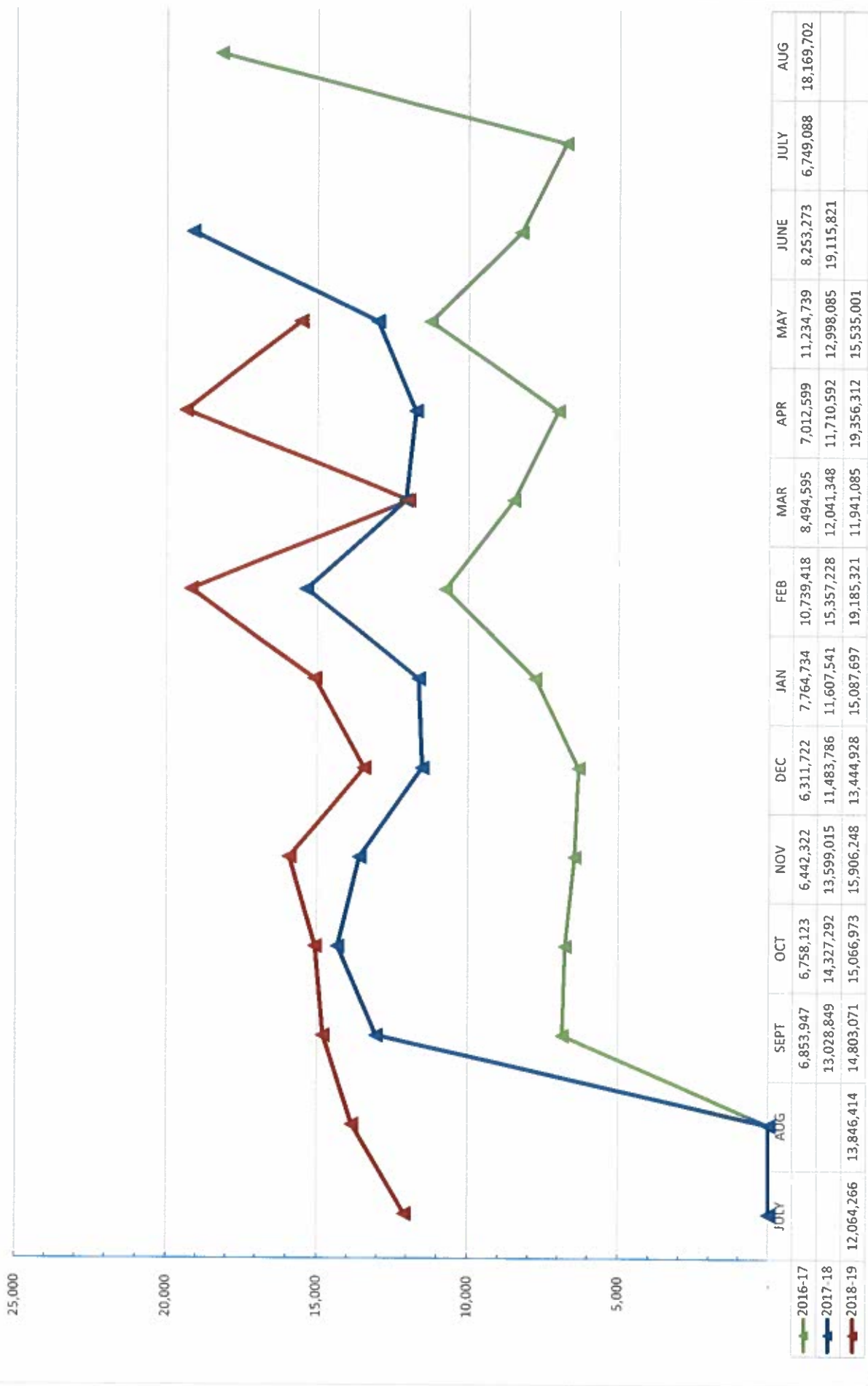
	Revised Budget	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	February Activity	March Activity	April Activity	May Activity	YTD TOTAL	%age of Budget
REVENUE														
5700 Local	3,112,390	74,826	475,075	341,314	533,736	285,316	270,475	332,468	405,049	311,332	326,687	363,734	3,720,012	120%
5800 State	165,711,095	13,719,621	14,274,805	14,234,829	13,719,621	13,719,621	13,719,621	13,719,621	13,719,621	13,728,821	13,752,629	13,719,621	152,028,432	92%
5900 Federal	19,283,708	0	485,449	0	151,170	1,386,090	980,767	2,610,839	2,317,894	1,459,641	1,176,592	4,335,342	14,903,785	77%
	188,107,193	13,794,447	15,235,329	14,576,143	14,404,527	15,391,027	14,970,863	16,662,928	16,442,564	15,499,794	15,255,909	18,418,697	170,652,229	91%
EXPENSE														
11 Instructional	88,188,030	6,476,412	6,739,458	7,214,196	7,454,966	7,858,940	7,171,148	6,905,061	7,160,943	7,081,024	7,192,590	6,910,612	78,165,351	89%
12 Library and Media	874,992	57,793	65,151	67,253	67,910	69,767	73,756	69,704	67,616	63,778	76,307	77,259	756,293	86%
13 Curriculum development	7,224,397	334,505	418,470	432,248	502,135	744,706	461,002	500,205	532,953	399,054	630,397	547,018	5,502,694	76%
21 Instructional Leadership	1,568,681	66,792	95,085	105,946	104,913	104,375	98,684	105,890	102,296	107,275	112,184	111,517	1,114,957	71%
23 School Leadership	9,707,529	706,399	812,082	796,931	777,778	785,099	710,058	756,196	771,231	759,233	744,859	742,951	8,362,817	86%
31 Guidance & Counseling	4,885,614	298,700	259,133	305,207	538,794	351,848	361,812	411,958	353,149	367,482	437,920	374,632	4,060,633	83%
32 Social services	46,430	0	0	374	304	535	50	332	1,704	1,647	1,692	1,496	8,135	18%
33 Health Services	1,528,140	105,965	108,969	118,715	123,329	144,035	136,866	144,248	130,406	124,223	120,357	110,294	1,367,407	89%
34 Student Transportation	1,067,559	44,603	59,542	77,688	91,534	99,101	85,547	72,565	90,124	72,211	113,419	83,552	889,886	83%
35 Food Services	8,280,741	20,325	30,846	76,672	417,664	668,688	880,330	1,148,653	661,207	51,277	1,539,771	881,562	6,376,995	77%
36 Extra Curricular Activities	2,052,339	113,420	207,199	122,300	133,623	124,600	109,899	127,091	154,043	168,608	158,357	143,160	1,562,299	76%
41 General Administration	4,564,526	349,881	333,050	370,030	475,343	349,875	352,517	389,625	317,385	349,658	359,699	366,133	4,013,196	88%
51 Facilities Maintenance	24,556,702	2,578,268	3,535,756	3,491,047	-1,551,679	1,937,949	1,892,663	1,351,784	1,789,004	1,703,701	1,825,808	1,693,609	20,247,909	82%
52 Security and Monitoring	1,693,880	94	25,758	228,363	167,279	212,664	137,672	133,801	176,977	163,054	193,216	202,477	1,641,355	97%
53 Technology / Data System	5,409,440	224,224	531,470	312,475	440,200	412,873	368,706	806,402	353,419	372,014	606,223	633,501	5,061,507	94%
61 Community Services	1,216,315	24,767	47,211	85,472	34,400	38,555	43,487	41,124	133,464	105,057	63,274	40,591	657,403	54%
71 Debt Service	25,241,730	662,118	577,236	998,154	5,288,480	2,002,637	559,457	2,123,057	6,389,400	51,789	5,180,241	2,614,636	26,447,206	105%
Total	188,107,045	12,064,266	13,846,414	14,803,071	15,066,973	15,906,248	13,443,654	15,087,698	19,185,321	11,941,085	19,356,312	15,535,000	166,236,042	88%
Change in Net Assets	148	1,730,181	1,388,915	(226,928)	(662,446)	(515,221)	1,527,210	1,575,231	(2,742,757)	3,558,710	(4,100,403)	2,883,697	4,416,187	
Ending Net Assets Balance													(1,433,170)	
6100 Payroll	104,096,365	8,491,364	8,491,364	8,591,611	8,569,053	8,621,727	8,597,233	8,526,315	8,774,143	8,469,764	8,796,863	8,827,038	94,756,477	91%
6200 Contr. Services	27,305,518	2,348,849	3,026,946	3,872,782	-3,482,433	2,793,336	2,052,089	2,701,647	1,951,409	1,244,816	3,117,715	2,186,306	21,813,462	80%
6300 Supplies	11,562,296	29,119	311,479	1,151,927	1,265,045	1,184,224	1,059,932	354,833	680,073	838,069	950,697	610,943	8,436,341	73%
6400 Oth. Operating	17,188,466	532,815	1,439,390	188,596	3,426,829	1,304,324	1,174,943	1,169,242	1,431,961	1,342,622	1,334,771	1,333,480	14,678,974	85%
6500 Debt Service	25,241,730	662,118	577,236	998,154	5,288,480	2,002,637	559,457	2,123,057	6,341,449	27,814	5,156,266	2,577,234	26,313,902	104%
6600 Capital Outlay	236,953	0	0	0	0	0	0	212,602	6,285	18,000	0	0	236,887	100%
	185,631,328	12,064,266	13,846,414	14,803,071	15,066,973	15,906,248	13,443,654	15,087,697	19,185,321	11,941,085	19,356,312	15,535,001	166,236,043	90%

**Internally prepared Financials, subject to change

International Leadership of Texas
Cash Flow Projection

Cash Balance	International Leadership of Texas Cash Flow Projection													
	July '18	August '18	September '18	October '18	November '18	December '18	January '19	February '19	March '19	April '19	May '19	June '19	July '19	August '19
Beg. Bal. (6/30/18)	6,657,569	11,562,835	14,200,758	24,451,398	41,928,902	44,012,523	38,093,703	33,592,139	24,889,474	19,398,446	17,493,755	15,922,729	13,227,722	11,301,011
Inflows														
Local	74,826	475,075	341,314	533,736	285,316	270,475	332,468	405,049	311,332	326,687	363,734	250,000	250,000	250,000
State	9,464,658	12,912,355	35,258,756	28,987,168	15,587,938	6,912,482	6,986,188	7,103,075	7,443,796	12,667,731	8,605,280	11,810,137	11,827,650	13,423,334
Federal	-	485,449	-	151,170	1,386,090	(544,483)	2,610,839	2,317,894	1,459,641	176,592	4,335,342	-	1,000,000	1,000,000
Other Sources	-	-	-	-	-	-	-	-	-	3,682,900	-	-	-	-
Short-term Loan	7,000,000	3,000,000	-	-	-	-	-	-	-	-	-	-	-	-
Total Inflows	16,539,484	16,872,879	35,600,070	29,672,074	17,259,344	6,638,474	9,929,495	9,826,018	9,214,769	16,853,911	13,304,356	12,060,137	13,077,650	14,673,334
Outflows														
Payroll	6,932,077	7,890,788	8,591,611	8,569,053	8,621,727	8,597,233	8,526,315	8,774,143	8,469,764	8,796,863	8,827,038	8,560,381	8,560,381	8,560,381
Contr. Svcs	2,648,849	3,026,946	3,872,782	(3,482,433)	2,793,336	2,052,089	2,701,647	1,951,409	1,244,816	3,117,715	2,186,306	1,950,000	1,950,000	1,950,000
Supplies	29,119	311,479	1,151,927	1,265,045	1,184,224	1,059,932	354,833	680,073	838,069	950,697	610,943	833,621	833,621	833,621
Oth. Oper.	532,815	389,390	188,596	276,829	254,324	124,943	119,242	381,961	292,622	284,771	283,480	294,332	294,332	294,332
Debt Service	662,118	577,236	998,154	5,288,480	2,002,637	559,457	2,123,057	6,341,449	27,814	5,156,266	2,577,234	2,522,523	2,771,741	3,077,922
Capital Outlay	-	-	-	-	-	-	212,602	6,285	18,000	-	-	-	-	-
Short-term loan	-	-	10,000,000	-	-	-	-	-	-	-	-	-	-	-
Non-Expense(Principal)	829,239	2,039,118	546,360	277,597	319,474	163,641	393,362	393,362	3,814,713	452,289	390,381	594,287	594,287	2,514,287
Total Outflows	11,634,218	14,234,956	25,349,430	12,194,570	15,175,722	12,557,295	14,431,059	18,528,682	14,705,798	18,758,602	14,875,381	14,755,144	15,004,362	17,230,543
Month End Balance	11,562,835	14,200,758	24,451,398	41,928,902	44,012,523	38,093,703	33,592,139	24,889,474	19,398,446	17,493,755	15,922,729	13,227,722	11,301,011	8,743,802
***Internally Prepared projection														

TOTAL MONTHLY EXPENSES



Cover Sheet

Consider/act on final budget amendment for 2018-19 General Operation and Child Nutrition Budgets

Section: V. Board Action Items, not part of Consent Agenda, to be taken up individually

Item: C. Consider/act on final budget amendment for 2018-19 General Operation and Child Nutrition Budgets

Purpose: Vote

Submitted by:

Related Material: 18-19 Budget Amendment 2.pdf

International Leadership of Texas									
2018-19 Budget Amendment #2									
FUND 420 GENERAL FUND					FUND 240 CHILD NUTRITION				
Revenue	Object	Adopted 2018-19 Budget	Revised Budget	Amendment #2	Amended Budget	Adopted 2018-19 Budget	Amended Budget	Amendment #2	Amended Budget
	57	1,332,000.00	1,332,000		1,332,000	1,679,620.00	1,679,620.00		1,679,620.00
	58	156,985,453.00	164,635,453	2,015,000	166,650,453	7,000.00	7,000.00		7,000.00
	59	-	-		-	8,387,839.00	6,887,839.00	(600,000.00)	6,287,839.00
		158,317,453.00	165,967,453	2,015,000	167,982,453	10,074,459.00	8,574,459.00	-600,000.00	7,974,459.00
Expense	Function								
	11	73,224,196.00	78,574,196	(2,000,000)	76,574,196				
	12	845,135.00	855,135	50,000	905,135				
	13	3,830,325.00	3,830,325		3,830,325				
	21	727,908.00	1,322,908		1,322,908				
	23	8,377,624.00	9,567,624		9,567,624				
	31	3,569,217.00	3,569,217		3,569,217				
	32	5,000.00	5,000		5,000				
	33	1,453,140.00	1,528,140		1,528,140				
	34	942,559.00	1,067,559	60,000	1,127,559				
	35	200,000.00	200,000	650,000	850,000				
	36	1,988,389.00	1,988,389		1,988,389				
	41	3,986,526.00	4,561,526	100,000	4,661,526				
	51	41,897,452.00	23,816,852	(1,645,000)	22,171,852				
	52	1,692,250.00	1,692,250	200,000	1,892,250				
	53	5,373,280.00	5,373,280	700,000	6,073,280				
	61	839,092.00	839,092		839,092				
	71	7,431,130.00	25,241,730	3,900,000	29,141,730				
		156,383,223.00	164,033,223	2,015,000	166,048,223	9,580,741.00	8,080,741.00	-600,000.00	7,480,741.00
Excess Revenue/(Expense)		1,934,230.00	1,934,230	-	1,934,230	493,718.00	493,718.00		493,718.00

Cover Sheet

Consider/Act on adopting 2019-20 General Operating and Child Nutrition Budgets

Section: V. Board Action Items, not part of Consent Agenda, to be taken up individually

Item: E. Consider/Act on adopting 2019-20 General Operating and Child Nutrition Budgets

Purpose: Vote

Submitted by:

Related Material: Action Item E -- 19-20 Gen Op & Child Nutrition.pdf

International Leadership of Texas				
2019-20 Budget Adoption for General Operating and Child Nutrition				
			FUND 420	FUND 240
			General Operating	Child Nutrition
			Adopted 2019-20 Budget	Adopted 2019-20 Budget
Revenue	Object			
	57	Local	1,349,150.00	1,679,620.00
	58	State	184,939,220.00	7,000.00
	59	Federal	375,000.00	7,339,256.00
			186,663,370.00	9,025,876.00
Expense	Function			
	11	Instruction	86,758,450.00	
	12	Instr. Resource & Media	1,014,102.00	
	13	Curr. & Instruction	5,263,512.00	
	21	Instr. Leadership	1,358,565.00	
	23	School Leadership	9,628,980.00	
	31	Counseling	4,168,358.00	
	32	Social Work	5,000.00	
	33	Health Services	1,783,625.00	
	34	Transportation	1,719,724.00	
	35	Food Services	200,000.00	8,188,928.00
	36	Extracurricular	1,911,756.00	
	41	General Admin	5,371,111.00	
	51	Plant Maint. & Oper.	24,874,420.00	
	52	Security & Monitoring	2,119,431.00	
	53	Data Processing	6,249,632.00	
	61	Community Services	1,017,907.00	
	71	Debt Service	31,789,635.00	
			185,234,208.00	8,188,928.00
Excess Revenue/(Expense)			1,429,162.00	836,948.00

Cover Sheet

Consider/Act to approve ILTexas Policy Group 3: Students

Section: V. Board Action Items, not part of Consent Agenda, to be taken up individually

Item: F. Consider/Act to approve ILTexas Policy Group 3: Students

Purpose: Vote

Submitted by:

Related Material: Board Policy Coversheet Module 3.pdf
Module 3 Students Board Packet.pdf

ILTexas BOARD POLICY UPDATE

Module 3 – Students

#	TITLE	DESCRIPTION
3.1	Admissions and Enrollment	<i>Describes how we admit and enroll students, including our lottery process and preferential treatment of certain student groups (returning students, children of staff members, etc...)</i>
3.2	Admissions of Military Dependents	<i>State Law allowing expedited enrollment of children of active duty military parents, wounded veterans or those veterans killed in service.</i>
3.3	Equal Educational Opportunity	<i>State/Federal law</i>
3.4	Equal Educational Opportunity: Service Animals	<i>State law</i>
3.5	Compulsory Attendance	<i>State law that specifies the ages of children required to attend school as well approved reasons for a child to be absent. This policy also lists the consequences if a child doesn't attend school.</i>
3.6	Attendance Accounting	<i>State law that requires all schools to take attendance at a similar time (2nd hour/period of the day).</i>
3.7	Attendance Enforcement	<i>State law that describes duties of the attendance officer. At ILTexas, the campus principal is so designated.</i>
3.8	Attendance for Credit	<i>State law that states a child must be present for 90% of the time to receive credit in a class. It also lists some exceptions to that rule.</i>
3.9	Freedom from Discrimination, Harassment, and Retaliation	<i>State/Federal law</i>
3.10	Freedom from Bullying and Cyberbullying	<i>State/Federal law</i>
3.11	Student Records	<i>State/Federal law</i>
3.12	Electronic Student Records	<i>State law</i>
3.13	Wellness Policy	<i>State law</i>
3.14	Administration of Medication	<i>State law</i>
3.15	Child Abuse and Neglect	<i>State law stating all professional employees are required to report suspected child abuse and are immune from prosecution if they do so in good faith. Failure to report is a crime.</i>
3.16	Sexual Abuse and Other Maltreatment of Children	<i>State law</i>
3.17	Communicable Diseases	<i>State law</i>
3.18	Health Screenings and Physical Examinations	<i>State law</i>
3.19	Immunizations	<i>State law</i>
3.20	Food Allergy Program	<i>State law</i>
3.21	Medical Treatment	<i>State law</i>

ILTexas Board Policy Update – Module 3

#	TITLE	DESCRIPTION
3.22	Student Insurance	<i>State law allowing schools to purchase insurance for their students.</i>
3.23	Notice Regarding Steroid Use	<i>State law</i>
3.24	Student Activities	<i>State law</i>
3.25	School Sponsored Publications	<i>State/Federal law</i>
3.26	Distribution of Non-School Literature	<i>Policy that allows the school to prohibit the distribution of non-school materials/literature to our students.</i>
3.27	Student Fees, Fines, and Charges	<i>Policy that lists the various charges a school can require a student to pay. Most of these are for voluntary activities (e.g., athletics, band, cheerleading) or for items the student will keep (class ring, clothing). There are certain areas where we are prohibited from charging students and the school is required to have a process for covering these fees for students who can't afford to pay.</i>
3.28	Student Conduct: Alcohol and Drug Possession	<i>State law</i>
3.29	Student Conduct: Tobacco Use and Possession	<i>State law</i>
3.30	Student Conduct: Dress Code	<i>Local policy that defines our dress expectations for students. Our students all wear school uniforms. This policy requires the school designate a source of funding for students who can't afford them.</i>
3.31	Student Conduct: Care of School Property	<i>State law</i>
3.32	Student Conduct: Personal Telecommunications Electronic Devices	<i>State law that allows schools to confiscate student cell phones and charge an "administrative fee" (fine) to have the phone returned.</i>
3.33	Student Conduct: Prohibited Organizations and Hazing	<i>State/Federal law</i>
3.34	Student Discipline	<i>Based on state law, this policy specifies the school will develop a Student Code of Conduct and make it readily available to parents, students, teachers, and others on request. This policy forbids corporal punishment. It also allows our coaches and sponsors to have a more stringent Code of Conduct for students participating in Extra-curricular activities.</i>
3.35	Student Discipline: Expulsion	<i>Based on state law, this policy designates that the superintendent, or his designee will create a list of offenses for which a student can be expelled from our schools. That list currently resides in our Student Code of Conduct which you approve annually.</i>
3.36	Student Discipline: Students with Disabilities	<i>State/federal law</i>
3.37	Students Rights and Responsibilities	<i>This policy requires the school to create and distribute a Student Handbook that covers a myriad of topics and also addresses student rights.</i>

ILTexas Board Policy Update – Module 3

#	TITLE	DESCRIPTION
3.38	Student Rights and Responsibilities: Interrogations and Searches	<i>This policy is based on state and federal law. Locally, we have the ability to use drug dogs to search areas of our schools, including lockers, parking lots, hallways, etc... We can't use the dogs to search a student's person.</i>
3.39	Student Rights and Responsibilities: Married and Pregnant Students	<i>State/Federal law</i>
3.40	Student and Parent Grievance Process	<i>This is our complaint policy for students and parents. It requires the complaint be written and submitted in a accordance with time limits listed within. The complaint should first be heard by the campus administrator at the Level One hearing. If the parent is dissatisfied with the decision they may appeal to Level Two, which in our policy is the Director of Student Services (Angela Marcellus). If they are still not satisfied, they can go to Level Three with the Superintendent. Ultimately, Level Four is the Board. This is one of your non-delegable duties.</i>
3.41	Student Wellness: Notice of Lice	<i>State law</i>

ILTexas BOARD POLICY UPDATE

Module 3 – Students

#	TITLE	DESCRIPTION
3.1	Admissions and Enrollment	<i>Describes how we admit and enroll students, including our lottery process and preferential treatment of certain student groups (returning students, children of staff members, etc...)</i>
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ILTexas Board Policy Update – Module 3

#	TITLE	DESCRIPTION
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ILTexas Board Policy Update – Module 3

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ADMISSIONS AND ENROLLMENT**

PG-3.1

Sec. 3.1.1. NON-DISCRIMINATION STATEMENT AS PART OF THE INTERNATIONAL LEADERSHIP OF TEXAS ADMISSION POLICY

It is the policy of **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** to comply with all state and federal regulations regarding admission and not to discriminate during the admission and the lottery process on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend.

Sec. 3.1.2. APPLICATION REQUIREMENT

ILTexas requires applicants to submit a complete application form in order to be considered for admission. The Superintendent or designee shall set a beginning and closing date for the application window for each school year.

In order to be eligible for admission, the applicant or qualifying occupant specified by Education Code 25.001(b) must generally reside in the geographic boundaries set by the **ILTexas** charter, and satisfy any other admissions criteria specified in this policy. See “Verification of Residency” below.

Sec. 3.1.3. LOTTERY PROVISIONS

A “lottery” for purposes of this policy is a non-weighted, random selection process that determines the order of enrollment of student applicants. A lottery is to be conducted if the number of applicants exceeds the maximum enrollment. The lottery shall take place within four (4) business days after the closing date of the application period. The lottery will be conducted via lottery selection software by ILTexas District Office enrollment department or personnel. The principal or designee of each campus will conduct the computerized lottery, with supervision by at least one member of the sponsoring entity or his or her designee and a representative from the **ILTexas** Central Office. This ensures that the admissions list and the waiting list are selected randomly.

Sec. 3.1.4. DEVELOPMENT OF WAITING LIST

The lottery will be paused momentarily after the computerized lottery fills all available seats allowed by the enrollment cap. The drawing will then continue, and the randomly-selected numbers will be used to create a waiting list. As space become available, applicants will be called from the waiting list beginning with applicants with the lowest number assignment. Applicants selected by lottery will be “deemed admitted” and may proceed from provisional admission (Texas Education Code Section 25.002) to enrollment.

DATE ADOPTED: June 19, 2019

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ADMISSIONS AND ENROLLMENT**

PG-3.1

Sec. 3.1.5. ADMISSION PROCESS OF RETURNING STUDENTS

Returning students (students who currently attend **ILTexas** and intend to return the next school year) are exempted from the lottery if they notify **ILTexas** of their intent to return for the next school year by the deadline designated by the Superintendent or designee for the then-current school year.

Sec. 3.1.6. SIBLINGS POLICY AND CHILDREN OF THE SCHOOL’S FOUNDERS AND EMPLOYEES

Siblings of returning students currently enrolled at a **ILTexas** campus and who timely notify **ILTexas** of their intent to return for the next school year are exempt from the lottery and, space permitting, are automatically enrolled. For this policy “sibling” shall mean a biological or legally adopted brother or sister. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment of each listed sibling.

Children of **ILTexas**’ founders, teachers, and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) are exempt from lottery requirements, as permitted by federal guidance on the Charter Schools Program and, space Permitting, are to be enrolled.

Sec. 3.1.7. APPLICATIONS SUBMITTED OUTSIDE THE DESIGNATED APPLICATION PERIOD

If a student applies to **ILTexas** outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received.

Sec. 3.1.8. STUDENTS WITH DOCUMENTED HISTORIES OF A CRIMINAL OFFENSE AND/OR MISCONDUCT

As authorized by Education Code § 12.111(a)(5)(A), **ILTexas** shall exclude from enrollment those students who have a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Subchapter A, Chapter 37 of the Education Code.

Sec. 3.1.9. DOCUMENTS AND INFORMATION APPLICANTS ARE REQUIRED TO PROVIDE

Applicants must submit a completed application form to be considered for admission. The application form must be signed and dated by the parent(s). The application form must include the following items:

- Applicant’s name (first, last, and middle names)
- Applicant’s birth date
- Applicant’s current grade level and grade applied for

DATE ADOPTED: June 19, 2019

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ADMISSIONS AND ENROLLMENT**

PG-3.1

- Applicant’s residential address
- Phone numbers
- Applicant’s current school and district names
- Applicant’s parents’ name and signature
- Whether the applicant has a sibling already admitted to or attending **ILTexas**
- Whether the applicant has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Subchapter A, Chapter 37 of the Education Code.

Applicants are not required to provide transcripts or other academic records until after they are offered admission.

Sec. 3.1.10. VERIFICATION OF RESIDENCY AND IMMUNIZATION RECORDS FOR ENROLLMENT

Verification of residency and current immunization records are required for all students enrolling. Every student enrolling for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of Health, no later than 30 days after enrolling. Students who submit an affidavit from a physician stating immunizations should not be administered for medical reasons, and students who submit a notarized state affidavit signed by the student’s parent or guardian declining immunizations for reasons of conscience, will be excepted from this requirement. The parent or guardian must furnish records that verify the identity of the student.

A person’s “residence,” for the purpose of this policy is the true, fixed and permanent place where the qualifying occupant ordinarily lives and sleeps, not less than four nights during the school week and to which, when temporarily absent from the residence, the occupant intends to return. The qualifying occupant specified by Education Code 25.001(b) must generally reside in the authorized geographic boundaries of **ILTexas**, as described in the **ILTexas** charter. A person who is homeless, as defined by 42 U.S.C. 11302, need not reside within the geographic boundaries of **ILTexas**. In order to verify residency for enrollment, acceptable evidence of residency includes:

- Current property tax bill with parent/guardian's name and property address;
- Current rental or lease agreement with parent/guardian's name, student name, and address, as well as manager or owner's name and telephone number;
- Documents related to the purchase of the residence with the parent/guardian's name and property address;
- Mail dated within 60 days before the application date from the following sources:
 - Social Security Administration;
 - A Texas State government agency;
 - Utility companies;
 - Credit card bill;
 - Financial institutions; including checking or savings;

DATE ADOPTED: June 19, 2019

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ADMISSIONS AND ENROLLMENT**

PG-3.1

- Insurance companies;
- State and Federal Revenue documents;
- Paycheck information.
- Other sources or documents demonstrating residency.

If, at any time, a student's or qualifying occupant's residence is in question, **ILTexas** may ask for additional documents for verification. If the parent or legal guardian cannot provide evidence of residency because the parent or legal guardian is living with a relative or friend, a notarized statement by the relative or friend may be accepted by **ILTexas** with the following stipulation:

- Notarized statement must state that the parent or legal guardian and child are living with the relative/friend;
- Notarized statement must state the name of relative or friend who is on the relative's or friend's proof of residence;
- Notarized statement must state the same address of relative or friend who is on the relative or friend's proof of residence;
- A copy of the relative or friend's proof of residence must be attached to the notarized statement (meeting the documentation criteria described above); and
- The notarized statement must be signed by same name of relative or friend who is on the relative or friend's proof of residence.

Subsequently, within 60 days, at least one current document, **ILTexas** must be provided confirmation of residency from one or more of the following sources:

- Credit card companies;
- U. S. Treasury;
- Social Security Administration, including benefits letter;
- Texas State government agencies (including city and county agencies);
- Utility companies;
- Financial institutions including checking, savings, or investment account statements;
- Insurance companies;
- State and Federal Revenue departments.

ILTexas may conduct home-visits, at any time, to confirm residency of applicants and enrolled students. Falsification of residence on an enrollment form is a criminal offense.

Sec. 3.1.11. ADULT STUDENT ATTENDANCE REQUIREMENT FOR CONTINUED ADMISSION

A person who voluntarily attends school after his or her 19th birthday shall attend school each school day for the entire period the program of instruction is offered. **ILTexas** may revoke, for the remainder of the school year, the enrollment of a person who has more than five absences in a semester that are not excused under Education Code 25.087, except that **ILTexas** may not revoke

DATE ADOPTED: June 19, 2019

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ADMISSIONS AND ENROLLMENT**

PG-3.1

the enrollment on a day on which the person is physically present at school. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school grounds and a criminal trespass warning may be issued. Prior to revoking the person's enrollment, **ILTexas** shall issue a warning letter to the person, after the third unexcused absence, stating that the person's enrollment may be revoked for the remainder of the school year if the person has more than five unexcused absences in a semester. As an alternative to revoking enrollment, **ILTexas** may impose a behavior improvement plan.

Sec. 3.1.12. STUDENT RESIDENCY SEPARATE FROM PARENT/GUARDIAN

In order to protect the best interests of students enrolled, for purposes of students under the age of 18 who have established a residence apart from the person's parent, guardian, or other person having lawful control, such persons must establish their separate residency and verify it with documentation acceptable to **ILTexas** in the same manner as other students. However, a student under 18 and not living with parents or guardian, who has engaged in conduct in the preceding year that has resulted in a disciplinary removal, alternative placement or expulsion, or who has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct, or has been convicted of a criminal offense and is on probation or other conditional release, shall not be admitted to **ILTexas**. The Superintendent shall follow "Students with Documented Histories of a Criminal Offense and/or Misconduct," above, in making such determination.

Sec. 3.1.13. MCKINNEY-VENTO POLICY STATEMENT

"Homelessness" means lacking a fixed, regular, and adequate nighttime residence. The Superintendent or designee shall appoint a Liaison for Homeless Children and Youths to serve as the primary contact between homeless families and school staff, shelter workers, and other service providers. The liaison will also assist in obtaining necessary immunizations, if needed. If a dispute arises over the enrollment of a homeless child, he shall be immediately admitted to **ILTexas** until resolution of the dispute.

Sec. 3.1.14. MCKINNEY-VENTO COMPLIANCE

ILTexas shall strive to enroll and have attend, homeless children who are not currently attending school and shall adopt policies and practices to ensure that students, including homeless children are not stigmatized or segregated on the basis of their homeless status. **ILTexas** shall review and revise policies which act as barriers to the enrollment of homeless children. In determining homelessness, **ILTexas** shall give consideration to factors such as transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

As a condition of receiving funds under the McKinney-Vento Homeless Education Assistance Improvements Act, **ILTexas** shall serve homeless children according to their best interests. In determining the best interest of a child, **ILTexas** shall:

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ADMISSIONS AND ENROLLMENT**

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1. To the extent feasible, keep a homeless child in the school of origin—the school that the child attended when permanently housed or the school in which the child was last enrolled—except when doing so is contrary to the wishes of the child’s parent or guardian;
2. Provide a written explanation to the homeless child’s parent or guardian, including a statement of appeal rights, if **ILTexas** sends the child to a school other than the school of origin or a school requested by the parent or guardian; and
3. In the case of an unaccompanied youth, consider the views of the child and provide the notice required in the event of an enrollment dispute.

The school selected for attendance in accordance with the McKinney-Vento Homeless Education Assistance Improvements Act shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment. **ILTexas** shall immediately contact the last school the child attended in an attempt to obtain relevant academic and other records. If the child needs immunizations, or immunization or medical records, **ILTexas** shall immediately refer the child’s parent or legal guardian to **ILTexas**’ homeless liaison for assistance.

Should a dispute arise over school identification and/or enrollment thought to be homeless, the child shall be immediately admitted to **ILTexas** pending resolution of the dispute. **ILTexas** shall provide the child’s parent or guardian with a written explanation of the decision regarding school selection or enrollment, including the right to appeal **ILTexas**’ enrollment decision. **ILTexas** shall also refer the child, parent, or guardian to the homeless liaison, who shall conduct a dispute resolution process as expeditiously as possible.

Sec. 3.1.15. DISCREPANCIES IN STUDENT NAME

The Superintendent or designee shall notify the Missing Children and Missing Persons Information Clearinghouse if a child is enrolled under a name other than the name that appears on the identifying documents. If a student’s records have not been received within 30 days of a request, the Superintendent or designee shall notify local law enforcement for a determination of whether the child has been reported as missing.

Sec. 3.1.16. FOOD ALLERGY INFORMATION

The parent of each student enrolled with **ILTexas** must complete a form provided by **ILTexas** that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to **ILTexas** to enable **ILTexas** to take any necessary precautions regarding the child’s safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term “severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

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ILTexas may also require information from a child’s physician if the child has food allergies.

Food allergy information forms will be maintained in the child’s student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 (“FERPA”).

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Sec. 3.2.1. APPLICABILITY

This policy shall apply to the children of:

1. Active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211;
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

This policy shall not apply to the children of:

1. Inactive members of the national guard and military reserves;
2. Members of the uniformed services now retired, except as provided above;
3. Veterans of the uniformed services, except as provided in this policy; and
4. Other U.S. Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

Sec. 3.2.2. DEFINITIONS

“Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.

“Children of military families” means a school-aged child, enrolled in kindergarten through twelfth grade, in the household of an active duty member.

“Deployment” means the period one month prior to the service members’ departure from their home station on military orders through six months after return to their home station.

“Transition” means:

1. The formal and physical process of transferring from school to school; or
2. The period of time in which a student moves from one school in the sending state to another school in the receiving state.

“Uniformed services” means the Army, Navy, Air Force, Marine Corps, Coast Guard, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services.

“Veteran” means a person who served in the uniformed services and who was discharged or released therefrom under conditions other than dishonorable.

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Sec. 3.2.3. ELIGIBILITY FOR ENROLLMENT

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

Sec. 3.2.3.1. Continued Acceptance

A transitioning military child, placed in the care of a non-custodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which the child was enrolled while residing with the custodial parent.

Education Code 162.002 art. VI, § A.

Sec. 3.2.4. EDUCATION RECORDS

Sec. 3.2.4.1. Unofficial Records

In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records, **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

Sec. 3.2.4.2. Official Records

Simultaneous with the enrollment and conditional placement of the student, **ILTexas** shall request the student’s official education record from the sending district.

Education Code 162.002 art. IV, §§ A–B.

Sec. 3.2.5. TUITION

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC. is prohibited from charging tuition to:

1. A transitioning military child placed in the care of a non-custodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent;
or

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2. A student who is domiciled in another state and resides in military housing that is located within **ILTexas**'s boundaries.

Education Code 25.004, 162.002 art. VI, § A.

Sec. 3.2.6. GRADE-LEVEL PLACEMENT

Students shall be allowed to continue their enrollment at grade level in **ILTexas** commensurate with their grade level, including kindergarten, from the sending district at the time of transition, regardless of age. However, a student must be five years old on or before September 1 in order to enroll in Kindergarten. A student that has satisfactorily completed the prerequisite grade level shall be eligible for enrollment in the next highest grade level in **ILTexas**, regardless of age. A student transferring after the start of the school year shall enter **ILTexas** on his or her validated level from an accredited school in the sending state. *Education Code 162.002 art. IV, § D.*

Sec. 3.2.7. COURSE PLACEMENT

When the student transfers before or during the school year, **ILTexas** shall initially honor placement of the student in educational courses based on the student's enrollment in the sending district and/or educational assessments conducted at the sending district if the courses are offered. Course placement includes but is not limited to honors, international baccalaureate, advanced placement, vocational, technical, and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude **ILTexas** from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

Sec. 3.2.8. EDUCATIONAL PROGRAM PLACEMENT

ILTexas shall initially honor placement of the student in educational programs based on current educational assessments conducted at the sending district or participation/placement in like programs in the sending state. Such programs include, but are not limited to:

1. Gifted and talented programs; and
2. English as a second language (ESL).

This does not preclude **ILTexas** from performing subsequent evaluations to ensure appropriate placement of the student.

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Sec. 3.2.9. WAIVERS

ILTexas administrative officials shall have flexibility in waiving course/program prerequisites, or other preconditions for placement in courses/programs offered by **ILTexas**. *Education Code 162.002 art. IV, §§ A–B, D.*

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Sec. 3.3.1. STATEMENT OF NONDISCRIMINATION

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) does not exclude from participation in, deny the benefits of, or subject to discrimination on the basis of race, religion, color, national origin, sex, age, disability, or relationship or association with an individual with a disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; the Individuals with Disabilities Education Act, as amended; Title IX of the Educational Amendments of 1972, as amended; the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

Sec. 3.3.2. GRIEVANCE PROCEDURES

ILTexas shall adopt and make public grievance procedures for prompt and equitable resolution of student complaints alleging discrimination under applicable law. *34 CFR 106.8 (Title IX); 34 CFR 104.7 (Section 504).*

Sec. 3.3.2.1. Title IX Coordinator

ILTexas designates the following person(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Victor Cathey
Executive Director of Athletics and Physical Fitness
1820 N. Glenville Dr., Suite 100
Richardson, TX 75081 vcathey@ILTexas.org

Sec. 3.3.2.2. ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. **ILTexas** designates the following person(s) to coordinate its efforts to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Angela Marcellus
Director of Student Services
1820 N. Glenville Dr., Suite 100
Richardson, TX 75081
Email: amarcellus@ILTexas.org

Sec. 3.3.2.3. Superintendent

The Superintendent shall serve as coordinator for purposes of **ILTexas**'s compliance with all other antidiscrimination laws.

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Sec. 3.3.3. EQUAL EDUCATIONAL OPPORTUNITY

ILTexas shall provide necessary services and supports to provide students equal access to educational opportunities. Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment.

If **ILTexas** has reason to believe that a student has a disability that may require additional services and supports in order for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by **ILTexas**.

Sec. 3.3.4. COMPLAINTS

Except as otherwise provided in Policy or Procedure, allegations of unlawful discrimination, prohibited harassment, or retaliation shall be made under PG-4.16 (Freedom from Discrimination, Harassment, and Retaliation).

Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be filed under the General Provisions of PG-1.10, except that the deadline for filing an initial Level One grievance shall be twenty (20) school days.

Sec. 3.3.5. RETALIATION

ILTexas shall not coerce, intimidate, threaten, retaliate against, or interfere with any person who attempts to assert a right protected by the above laws or cooperates with investigation and enforcement proceedings under these laws.

Sec. 3.3.6. DISABILITY DISCRIMINATION

Under the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of **ILTexas**, or be subjected to discrimination by **ILTexas**.

Under Section 504 of the Rehabilitation Act, no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

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Sec. 3.3.6.1. Student with a Disability

A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

A student meets the requirement of being “regarded as” having an impairment if the student establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This provision does not apply to impairments that are transitory or minor. A transitory impairment one with an actual or expected duration of six months or fewer.

Sec. 3.3.6.2. Qualified Individual with a Disability

The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by **ILTexas**.

Sec. 3.3.6.3. Major Life Activities

“Major life activities” include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. “Major life activity” also includes the operation of major bodily functions, including functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Sec. 3.3.6.4. Reasonable Modification

ILTexas shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless **ILTexas** can

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demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Sec. 3.3.6.5. Direct Threat

“Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services as provided below.

ILTexas is not required to permit an individual to participate in or benefit from the services, programs, or activities of **ILTexas** when that individual poses a direct threat to the health or safety of others.

In determining whether an individual poses a direct threat to the health or safety of others, **ILTexas** must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:

1. The nature, duration, and severity of the risk;
2. The probability that the potential injury will actually occur; and
3. Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

Sec. 3.3.6.6. Free Appropriate Public Education (FAPE)

ILTexas shall provide a free appropriate public education to each qualified student with a disability within **ILTexas**'s jurisdiction, regardless of the nature or severity of the student's disability. A student with a disability is “qualified” if he or she is between the ages of three and 21. An appropriate education is the provision of regular or special education and related services that are:

1. Designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and
2. Based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards, as set forth below.

Sec. 3.3.6.7. Educational Setting

ILTexas shall place a student with a disability in the regular educational environment, unless **ILTexas** demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily.

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In providing or arranging for nonacademic and extracurricular services and activities, **ILTexas** shall ensure that a student with a disability participates with students who do not have disabilities to the maximum extent appropriate to the needs of the student with a disability.

Sec. 3.3.6.8. Evaluation and Placement

ILTexas shall establish standards and procedures for the evaluation and placement of persons who, because of disability, need or are believed to need special education and related services. **ILTexas** shall conduct an evaluation before the initial placement, or any significant change in placement, of the student.

Sec. 3.3.6.9. Military Dependents

In compliance with the requirements of Section 504, and with Title II of the Americans with Disabilities Act (42 U.S.C. Sections 12131–12165), **ILTexas** shall make reasonable accommodations and modifications to address the needs of incoming military dependents with disabilities, subject to an existing Section 504 or Title II Plan, to provide the student with equal access to education. This does not preclude **ILTexas** from performing subsequent evaluations to ensure appropriate placement of the student.

Sec. 3.3.6.10. Procedural Safeguards

ILTexas shall establish a system of procedural safeguards with respect to the identification, evaluation, and educational placement of persons who need or are believed to need special instruction or related services.

The system shall include notice, an opportunity for the student's parent or guardian to examine relevant records, an impartial hearing with the opportunity for participation by the student's parents or guardian and representation by counsel, and a review procedure. Compliance with the procedural safeguards of IDEA is one means of meeting this requirement.

Sec. 3.3.7. HOMELESS CHILDREN

ILTexas shall adopt policies and practices to ensure that homeless children are not stigmatized or segregated on the basis of their homeless status.

Sec. 3.3.7.1. Liaison

ILTexas shall designate an appropriate staff person as the liaison for homeless children. **ILTexas** shall inform school personnel, service providers, and advocates working with homeless families of the duties of the liaison.

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Sec. 3.3.8. DISCRIMINATION ON THE BASIS OF SEX

No person shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination by **ILTexas**.

ILTexas shall not provide any course or otherwise carry out any of its educational programs or activities separately on the basis of sex, or require or refuse participation therein on the basis of sex, including health, physical education, industrial, business, vocational, technical, home economics, music, and adult education courses.

Sec. 3.3.8.1. Sexual Harassment

Sexual harassment of students is discrimination on the basis of sex under Title IX.

Sec. 3.3.8.2. Separate Facilities

ILTexas may provide separate toilet, locker room, and shower facilities on the basis of sex, but the facilities provided for one sex shall be comparable to the facilities provided for the other sex.

Sec. 3.3.8.3. Human Sexuality Classes

Portions of classes in elementary and secondary school that deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.

Sec. 3.3.8.4. Vocal Music Activities

ILTexas may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

Sec. 3.3.8.5. Single-Sex Programs

ILTexas shall not, on the basis of sex, exclude any student from admission to an institution of vocational education or any other school or educational unit operated by **ILTexas** unless **ILTexas** otherwise makes available to the student, pursuant to the same policies and criteria of admission, comparable courses, services, and facilities.

Sec. 3.3.8.6. Pregnancy and Marital Status

ILTexas shall not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.

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Sec. 3.3.8.7. Physical Education Classes

ILTexas may group students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

Sec. 3.3.8.8. Contact Sports

ILTexas may separate students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

Sec. 3.3.8.9. Athletic Programs

ILTexas shall not discriminate, on the basis of sex, in interscholastic or intramural athletics or provide any such athletics separately on such basis.

Sec. 3.3.8.10. Single-Sex Teams

ILTexas may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a recipient operates or sponsors a team in a particular sport for members of one sex but not for members of the other sex, and athletic opportunities for members of that sex have previously been limited, members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a contact sport.

Sec. 3.3.8.11. Equal Athletic Opportunities

ILTexas shall provide equal interscholastic and/or intramural athletic opportunity for members of both sexes.

Sec. 3.3.9. SECTION 504 COMMITTEES

ILTexas shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services and supports to a student who has a disability that results in a substantial limitation of a major life activity.

Each Section 504 committee shall be composed of a group of persons knowledgeable about the student, the meaning of the evaluation data, placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

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Sec. 3.3.9.1. Referrals

If a teacher, school counselor, administrator, or other **ILTexas** employee has reason to believe that a student may have a disability as defined by Section 504, **ILTexas** shall evaluate the student. A student may also be referred for evaluation by the student's parent.

Sec. 3.3.9.2. Notice and Consent

ILTexas shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

Sec. 3.3.9.3. Evaluation and Placement

The results of an evaluation shall be considered before any action is taken to place a student with a disability or make a significant change in placement in an instructional program. The Superintendent shall ensure that **ILTexas's** procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

Sec. 3.3.9.4. Review and Reevaluation Procedure

To address the periodic reevaluation requirement of law, **ILTexas** shall adhere to the reevaluation timelines in the IDEA regulations.

A parent, teacher, or other **ILTexas** employee may request a review of a student's services and supports at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

Sec. 3.3.9.5. Examining Records

A parent shall make any request to review his or her child's education records to the campus principal or other identified custodian of records.

Sec. 3.3.9.6. Right to Impartial Hearing

A parent shall be given written notice of the due process right to an impartial hearing if the parent has a concern or complaint about **ILTexas's** actions regarding the identification, evaluation, or educational placement of a student with a disability. The impartial hearing shall be conducted by a person who is knowledgeable about Section 504 issues and who is not employed by **ILTexas** or related to a member of the Board in a degree that would be prohibited under the nepotism statute. The impartial hearing officer is not required to be an attorney. **ILTexas** and the parent shall be entitled to legal representation at the impartial hearing.

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Sec. 3.3.9.7. Records Retention

Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by **ILTexas** in accordance with law and **ILTexas**'s local records retention schedules.

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Sec. 3.4.1. SERVICE ANIMAL

“Service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition, unless otherwise allowed by Board Policy. The work or tasks performed by a service animal must be directly related to the handler’s disability. *28 C.F.R. 35.104.*

Sec. 3.4.2. POLICIES, PRACTICES, OR PROCEDURES

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability, unless **ILTexas** can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. *28 C.F.R. 35.130(b)(7), .136(a).*

Sec. 3.4.3. ACCESS

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of **ILTexas** facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Sec. 3.4.3.1. Exceptions

ILTexas may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal’s handler does not take effective action to control it; or
2. The animal is not housebroken.

28 C.F.R. 35.136(b).

ILTexas is not required to permit an individual to participate in or benefit from the services, programs, or activities of **ILTexas** when that individual poses a direct threat to the health or safety of others. *28 C.F.R. 35.139.*

If **ILTexas** properly excludes a service animal, it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. *28 C.F.R. 35.135(c).*

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Sec. 3.4.3.2. Animal Under Handler's Control

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control, whether by voice control, signals, or other effective means. *28 C.F.R. 35.136(d)*.

Sec. 3.4.4. INQUIRIES

ILTexas shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. **ILTexas** may ask if the animal is required because of a disability and what work or task the animal has been trained to perform.

ILTexas shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

Generally, **ILTexas** may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability). *28 C.F.R. 35.136(f)*.

Sec. 3.4.5. CARE OR SUPERVISION OF ANIMAL

ILTexas is not responsible for the care or supervision of a service animal. *28 C.F.R. 35.136(e)*.

Sec. 3.4.6. SURCHARGES

ILTexas shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

An individual with a disability may be charged for damage caused by his or service animal if **ILTexas** normally charges individuals for the damage they cause. *28 C.F.R. 35.136(h)*.

Sec. 3.4.7. MINIATURE HORSES

ILTexas shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

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Sec. 3.4.7.1. Assessment Factors

In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, **ILTexas** shall consider:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Sec. 3.4.7.2. Other Requirements

Provisions at 28 CFR 35.136(c) through (h) shall also apply to miniature horses.

28 C.F.R. 35.136(i).

Sec. 3.4.8. ASSISTANCE ANIMALS

“Assistance animal” means an animal that is specially trained or equipped to help a person with a disability and that:

1. Is used by a person with a disability who has satisfactorily completed a specific course of training in the use of the animal; and
2. Has been trained by an organization generally recognized by agencies involved in the rehabilitation of persons with disabilities as reputable and competent to provide animals with training of this type.

Human Resources Code 121.002(1).

Sec. 3.4.8.1. Assistance Animal Access

No person with a disability may be denied admittance to **ILTexas** because of the person's disability or may be denied the use of an assistance animal. **ILTexas** may not limit the use of **ILTexas** facilities to a designated class of persons and thereby prohibit the use of **ILTexas** facilities by persons with disabilities who, except for their use of assistance animals, would fall within the designated class. An assistance animal in training shall not be denied admittance to **ILTexas** when accompanied by an approved trainer who is an agent of an organization generally recognized by agencies involved in the rehabilitation of persons who are disabled as reputable and competent to provide training for assistance animals, and/or their handlers. *Human Resources Code 121.003(c), (e), (i).*

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Sec. 3.4.8.2. Harassment and Harm Prohibited

A person may not assault, harass, interfere with, kill, or injure in any way, or attempt to assault, harass, interfere with, kill, or injure in any way, an assistance animal. “Harass” means any conduct that is directed at an assistance animal that impedes or interferes with, or is intended to impede or interfere with, the animal’s performance of its duties or places a person with a disability who is using an assistance animal, or a trainer who is training an assistance animal, in danger of injury.

A person is not entitled to make demands or inquiries relating to the qualifications or certifications of a service animal for purposes of admittance to a **ILTexas** facility except to determine the basic type of assistance provided by the service animal to a person with a disability. If a person’s disability is not readily apparent, a staff member or administrator may inquire about whether the service animal is required because the person has a disability and what type of work or task the service animal is trained to perform. *Human Resources Code 121.002, .003(j)-(l)*.

Sec. 3.4.8.3. Transportation

ILTexas may not refuse to provide transportation to or from school and/or school related activities to a student solely because of the student’s disability, nor may a student be required to pay a fee because of his or her use of an assistance animal. *Human Resources Code 121.003(b)*.

Sec. 3.4.8.4. Responsibilities of Students with Disabilities

A student with a disability who uses an assistance animal for assistance in travel is liable for any damages done to the premises or facilities by the animal.

A student with a disability who uses an assistance animal for assistance in travel or auditory awareness shall keep the animal properly harnessed or leashed, and a person who is injured by the animal because of the failure of a person with a disability to properly harness or leash the animal is entitled to maintain a cause of action for damages in a court of competent jurisdiction under the same law applicable to other causes brought for the redress of injuries caused by animals. *Human Resources Code 121.005*.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****COMPULSORY ATTENDANCE**

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Sec. 3.5.1. COMPULSORY ATTENDANCE

A student between the ages of six and 19 shall attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

Sec. 3.5.2. VOLUNTARY ENROLLMENT OF STUDENTS 19 AND OLDER

A student who voluntarily enrolls in school or voluntarily attends school after the student's 19th birthday shall attend school each school day for the entire period the program of instruction is offered. If a student 19 or older has more than five unexcused absences in a semester, **INTERNATIONAL LEADERSHIP OF TEXAS ("ILTexas")** may revoke the student's enrollment, except that **ILTexas** may not revoke the enrollment on a day on which the student is physically present at school. The student's presence on school property thereafter is unauthorized and may be considered trespassing.

Prior to revoking the student's enrollment, **ILTexas** shall issue a warning letter to the student, after the student's third unexcused absence, stating that the student's enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, **ILTexas** may impose a behavior improvement plan described by Education Code 29.0915.

Sec. 3.5.3. ACCELERATED INSTRUCTION

A student must also attend:

1. An accelerated reading instruction program to which the student has been assigned under Education Code 28.06; or
2. An accelerated instruction program to which the student is assigned under Education Code 28.0211.

Sec. 3.5.4. EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS

For purposes of compulsory attendance, a student shall be excused from attending school for the following purposes:

Sec. 3.5.4.1. Observing Religious Holy Days

A student who is observing holy days is allowed up to one day of excused travel for travelling to the site where the student will observe the holy days and up to one day of excused travel for traveling from that site.

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Sec. 3.5.4.2. Court Appearances.

A student who is attending a required court appearance is allowed up to one day of excused travel for traveling to the site where the student will attend the required court appearance and up to one day of excused travel for traveling from that site.

Sec. 3.5.4.3. Citizenship Paperwork.

A student who is appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship is allowed up to one day of excused travel for travelling to the site where the student will complete the paperwork and up to one day of excused travel for traveling from that site.

Sec. 3.5.4.4. Citizenship Proceedings.

A student who is taking part in a United States naturalization oath ceremony is allowed up to one day of excused travel for traveling to the site where the student will take part in the ceremony and up to one day of excused travel for traveling from that site.

Sec. 3.5.4.5. Election Clerks.

A student who is serving as an election clerk is allowed up to one day of excused travel for traveling to the site where the student will serve as an election clerk and up to one day of excused travel for traveling from that site.

Sec. 3.5.4.6. Children in Conservatorship of DFPS.

A student who is in the conservatorship of the Department of Family and Protective Services and misses school:

1. To participate in an activity ordered by a court under Family Code Chapter 262 or 263, provided that it is not practicable to schedule the participation outside of school hours; or
2. To attend a mental health or therapy appointment or family visitation as ordered by a court under Family Code Chapter 262 or 263.

Sec. 3.5.4.7. Health Care Appointments.

Temporary absence resulting from an appointment with a health-care professional if the student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health-care professional. "Temporary absence" includes the temporary absence of a student diagnosed with autism spectrum disorder on the day of the student's appointment with a health-care practitioner to receive a generally

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recognized service for persons with autism spectrum disorder, including applied behavior analysis, speech therapy, and occupational therapy.

Sec. 3.5.4.8. TAPS at Military Funeral.

ILTexas may excuse a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral held in Texas for a deceased veteran.

Sec. 3.5.4.9. Higher Education Visits.

ILTexas may excuse a student from attending school to visit an institution of higher education accredited by a generally recognized accrediting organization during the student’s junior and senior year for the purposes of determining the student’s interest in attending the institution of higher learning. **ILTexas** may not excuse for this purpose more than two days during the student’s junior year and two days during the student’s senior year. The student must obtain approval from the Principal to visit an institution of higher education, follow campus procedures to verify such a visit, and make up any work missed.

Sec. 3.5.4.10. Military Dependents.

ILTexas shall excuse a student whose parent, stepparent, or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides, to visit with the student’s parent, stepparent, or guardian. **ILTexas** may not excuse a student under this provision more than five days in a school year. An excused absence for this reason must be taken not earlier than the 60th day before the date of deployment or not later than the 30th day after the date of return from deployment.

Sec. 3.5.4.11. Military Enlistment.

ILTexas shall excuse a student who is 17 years of age or older from attending school to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard. **ILTexas** may not excuse a student for this purpose more than four days of school during the period the student is enrolled in high school.

Sec. 3.5.4.12. Other Excused Absences.

A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher, Principal, or Superintendent.

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Sec. 3.5.5. PARENTAL CONSENT FOR ABSENCE

A student absent from school for any portion of a school day shall provide a note to the campus office upon return, signed by the parent or medical provider (see below) that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Sec. 3.5.6. FAILURE TO PROVIDE NOTE

Upon return to school, a student who has been absent and who fails within three days of the student's absence to bring a statement from a parent or medical provide verifying the illness or condition that caused the student's absence, the absence will be unexcused.

Sec. 3.5.7. MAKE-UP WORK

The student shall be allowed a reasonable time to make up schoolwork missed on the days described above. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. The student shall not be penalized for the absence. The Superintendent or designee shall prepare procedures for acceptance of make-up work.

Sec. 3.5.8. NOTICES TO PARENTS

ILTexas shall notify a student's parents in writing at the beginning of the school year that, if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Education Code 25.093; and the student is subject to referral to a truancy court for truant conduct under Family Code 65.003(a).

Sec. 3.5.9. NOTICE OF ABSENCES

ILTexas shall notify a student's parent if the student has been absent from school, without excuse under Education Code 25.087, on three days or parts of days within a four-week period. The notice must:

1. Inform the parent that:
 - a. It is the parent's duty to monitor the student's school attendance and require the student to attend school,
 - b. The student is subject to truancy prevention measures under Education Code 25.0915; and
2. Request a conference between school officials and the parent to discuss the absences.

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Sec. 3.5.10. FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE

ILTexas employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

If a student fails to attend school without excuse on ten or more days or parts of days within a six-month period in the same school year, **ILTexas** shall, within ten school days of the student’s tenth absence, refer the student to a truancy court for truant conduct under Family Code 65.003(a). **ILTexas** may also file a complaint against the student’s parent in a county, justice, or municipal court for an offense under Education Code 25.093 if **ILTexas** provides evidence of the parent’s criminal negligence.

ILTexas may delay a referral of a student for truant conduct or may choose to not refer a student for truant conduct, if **ILTexas** is applying truancy prevention measures to the student under Education Code 25.0915 and determines that the truancy prevention measures are succeeding and it is in the best interest of the student that a referral be delayed or not be made.

ILTexas shall initiate truancy prevention measures under Education Code 25.0915 on a student, if the student fails to attend school without excuse on three or more days or parts of days within a four-week period, but does not fail to attend school for the time specified above.

Sec. 3.5.11. TRUANCY PREVENTION MEASURES

In an effort to prevent truancy and to reduce the need for referrals to truancy court, **ILTexas** will take one or more of the following truancy prevention measures applicable to students identified as potential truants, designed to address student conduct related to truancy in the school setting before the student engages in truancy:

1. Impose a behavior improvement plan on the student signed by a **ILTexas** employee, that **ILTexas** has made a good faith effort to have signed by the student and the student’s parent or guardian, and that includes:
 - a. Specific description of the behavior that is required or prohibited for the student;
 - b. The period for which the plan will be effective, not to exceed 45 school days after the date the contract; or
 - c. The penalties for additional absences, including additional disciplinary action or the referral of the student to a truancy court; or
2. Impose school-based community service; or
3. Refer the student to counseling, mediation, mentoring, a teen court program, community-based services, or other in-school or out-of-school services aimed at addressing the student’s truancy.

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ILTexas shall offer additional counseling to a student and may not refer the student to truancy court if the school determines that the student’s truancy is the result of:

1. Pregnancy;
2. Being in the state foster program;
3. Homelessness; or
4. Being the principal income earner for the student’s family.

Sec. 3.5.12. FILING REQUIREMENTS

Each referral to a truancy court must include a statement from **ILTexas** certifying that **ILTexas** applied truancy prevention measures to the student and that the truancy prevention measures failed to meaningfully address the student’s school attendance. The referral must also specify whether the student is eligible for or receives special education services.

Sec. 3.5.13. PARENTAL CONSENT FOR A STUDENT TO LEAVE CAMPUS

ILTexas operates a closed campus. Students are not allowed to leave for any reason during the school day without properly checking out in accordance with campus rules and procedures.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ATTENDANCE ACCOUNTING**

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Sec. 3.6.1. RECORDS

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall maintain records to reflect the average daily attendance for the allocation of Foundation School Program (FSP) and other funds allocated by the Texas Education Agency (TEA). **ILTexas** must maintain records and make reports concerning student attendance and participation in special programs as required by the Commissioner of Education. The Superintendent, Principals, and teachers are responsible to the Board and the state to maintain accurate, current attendance records. *19 TAC 129.21(a), (e)*.

ILTexas shall use the student attendance accounting standards established by the Commissioner to maintain records and make reports on student attendance and student participation in special programs. The official standards are described in TEA’s *Student Attendance Accounting Handbook (SAAH)*. *19 TAC 129.1025*.

The Superintendent is responsible for the safekeeping of all attendance records and reports. The Superintendent may determine whether the properly certified attendance records or reports for the school year are to be stored in the central office, on the respective school campuses, or at another secure location. Regardless of where such records are filed or stored, they must be readily available for audit by TEA. *19 TAC 129.21(d)*.

Sec. 3.6.2. MINIMUM ENROLLMENT

A student must be enrolled for at least two hours of instruction to be considered in membership for one half day, and for at least four hours of instruction to be considered in membership for one full day.

Sec. 3.6.2.1. Full-Day Students

Students enrolled on a full-day basis may earn one full day of attendance each school day.

Sec. 3.6.2.2. Half-Day Students

Students enrolled on a half-day basis may earn only one half day attendance each school day. Attendance is determined for these pupils by recording absences in a period during the half day they are scheduled to be present.

Sec. 3.6.2.3. Alternative Attendance Accounting Program

Students who are enrolled in and participating in an alternative attendance accounting program approved by the Commissioner shall earn attendance according to the statutory and rule provisions applicable to that program.

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Sec. 3.6.3. ATTENDANCE FOR STATE FUNDING PURPOSES

Attendance for all grades shall be determined by the absences recorded in the second hour of the day, unless ILTexas has obtained permission from TEA for an alternate period to record absences, unless the Board adopts a policy for recording absences in an alternate period or hour, or unless the students for which attendance is being taken are enrolled in and participating in a Commissioner-approved alternative attendance accounting program.

The established period in which absences are recorded may not be changed during the school year.

Students absent during the daily period selected by ILTexas for taking attendance shall be counted absent for the entire day, unless the students are enrolled in and participating in a Commissioner-approved alternative attendance accounting program. Students present at the time attendance is taken shall be counted present for the entire day, unless the students are enrolled in and participating in a Commissioner-approved alternative attendance accounting program.

Sec. 3.6.3.1. Funding for Off-Campus Programs

Funding eligibility for a student participating in an off-campus program will include time instructed in the off-campus program. A campus may choose an alternate attendance-taking time for a group of students that is scheduled to be off-campus during the regular attendance-taking time. The alternate attendance-taking time will be in effect for the period of days or weeks for which the group is scheduled to be off-campus during the regular attendance-taking time (for example, for the semester or for the duration of employment). This alternate attendance-taking time may not be changed once it is selected for a particular group of students. If attendance is taken at an off-campus location, ILTexas must ensure that attendance is taken in accordance with the SAAH.

For ILTexas to receive FSP funding for a student participating in an off-campus program, ILTexas must have documentation of an agreement between ILTexas and the college. *19 TAC 129.1031(c), (d)*.

Sec. 3.6.4. EXCEPTIONS

A student not actually on campus when attendance is taken may be considered in attendance for Foundation School Program purposes if:

Sec. 3.6.4.1. Board-Approved Activities

The student is participating in a Board-approved activity under the direction of a member of ILTexas's professional staff, or an adjunct staff member who has a bachelor's degree and is eligible for participation in TRS.

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Sec. 3.6.4.2. Mentorships

The student is participating in a mentorship approved by **ILTexas** personnel to serve as one or more of the advanced measures needed to complete the Advanced/Distinguished Achievement Program.

Sec. 3.6.4.3. Excused Absences

The student is absent for one of the purposes listed in “Excused Absences for Compulsory Attendance Determinations” in Board Policy PG-3.5 (Compulsory Attendance).

Sec. 3.6.4.4. Other Absences

The student’s absence is permitted by other conditions related to off-campus instruction described in TEA’s SAAH.

Sec. 3.6.5. PARENTAL CONSENT TO LEAVE CAMPUS

A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student’s parent or, if the student is 18 or older or is an emancipated minor, by the student.

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ATTENDANCE ENFORCEMENT**

PG-3.7

Sec. 3.7.1. ATTENDANCE OFFICER

The Board has designated Campus Principals/Directors to serve as the **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** Attendance Officers.

Sec. 3.7.2. POWERS AND DUTIES

The Attendance Officers have the following powers and duties with respect to enforcement of compulsory school attendance requirements:

1. To investigate each case of a violation of the compulsory school attendance requirements referred to the Attendance Officer;
2. To enforce compulsory school attendance requirements by:
 - a. Applying truancy prevention measures adopted under Education Code 25.0915 to a student; and
 - b. If the truancy prevention measures fail to meaningfully address the student’s conduct:
 - i. Referring a student to a truancy court if the student has unexcused absences for the amount of time specified under Family Code 65.003(a); and
 - ii. Filing a complaint in a county, justice, or municipal court against a parent who violates Education Code 25.093;
3. To monitor school attendance compliance by each student investigated by the Attendance Officer;
4. To maintain an investigative record on each compulsory school attendance requirement violation and related court action and, at the request of a court, the Board, or the Commissioner, to provide a record to the individual or entity requesting the record;
5. To make a home visit or otherwise contact the parent of a student who is in violation of compulsory school attendance requirements, except that the Attendance Officer may not enter a residence without permission of the parent or of the owner or tenant of the residence; and
6. At the request of a parent, to escort a student from any location to a school campus to ensure the student’s compliance with compulsory school attendance requirements.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ATTENDANCE FOR CREDIT**

PG-3.8

Sec. 3.8.1. ATTENDANCE FOR CREDIT

Except as provided below and in accordance with the **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** Charter, a student shall not be given credit for a class unless the student is in attendance 90 percent of the days the class is offered. This restriction does not affect a student’s right to excused absences to observe religious holy days.

Sec. 3.8.2. ATTENDANCE REVIEW COMMITTEE

The Board shall appoint one or more attendance review committees to hear petitions for class credit by students who have not met the 90 percent rule to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

Sec. 3.8.2.1. Extenuating Circumstances

In determining whether there were extenuating circumstances for the absences, the attendance review committee will use the following guidelines:

1. All absences will be considered in determining whether a student has attended the required percentage of days.
2. If makeup work is completed, absences for the reasons listed at Board Policy PG-3.5 (Compulsory Attendance) will be considered days of attendance for this purpose.
3. A transfer or migrant student begins to accumulate absences only after he or she has enrolled in **ILTexas**.
4. For a student transferring into **ILTexas** after school begins, only those absences after enrollment will be considered.
5. In reaching a decision about the student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
6. The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
7. The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
8. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
9. The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

Sec. 3.8.2.2. Appeal

The student or parent may appeal the committee’s decision to the Board by filing a written request with the Superintendent in accordance with Board Policy PG-1.10 (Parent and Student Complaints and Grievances).

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Sec. 3.8.3. WITHDRAWAL FOR NONATTENDANCE

ILTexas may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent on ten or more consecutive school days; and
2. Repeated efforts by the attendance officer and/or Principal to locate the student have been unsuccessful.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****FREEDOM FROM DISCRIMINATION, RETALIATION,
AND HARASSMENT**

PG-3.9

Sec. 3.9.1. STATEMENT OF NONDISCRIMINATION

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of **ILTexas** policy.

Sec. 3.9.2. DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

Sec. 3.9.3. PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Sec. 3.9.4. SEXUAL HARASSMENT**Sec. 3.9.4.1. By an Employee**

Sexual harassment of a **ILTexas** student by a **ILTexas** employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A **ILTexas** employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

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AND HARASSMENT**

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Romantic or inappropriate social relationships between students and **ILTexas** employees are prohibited. Any sexual relationship between a student and a **ILTexas** employee is always prohibited, even if consensual.

Sec. 3.9.4.2. By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Sec. 3.9.5. RETALIATION

ILTexas prohibits retaliation against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a **ILTexas** investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

Sec. 3.9.6. PROHIBITED CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and/or retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Sec. 3.9.6.1. Reporting Procedures

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, Principal, or the appropriate Compliance Coordinator listed in this policy.

Any **ILTexas** employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate Compliance Coordinator listed in this policy, and take any other steps required by this policy.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.

BOARD POLICY MANUAL

POLICY GROUP 3 – STUDENTS

**FREEDOM FROM DISCRIMINATION, RETALIATION,
AND HARASSMENT**

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Sec. 3.9.6.1.1. Definition of Compliance Coordinator

For the purposes of this policy, Compliance Coordinators are the Title IX Coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Sec. 3.9.6.1.2. Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. **ILTexas** designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Victor Cathey
Executive Director of Athletics and Physical Fitness
1820 N. Glenville Dr., Suite 100
Richardson, TX 75081 vcathey@ILTexas.org

Sec. 3.9.6.1.3. ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. **ILTexas** designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Angela Marcellus
Director of Student Services 1820 N. Glenville Dr., Suite 100
Richardson, TX 75081 amarcellus@ILTexas.org

Sec. 3.9.6.1.4. Superintendent

The Superintendent shall serve as the Compliance Coordinator for purposes of **ILTexas's** compliance with all other antidiscrimination laws.

Sec. 3.9.6.2. Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator, may be directed to the Superintendent. Reports concerning prohibited conduct by the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Sec. 3.9.6.3. Timely Reporting

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Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair **ILTexas**'s ability to investigate and address the prohibited conduct.

Sec. 3.9.6.4. Notice to Parents

The **ILTexas** official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a **ILTexas** employee or another adult.

Sec. 3.9.6.5. Investigation of the Report

ILTexas may request, but shall not insist upon, a written report. If a report is made orally, the school official shall reduce the report to written form.

Upon receipt or notice of a report, the appropriate Compliance Coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Compliance Coordinator shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, **ILTexas** shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by a Compliance Coordinator or designee, or by a third party designated by **ILTexas**, such as an attorney. When appropriate, the Principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Sec. 3.9.6.6. Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten school business days from the date of the report. If the investigator determines that additional time is needed to complete a thorough investigation of the complaint and/or issue a report, he or she shall inform the complainant in writing of the necessity to extend the time for investigating or responding and a specific date by which the report will be issued.

The investigator shall prepare a written report of the investigation. The report shall be filed with the Compliance Coordinator overseeing the investigation.

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Sec. 3.9.6.7. School Action

If the results of an investigation indicate that prohibited conduct occurred, **ILTexas** shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

ILTexas may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Sec. 3.9.6.8. Confidentiality

To the greatest extent possible, **ILTexas** shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Sec. 3.9.6.9. Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through Board Policy PG-3.40 (Parent and Student Complaints and Grievances), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Sec. 3.9.6.10. Records Retention

Retention of records shall be in accordance with the applicable schedule published by the Texas State Library and Archives Commission.

Sec. 3.9.7. ACCESS TO POLICY

Information regarding this policy shall be distributed annually to **ILTexas** employees and included in the Student Handbook. Copies of the policy shall be readily available at each campus and the **ILTexas** administrative offices.

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Sec. 3.10.1. BULLYING AND CYBERBULLYING PROHIBITED

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) prohibits bullying, as well as retaliation against anyone involved in the complaint process.

Bullying means 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 satisfies the applicability requirements provided by Section 3.10.2 below, and 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 of damage to the student’s property;
2. Is sufficiently severe, persistent, and 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 **ILTexas**; or
4. Infringes on the rights of the victim at school.

Bullying also includes cyberbullying, which means bullying 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.

Sec. 3.10.2. APPLICABILITY OF POLICY

This Policy 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 (i) interferes with a student’s educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, **ILTexas**, or a school-sponsored or school-related activity.

Sec. 3.10.3. RETALIATION

ILTexas prohibits retaliation against any person, including a victim, witness, or another person who, in good faith, provides information concerning an incident of bullying.

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Sec. 3.10.4. REPORTING PROCEDURES

Reports of bullying and/or cyberbullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. Reports should generally be made to the Principal or to a student's teacher. Failure to immediately report may impair ILTexas's ability to investigate and address the prohibited conduct.

Any ILTexas employee who suspects or receives notice that a student or group of students has or may have experienced bullying and/or cyberbullying shall immediately notify the Principal or designee.

A report may be made orally or in writing. The Principal or designee shall reduce any oral reports to written form. The Superintendent or designee shall develop a written form on which incidents of suspected bullying may be reported. The form shall allow for the anonymous submission of reports of suspected bullying.

Sec. 3.10.4.1. False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a ILTexas investigation regarding bullying and/or cyberbullying shall be subject to appropriate disciplinary action.

Sec. 3.10.4.2. Notice to Parent or Guardian

The Principal or designee shall provide notice of an incident of bullying to:

1. A parent or guardian of the alleged victim on or before the third school day after the date the incident is reported; and
2. A parent or guardian of the alleged bully, within a reasonable amount of time after the incident.

Sec. 3.10.5. INVESTIGATION OF REPORT

The Principal shall determine whether the allegations in the report, if proven, would constitute prohibited discrimination and/or harassment, and if so proceed under Board Policy PG-3.9 (Freedom from Discrimination, Harassment, and Retaliation) instead.

The Principal or designee shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of the investigation, if appropriate.

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Absent extenuating circumstances, the investigation should be completed within ten **ILTexas** business days from the date of the initial report. However, the Principal or designee shall take additional time if necessary to complete a thorough investigation.

Following completion of the investigation, the Principal or designee will prepare a written decision regarding the complaint. If the results of an investigation indicate that bullying and/or cyberbullying occurred, **ILTexas** shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. **ILTexas** may take action based on the results of an investigation, even if **ILTexas** concludes that the conduct did not rise to the level of bullying and/or cyberbullying as defined in this policy.

ILTexas may not impose disciplinary measures on a student who, after an investigation, is found to be a victim of bullying on the basis of that student's use of reasonable self-defense in response to the bullying.

Discipline for bullying of a student with disabilities must comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act.

Sec. 3.10.5.1. Confidentiality

To the greatest extent possible, **ILTexas** shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Sec. 3.10.5.2. Appeal

A parent or student who is dissatisfied with the outcome of the investigation may appeal under Board Policy PG-3.40 (Parent and Student Complaints and Grievances).

Sec. 3.10.6. ASSISTANCE FROM PRINCIPAL

Any student who feels that he or she may be the victim of bullying should contact the Principal to obtain assistance and intervention in response to the potential bullying.

The Principal or designee shall notify the victim, the student who engaged in bullying, and any student(s) who witnessed the bullying of available counseling options.

Sec. 3.10.7. ACCESS TO POLICY

Information regarding this policy shall be distributed annually to **ILTexas** employees and included in the Student Handbook. Copies of the policy shall be readily available at each campus and the **ILTexas** administrative offices.

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Sec. 3.10.8. REPORT TO LOCAL LAW ENFORCEMENT

A Principal or the Principal's designee may make a report to local law enforcement officials if, after an investigation is completed, the Principal has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment) of the Texas Penal Code.

A Principal's designee may include any employee under the supervision of the Principal, other than a school counselor.

A report to local law enforcement officials may include may include the name and address of each student the Principal or designee believes may have participated in the conduct.

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Sec. 3.11.1. PART 1: EDUCATION RECORDS**Sec. 3.11.1.1. “Education Records” Defined**

For the purposes of this policy, the term “education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** or by a person acting for **ILTexas**.

The term “education records” does not include:

1. Records that are created or received by **ILTexas** after an individual is no longer a student in attendance, and that are not directly related to the individual’s attendance as a student.
2. Records made by **ILTexas** personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record.
3. Records maintained by a law enforcement unit of **ILTexas** that were created by that law enforcement unit for the purpose of law enforcement.
4. Records on a student who is eighteen years of age or older, or who is attending an institution of postsecondary education, that are:
 - a. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
 - b. Made, maintained, or used only in connection with treatment of the student; and
 - c. Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.
5. Grades on peer-graded papers before they are collected and recorded by a teacher.

State and federal law safeguard educational records from unauthorized inspection or use. All information relating to student performance, including grades, test results, and disciplinary records are considered confidential educational records. Release of those records are restricted to parents or guardian; school staff members with a legitimate educational interest; various governmental agencies or in response to a subpoena or court order; or a school to which the student transfers or subsequently enrolls. Release to any other person or agency will occur only with prior written consent of the parent or guardian.

Sec. 3.11.1.2. Screening Records

The Principal of each **ILTexas** campus shall maintain records of screening for special senses and communication disorders, spinal screening, and assessment for type 2 diabetes for each student in **ILTexas**. Records shall be open for inspection by the state or local health department. The Texas-Mexico Border Health Coordination Office may, directly or through local health departments,

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enter a school and inspect records relating to assessment for type 2 diabetes. Individual screening records may be transferred among schools in accordance with provisions below concerning “Access by Other Persons.”

Sec. 3.11.1.3. Immunization Records

ILTexas shall maintain an individual immunization record during the period of attendance for each student admitted. The records shall be open for inspection at all reasonable times by the Texas Education Agency or by representatives of local health departments or the Texas Department of State Health Services. **ILTexas** shall cooperate with other districts and schools in transferring students’ immunization records between other schools. Specific approval from students, parents, or guardians is not required prior to making such record transfers.

Sec. 3.11.1.4. Medical Records

The parent or guardian of a student is entitled to access to the student’s medical records maintained by **ILTexas**. On request of a student’s parent or guardian, **ILTexas** shall provide a copy of the student’s medical records to the parent or guardian. **ILTexas** may not impose a charge that exceeds the amount authorized by Section 552.261 of the Government Code.

Sec. 3.11.1.4.1. Privacy Rule for Non-“Education Records”

To the extent **ILTexas** is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), **ILTexas** must comply with the Privacy Rule, 45 CFR Part 164, with respect to protected health information that is not an education record.

Sec. 3.11.1.5. Food Allergy Information

Information regarding a child’s food allergy, regardless of how it is received by **ILTexas**, shall be retained in the child’s student records, but may not be placed in the health record maintained for the child by **ILTexas**.

Sec. 3.11.1.5.1. Exceptions

If **ILTexas** receives documentation of a food allergy from a physician, that documentation shall be placed in the health record maintained for the child by **ILTexas**. A registered nurse may enter appropriate notes about a child’s possible food allergy in the health record maintained for the child by **ILTexas**, including a notation that the child’s student records indicate that a parent has notified **ILTexas** of the child’s possible food allergy.

Sec. 3.11.1.6. Assessment Instruments

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The results of individual student performance on basic skills assessment instruments or other achievement tests administered by **ILTexas** are confidential and may be made available only to the student, the student’s parent or guardian, and to **ILTexas** personnel directly involved with the student’s educational program. However, overall student performance data shall be aggregated by ethnicity, sex, grade level, subject area, campus, and school system, and made available to the public, with appropriate interpretations, at regularly scheduled Board meetings. The information may not contain the names of individual students or teachers.

Sec. 3.11.1.7. Academic Achievement Records (Grades 9–12)

ILTexas shall use the academic achievement record (transcript) form adopted by the State Board. This form shall serve as the academic record for each student and shall be maintained permanently by **ILTexas**. Copies of the record shall be made available to students transferring to another district. The information may be provided to the student or to the receiving district or to both. **ILTexas** shall respond promptly to all requests for student records from receiving districts.

Sec. 3.11.1.8. Enrollment Records

If a parent or other person with legal control of a child enrolls the child in **ILTexas**, the parent or other person, or district in which the child most recently attended school, shall furnish to **ILTexas** all of the following:

1. The child’s birth certificate, or another document suitable as proof of the child’s identity as defined by the Commissioner in the Student Attendance Accounting Handbook.
2. A copy of the child’s records from the school the child most recently attended if he or she was previously enrolled in a school in Texas or in another state.

ILTexas must furnish information under items 1 and 2 not later than the tenth working day after the date **ILTexas** receives a request for the information.

If a parent or other person with legal control of a child under a court order requests that **ILTexas** transfer a child’s student records, **ILTexas** shall notify the parent or other person as soon as practicable that the parent or other person may request and receive an unofficial copy of the records for delivery in person to a school in another district.

Sec. 3.11.2. PART 2: ACCESS, DISCLOSURE, AND AMENDMENT**Sec. 3.11.2.1. Definitions***Sec. 3.11.2.1.1. Attendance*

“Attendance” includes, but is not limited to:

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1. Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and
2. The period during which a person is working under a work-study program.

Sec. 3.11.2.1.2. Disclosure

“Disclosure” means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Sec. 3.11.2.1.3. Parent

“Parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Sec. 3.11.2.1.4. Personally Identifiable Information

“Personally identifiable information” includes, but is not limited to:

1. The student’s name;
2. The name of the student’s parent or other family members;
3. The address of the student or student’s family;
4. A personal identifier, such as the student’s biometric record, defined as a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); social security number; or student number;
5. Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the **ILTexas** community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who **ILTexas** reasonably believes knows the identity of the student to whom the education record relates.

Sec. 3.11.2.1.5. Record

“Record” means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

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Sec. 3.11.2.1.6. Authorized Representative

“Authorized representative” means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 C.F.R. 99.31(a)(3) to conduct—with respect to federal- or state-supported education programs—any audit, evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

Sec. 3.11.2.1.7. Education Program

“Education program” means any program that is principally engaged in the provision of education, including but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

Sec. 3.11.2.1.8. Signed and Dated Written Consent

“Signed and dated written consent” may include a record and signature in electronic form that:

1. Identifies and authenticates a particular person as the source of the electronic consent; and
2. Indicates such person’s approval of the information contained in the electronic consent.

Sec. 3.11.2.2. Access by Parents

Access to the education records of a student who is or has been in attendance at **ILTexas** shall be granted to the parent of the student who is a minor or who is a dependent for tax purposes.

ILTexas shall presume that a parent has authority to inspect and review the student’s records unless it has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. A court may order the custodian of records to delete all references in a child’s records to the place of residence of either party appointed as conservator before their release to another party appointed as conservator.

Sec. 3.11.2.3. Access by Student

Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

Nothing in this section prevents **ILTexas** from disclosing education records, or personally identifiable information from education records, to a parent without prior written consent of an eligible student if the disclosure meets the conditions in 34 C.F.R. 99.31(a), including if the student is a dependent for tax purposes or in the case of a health or safety emergency.

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If material in the education record of a student includes information on another student, only the portion of the material relating to the student whose records were requested may be inspected and reviewed.

Sec. 3.11.2.4. Access by Other Persons

Personally identifiable information in education records shall not be released without the written consent of the student's parents, except to the following:

Sec. 3.11.2.4.1. School Officials

School officials, including teachers, who have legitimate educational interests. An administrator, nurse, or teacher is entitled to access to a student's medical records maintained by **ILTexas** for reasons determined in **ILTexas** policy.

A contractor, consultant, volunteer, or other party to whom **ILTexas** has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party:

1. Performs an institutional service or function for which **ILTexas** would otherwise use employees;
2. Is under the direct control of **ILTexas** with respect to the use and maintenance of education records; and
3. Is subject to the requirements of 34 CFR 99.33(a) governing the use and redisclosure of personally identifiable information from education records.

ILTexas must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

Sec. 3.11.2.4.2. Officials of Other Schools

Officials of other schools or school systems in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer, provided that **ILTexas** either:

1. Includes in its policies a statement that notifies the parent or student that it forwards education records on request of the other school to such officials; or
2. Makes a reasonable attempt to notify the parent (unless the record transfer is initiated by the parent).

In either case, **ILTexas** shall furnish a copy of the transferred records to the parent if requested and shall give the parent an opportunity for a hearing to challenge the content of the record.

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Sec. 3.11.2.4.3. Authorized Governmental Representatives

Authorized representatives of the officials or agencies headed by the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal- or state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.

ILTexas may not refuse to report information concerning a student holding an F, J, or M visa on the basis of the Family Educational Rights and Privacy Act (FERPA) and any regulation implementing FERPA. **ILTexas** is authorized and required to report information that would ordinarily be protected by FERPA only to the extent required by 8 U.S.C. 1372, 8 CFR 214.3, or any corresponding regulation.

Sec. 3.11.2.4.4. Financial Aid Personnel

Personnel involved with a student's application for, or receipt of, financial aid.

Sec. 3.11.2.4.5. Juvenile Justice Officials

State and local officials to whom such information is specifically allowed to be reported or disclosed by state statute if:

1. The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released; and
2. The officials and authorities to whom such information is disclosed certify in writing to **ILTexas** that the information will not be disclosed to any other party except as provided under state law without the prior written consent of the parent or the student.

The Superintendent or designee shall disclose information contained in a student's educational records to a juvenile service provider as required by Family Code 58.0051.

Sec. 3.11.2.4.6. Organizations Conducting Surveys

Organizations conducting studies for, or on behalf of, **ILTexas** for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies who have legitimate interests in the information. Such information must be destroyed when no longer needed for the original purposes of the studies.

ILTexas must enter into a written agreement with the organization that:

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1. Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
2. Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement;
3. Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students, as defined in this part, by anyone other than representatives of the organization with legitimate interests; and
4. Requires the organization to destroy or return to **ILTexas** all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed.

If **ILTexas** enters into an agreement with an organization conducting a study, it may redisclose personally identifiable information from education records on behalf of educational agencies and institutions that disclosed the information to **ILTexas** in accordance with the requirements of 34 C.F.R. 99.33(b).

ILTexas is not required to initiate a study or agree with or endorse the conclusions or results of the study.

Sec. 3.11.2.4.7. Accrediting Organizations

Accrediting organizations that require the information for purposes of accreditation.

Sec. 3.11.2.4.8. Health & Safety Emergency

Appropriate persons, including the student's parents, who, in an emergency, must have such information in order to protect the health or safety of the student or other person.

In making a determination, **ILTexas** may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If **ILTexas** determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Sec. 3.11.2.4.9. Secretary of Agriculture

The Secretary of Agriculture, or authorized representative from the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of schools receiving funding or providing benefits of programs authorized under the National School Lunch Act or the Child Nutrition Act.

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Sec. 3.11.2.4.10. State or Local Child Welfare Agency

An agency caseworker or other representative of a state or local child welfare agency who has the right to access a student's case plan when the agency is legally responsible, in accordance with state law, for the care and protection of the student.

Sec. 3.11.2.4.11. Directory Information

Any person requesting directory information after **ILTexas** has given public notice of that definition

Sec. 3.11.2.4.12. Written Consent

The parent shall provide a signed and dated written consent before **ILTexas** discloses personally identifiable information from a student's education records to any individual, agency, or organization other than the parent, the student, or those listed above. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released.

Sec. 3.11.2.5. Information Collection*Sec. 3.11.2.5.1. U.S. DOE Funded Surveys*

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education (DOE), to submit to a survey, analysis, or evaluation that reveals information concerning the following topics without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent:

1. Political affiliations or beliefs of the student or the student's parents.
2. Mental and psychological problems of the student or the student's family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Sec. 3.11.2.5.2. Information Collection Funded by Other Sources

Except as provided by 20 U.S.C. 1232h(a) or (b), as a condition of receiving funds from programs funded in whole or in part by the U.S. DOE, **ILTexas** shall develop and adopt policies, in

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consultation with parents, pursuant to 20 U.S.C. 1232h(c)(1), and provide for parent notification in accordance with 20 U.S.C. 1232(c)(2).

Sec. 3.11.2.6. Subpoenaed Records

ILTexas shall release student records to an entity or persons designated in a subpoena. **ILTexas** shall not disclose to any person the existence or contents of the subpoena if a court orders **ILTexas** to refrain from such disclosure. Unless the court or other issuing agency orders **ILTexas** to refrain from such disclosure or the order is an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331, **ILTexas** shall make a reasonable effort to notify the parents and the student of all such subpoenas in advance of compliance, except when a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding.

Sec. 3.11.2.7. Sex Offenders

ILTexas may disclose personally identifiable information without consent if the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to **ILTexas** under 42 U.S.C. 14071 and applicable federal guidelines.

Sec. 3.11.2.8. Request Procedure

Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed 45 days. **ILTexas** shall respond to reasonable requests for explanations and interpretations of the records.

Sec. 3.11.2.9. Destruction of Records

ILTexas shall not destroy any education records if there is an outstanding request to inspect and review the records.

Sec. 3.11.2.10. De-Identified Records

ILTexas, or a party that has received education records or information from education records, may release the records or information without the parent's written consent after the removal of all personally identifiable information provided that **ILTexas** or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

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Sec. 3.11.2.10.1. Education Research

ILTexas, or a party that has received education records or information from education records, may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

1. **ILTexas** or other party that releases de-identified data under this section does not disclose any information about how it generates and assigns a record code, or that would allow a recipient to identify a student based on a record code;
2. The record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
3. The record code is not based on a student's social security number or other personal information.

Sec. 3.11.2.11. Authenticating Requestors' Identities

ILTexas must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom **ILTexas** discloses personally identifiable information from education records.

Sec. 3.11.2.12. Transfer Not Permitted

Personal information from student education records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the student's parent. If a third party permits access to information in violation of this policy, **ILTexas** shall not permit access to information from education records to that third party for a period of not less than five years.

ILTexas shall inform a party to whom a disclosure is made of the requirements of 34 CFR 99.33, unless the disclosure is made pursuant to a court order, lawfully issued subpoena, or litigation; the disclosed information is directory information; the disclosure concerns sex offenders; or the disclosure is made to a parent of a student who is not an eligible student or to a student.

ILTexas may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of **ILTexas** if:

1. The disclosures meet the requirements of 34 CFR 99.31; and
2. **ILTexas** has complied with the requirements of 34 CFR 99.32(b) regarding the record of disclosure; or a state or local educational authority or federal official or agency listed

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requesting information through a subpoena or ex parte order has complied with the requirements of 34 CFR 99.32(b)(2).

Sec. 3.11.2.13. Record of Access to Student Records

Each campus shall maintain a record, kept with the education record of each student, that indicates all individuals, agencies, or organizations that have requested or obtained access to a student's education records, as well as the names of state and local educational authorities and federal officials and agencies listed in 34 CFR 99.31(a)(3) that may make further disclosures of personally identifiable information from the student's education records without consent. **ILTexas** must obtain a copy of the record of further disclosures maintained by the named authorities, officials, and agencies under 34 CFR 99.32(b)(2) and make it available in response to a parent's request to review the record.

ILTexas must record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception (see "Health & Safety Emergency," above):

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom **ILTexas** disclosed the information.

The records shall include at least the name of the person or agency that made the request and the legitimate interest the person or agency had in the information. The record will be maintained as long as **ILTexas** maintains the student's education record. The record of access shall be available only to parents, school officials responsible for custody of the records, and those state, local, and federal officials authorized to audit the operation of the system.

The record shall not include requests for access by, or access granted to, parents of the student or officials of **ILTexas**, requests accompanied by prior written consent of the parent, requests for directory information, or a party seeking or receiving records in accordance with a subpoena or ex parte order.

Sec. 3.11.2.14. Right to Amend Records

The parent of a student whose records are covered by this policy may ask **ILTexas** to amend the student's record if the parent believes it contains information that is inaccurate, misleading, or in violation of the student's right of privacy or other rights. If **ILTexas** decides not to amend the education records requested, it shall inform the parent of its decision and his or her right to a hearing to challenge the content of the student's education records.

If **ILTexas** decides to amend the records as a result of the hearing, it shall inform the parent in writing. If, as a result of the hearing, **ILTexas** decides not to amend the records, it shall inform the

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parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of **ILTexas**. Any explanation shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed.

Sec. 3.11.2.15. Fees for Copies

No fee shall be charged to search for or to retrieve the education records of a student. A fee may be charged for copies of education records that are made for the parents or students under this policy provided that the fee does not effectively prevent them from exercising their right to inspect and review those records. Hardship cases shall be dealt with on an individual basis.

Sec. 3.11.2.16. Records of Students with Disabilities

ILTexas shall permit parents to inspect and review education records collected, maintained, or used for purposes of identifying, evaluating, placing, or educating students with disabilities.

Sec. 3.11.2.16.1. Access Rights

In addition to policies applicable to all student records, the following guidelines shall apply when parents of a student with disabilities request to review or inspect **ILTexas** records relating to the education of their child:

1. Parents may request that a representative inspect and review the records.
2. **ILTexas** shall comply with a request without unnecessary delay and before any meeting regarding an individualized education program (IEP) or hearing relating to the identification, evaluation, or placement of the child, and in no case longer than 45 days after the request.
3. **ILTexas** shall keep a record of persons obtaining access to these student records (except access by parents and authorized employees), including name, date of access, and the purpose for which the person is authorized to use the records.

Sec. 3.11.2.16.2. List of Types and Locations of Information

ILTexas shall provide parents on request a list of types and locations of education records.

Sec. 3.11.2.16.3. Parental Consent

Parental consent must be obtained before personally identifiable information is used for any purpose other than meeting a requirement under the Individuals with Disabilities Education Act or disclosed to anyone other than officials of agencies collecting or using this information. **ILTexas** may not release information from these records without parental consent except as provided in FERPA.

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Sec. 3.11.2.16.4. Confidentiality

ILTexas shall protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records. One official in **ILTexas** shall assume responsibility for ensuring confidentiality of personally identifiable information. All persons collecting or using this information shall receive training or instruction concerning the legal requirements involved in handling these records. **ILTexas** shall maintain for public inspection a current listing of the names and positions of employees who may have access to this information.

Sec. 3.11.2.16.5. Destruction of Information

ILTexas shall inform parents when personally identifiable information collected, maintained, or used to provide special education and related services is no longer needed to provide educational services to the student. Such information shall be destroyed at the request of the parents.

A permanent record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Sec. 3.11.2.17. Annual Notification of Rights

ILTexas shall give parents of students in attendance and eligible students in attendance annual notification of their rights under FERPA. For purposes of FERPA and student information confidentiality under this policy, a student is considered "in attendance" from the time **ILTexas** receives a completed Lottery Information Form or completed Admissions Application packet from the student or, otherwise, from the time the student first attends classes at **ILTexas** and is enrolled, until the student withdraws or graduates from **ILTexas**.

The notice must inform parents or eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and 34 CFR 99.31 authorize disclosure without consent; and
4. File with the United States Department of Education a complaint under 34 CFR 99.63 and 99.64 concerning alleged failures by **ILTexas** to comply with the requirements of the Act and 34 CFR part 99.

The notice must include all of the following:

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1. The procedure for exercising the right to inspect and review education records.
2. The procedure for requesting amendment of records under 34 CFR 99.20.
3. If **ILTexas** has a policy of disclosing education records under 34 CFR 99.31(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

ILTexas may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights. **ILTexas** shall effectively notify parents who are disabled and parents of students who have a primary or home language other than English.

Sec. 3.11.2.18. Custodian of Records

The Superintendent or designee is designated as the custodian of all student records. The Principal of each campus is designated as an agent of the Superintendent or designee for the purposes of the receipt of requests concerning the disclosure of student records.

Sec. 3.11.2.19. Parental Rights and Student Privacy Local Policy

As a condition of receiving funds under any applicable program, **ILTexas** adopts the following policies, pursuant to 20 U.S.C. 1232h(c)(1):

1. Parents have a right to inspect any survey created by a third party before the survey is administered or distributed by **ILTexas** to the student. Parents should submit such a request to the Principal, and shall be provided an opportunity to inspect the survey within a reasonable period of time as determined by Principal. Upon a parent's request to inspect a survey, the parent's child shall not participate in the survey until the parent has had a reasonable opportunity to inspect the survey, as determined by the Principal.
2. In the event a survey contains the items listed above, and is administered or distributed to students, **ILTexas** shall comply with FERPA and other applicable law to protect student privacy.
3. Parents have a right to inspect any instructional material used in the educational curriculum for the student. Parents should submit such a request to the Principal. The Principal shall provide reasonable access to parents within a reasonable period of time, as determined by the Principal.
4. **ILTexas** may administer physical examinations or other screenings to students as required and/or authorized by state or federal law and in accordance with other applicable policy.
5. **ILTexas** shall not collect, disclose, or use a student's personal information for the purpose of marketing or selling that information to third parties. This policy does not apply to or restrict the use of personal information collected from students for the purpose of developing, evaluating, or providing educational products or services offered by **ILTexas**, for or to students or educational institutions, such as recruiters,

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book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs, or as otherwise required by law. This policy is also subject to state and federal public information laws and FERPA, that makes some student personal information, defined above as Directory Information, public.

6. Parents have a right to inspect any instrument used in collection of personal information, described above, before the instrument is administered to the student. Parents should submit such a request to the Principal. The Principal shall provide reasonable access to parents within a reasonable period of time, as determined by the Principal. Upon a parent's request to inspect such an instrument, the parent's child shall not participate until the parent has had a reasonable opportunity to inspect the instrument, as determined by the Principal.

The Superintendent shall ensure that parents are provided reasonable notice of the adoption or continued use of these policies. Such notice shall be provided directly to the parents of the students in attendance at **ILTexas**. At a minimum, **ILTexas** shall:

1. Provide notice at least annually, at the beginning of the school year and within a reasonable time after any substantive change in the policies; and
2. Offer an opportunity for the parent to opt the student out of participation in an activity described above.

Sec. 3.11.2.20. Notice of Scheduled Activities

The Superintendent shall ensure that **ILTexas** directly notifies parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when activities, described below, are scheduled or expected to be scheduled. The following activities require notification under this section:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information.
2. The administration of any survey containing one or more items described above.
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered and scheduled by **ILTexas** in advance, and not necessary to protect the immediate health and safety of the student or of other students.

Sec. 3.11.3. PART III: DIRECTORY INFORMATION

Certain information about students is considered “directory information” and will be released to anyone who follows procedures for requesting it unless the parent or eligible student objects in writing to its release within ten calendar days of receiving notice of FERPA rights. A parent or eligible student may also choose to opt out of the release of directory information at any time

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during the school year. At any time after restricting the release of directory information, a parent or eligible student may in writing authorize **ILTexas** to release directory information.

Sec. 3.11.3.1. Definition

ILTexas has designated the following categories of information as directory information for purposes of disclosure relating to school-sponsored/school-affiliated purposes:

1. student's name;
2. address;
3. telephone listing;
4. electronic mail address;
5. photograph (including video image);
6. date and place of birth;
7. major field of study;
8. degrees, honors, and awards received;
9. dates of attendance;
10. grade level;
11. most recent educational institution attended;
12. participation in officially recognized activities and sports; and
13. weight and height of members of athletic teams.

Directory information does not include a student's:

1. Social security number; or
2. Student identification number, unless the student identification number, user identification number, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

School-sponsored/school-affiliated purposes are those events or activities that **ILTexas** conducts and/or sponsors to support the educational mission of **ILTexas**. Examples include, but are not limited to:

1. extracurricular programs or events (e.g., school plays, concerts, athletic events, graduation ceremony);
2. publications (e.g., newsletters, yearbook, etc.);
3. honor roll and other student recognition lists; and
4. marketing materials of **ILTexas** (e.g., print media, website, videos, newspaper, etc.).

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ILTexas has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. student's name;
2. address;
3. e-mail address; and
4. telephone listing.

ILTexas shall not release directory information except for the purposes indicated above, namely:

1. disclosure relating to school-sponsored/school-affiliated purposes; and
2. disclosure to military recruiters and institutions of higher education, but only for secondary students. As such, there is no directory information available to any persons not meeting the above requirements and purposes.

ILTexas will comply with a request by a military recruiter or an institution of higher education for secondary students' names, addresses, and telephone listings unless a parent or eligible student has advised **ILTexas** in writing not to release a student's information without prior written consent.

Sec. 3.11.3.2. In Class

A parent or eligible student may not use the right of refusal to opt out of directory information disclosures to prevent **ILTexas** from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

Sec. 3.11.3.3. Former Students

ILTexas may disclose directory information about former students without satisfying the public notice conditions above. However, **ILTexas** must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt-out request.

Sec. 3.11.3.4. Confirmation of Identity or Records

ILTexas may not disclose or confirm directory information without meeting the written consent requirements in 34 CFR 99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

Sec. 3.11.4. PART IV: INFORMATION FROM LAW ENFORCEMENT

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Sec. 3.11.4.1. Oral Notice of Arrest or Referral

Upon receipt of oral notice from a law enforcement agency that it has arrested a student or referred a student to the juvenile board for a specified offense, the Superintendent shall promptly notify all instructional and support personnel who have responsibility for supervising the student. All personnel shall keep the information received confidential.

Sec. 3.11.4.2. Written Notice of Arrest or Referral

Upon subsequent receipt of confidential, written notice of the arrest or referral, the Superintendent or designee may send the information in the confidential notice to a **ILTexas** employee having direct supervisory responsibility over the student if the Superintendent or designee determines that the employee needs the information for educational purposes or for the protection of the person informed or others.

Sec. 3.11.4.3. Oral Notice of Conviction or Adjudication

Upon receipt of oral notice from a prosecuting attorney of a student's conviction, deferred prosecution, or adjudication of a specified offense, including a statement as to whether the student is required to register as a sex offender, the Superintendent shall, within 24 hours of receiving the notice, notify all instructional and support personnel who have regular contact with the student.

Sec. 3.11.4.4. Notice of Transfer or Reenrollment

Upon receipt of notice from a parole, probation, or community supervision office having jurisdiction over a student that a student has transferred or reenrolled, the Superintendent shall, within 24 hours of receiving the notice, notify all instructional and support personnel who have regular contact with the student.

A person who receives information described above shall not disclose it except as specifically authorized by Code of Criminal Procedure 15.27.

Required oral or written notice must include all pertinent details of the offense or conduct, including details of any assaultive behavior or other violence; weapons used in the commission of the offense or conduct; or weapons possessed during the commission of the offense or conduct.

Information received by **ILTexas** under this provision shall not be attached to the permanent academic file of the student who is the subject of the report. **ILTexas** shall destroy the information at the end of the academic year in which the report was filed.

Sec. 3.11.4.5. Duty to Flag Records

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Upon receipt of notification from a law enforcement agency or the missing children and missing persons information clearinghouse that a child under 11 years of age who attended or who is enrolled in **ILTexas** is missing, **ILTexas** shall flag the child's records and maintain the records in its possession so that on receipt of a request regarding the child, **ILTexas** will be able to notify law enforcement or the missing children and missing persons information clearinghouse that a request for a flagged record has been made.

Sec. 3.11.4.5.1. Request in Person

When a request for a flagged record is made in person, **ILTexas** may not advise the requesting party that the request concerns a missing child and shall:

1. Require the person requesting the flagged record to complete a form stating the person's name, address, telephone number, and relationship to the child for whom a request is made, and the name, address, and birth date of the child;
2. Obtain a copy of the requesting party's driver's license or other photographic identification, if possible;
3. If the request is for a birth certificate, inform the requesting party that a copy of a certificate will be sent by mail; and
4. Immediately notify the appropriate law enforcement agency that a request has been made concerning a flagged record and include a physical description of the requesting party, the identity and address of the requesting party, and a copy of the requesting party's driver's license or other photographic identification.

After providing the information listed above, **ILTexas** shall mail a copy of the requested record to the requesting party on or after the 21st day after the date of the request.

Sec. 3.11.4.5.2. Request in Writing

When a request for a flagged record is made in writing, **ILTexas** may not advise the requesting party that the request concerns a missing child and shall immediately notify the appropriate law enforcement agency that a request has been made concerning a flagged record and provide to the law enforcement agency a copy of the written request. After providing the notification, **ILTexas** shall mail a copy of the requested record to the requesting party on or after the 21st day after the date of the request.

Sec. 3.11.4.5.3. Removal of Flag

On the return of a missing child under 11 years of age, the law enforcement agency shall notify each school that has maintained flagged records for the child that the child is no longer missing. On receipt of this notification, **ILTexas** shall remove the flag from the records.

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A school that has reason to believe that a missing child has been recovered may request confirmation that the missing child has been recovered from the appropriate law enforcement agency or the missing children and missing persons information clearing-house. If a response is not received after the 45th day after the date of the request for confirmation, **ILTexas** may remove the flag from the record and shall inform the law enforcement agency or the missing children and missing persons information clearing-house that the flag has been removed.

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ELECTRONIC STUDENT RECORDS SYSTEM

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INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall participate in an electronic student records system that satisfies standards approved by the Commissioner.

The electronic student records system must permit an authorized state or **ILTexas** official to electronically transfer to and from an educational institution in which the student is enrolled and retrieve student transcripts, including information concerning a student’s:

1. Course or grade completion;
2. Teachers of record;
3. Assessment instrument results;
4. Receipt of special education services, including placement in a special education program and the IEP developed; and
5. Personal graduation plan as described by Education Code 28.0212.

Any person involved in the transfer and retrieval of student information is subject to any state or federal law governing the release of or providing access to any confidential information to the same extent as the educational institution from which the data is collected. A person may not release or distribute the data to any other person in a form that contains confidential information.

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WELLNESS POLICY

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Sec. 3.13.1. WELLNESS

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall follow nutrition guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities.

Sec. 3.13.2. NUTRITION GUIDELINES

ILTexas shall ensure that nutrition guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all foods available on each campus are in accordance with the Texas Public School Nutrition Policy.

Sec. 3.13.3. WELLNESS GOALS

Sec. 3.13.3.1. Nutrition Education

ILTexas shall implement, in accordance with law, a coordinated health program with a nutrition education component and shall use health course curriculum that emphasizes the importance of proper nutrition.

In addition, **ILTexas** establishes the following goals for nutrition education:

1. Students will receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. Nutrition education will be a **ILTexas**-wide priority and will be integrated into other areas of the curriculum, as appropriate.
3. Staff responsible for nutrition education will be adequately prepared and will participate in professional development activities to effectively deliver the program as planned.
4. The food service staff, teachers, and other school personnel will coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings.
5. Educational nutrition information will be shared with families and the general public to positively influence the health of students and community members.

Sec. 3.13.3.2. Physical Activity

ILTexas shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the amount of physical activity for all grades required by the Texas Education Code or Commissioner Rule.

In addition, **ILTexas** establishes the following goals for physical activity:

1. **ILTexas** will provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.

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2. Physical education classes will regularly emphasize moderate to vigorous activity.
3. **ILTexas** will encourage teachers to integrate physical activity into the academic curriculum where appropriate.
4. **ILTexas** will encourage parents to support their children’s participation, to be active role models, and to include physical activity in family events.

Sec. 3.13.4. IMPLEMENTATION

The Superintendent shall ensure that **ILTexas** adopts goals for nutrition education, physical activity, and other school activities that promote student health and wellness as deemed appropriate by **ILTexas**. The Superintendent or designee shall also ensure that nutrition guidelines for foods served by **ILTexas** during the school day are adequate to advance student health and reduce childhood obesity and shall meet or exceed federal regulations and guidance, and that all foods available on each campus are in accordance with the Texas Public School Nutrition Policy and **ILTexas**-established standards.

The Superintendent or designee shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy, as may be necessary. **ILTexas** shall also seek to involve parents, students, representatives of the school food authority, the Board, administrators, and the public in the continued development and implementation of this school wellness policy.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****ADMINISTRATION OF MEDICATION**

PG-3.14

Sec. 3.14.1. STANDARDS FOR ADMINISTERING MEDICATIONS

All medications administered to students shall be FDA-approved pharmaceuticals administered within their approved dosage and within standards of acceptable medical regimen. Research pharmaceuticals may be administered if they are a part of a University Institutional Review Board-approved protocol. Intravenous (IV) medications and treatments shall not be administered by school personnel.

Sec. 3.14.2. AUTHORIZED PERSONNEL

Only employees authorized by the Superintendent or designee shall give any student prescription medication, herbal substances, anabolic substances, or dietary supplements of any type.

Employees authorized by the Superintendent or designee may administer to students:

Sec. 3.14.2.1. Prescription Medication in Accordance with Legal Requirements

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) must have received a written request to administer the medication from the student’s parent, guardian, or other person having legal control of the student.

When administering prescription medication, the medication is administered either:

1. From a container that appears to be from the original container and properly labeled; or
2. From a properly labeled unit dosage container filled by a registered nurse from a container that appears to be the original container and to be properly labeled.

All prescription medications shall have been prescribed by a physician licensed to practice medicine in the United States. All medications shall have been manufactured in the United States.

Sec. 3.14.2.2. Nonprescription Medication

Nonprescription medication may be administered by authorized **ILTexas** personnel only if required by the individualized education program or Section 504 plan of a student with disabilities.

Sec. 3.14.2.3. Herbal Substances or Dietary Supplements

Herbal substances or dietary supplements may be administered by authorized **ILTexas** personnel **only if** required by the individualized education program or Section 504 plan of a student with disabilities.

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Sec. 3.14.2.4. Provision of Medication Off-Campus at School-Sponsored Events

For any **ILTexas** student attending a field trip or off-campus school-sponsored event, any prescription medication that **ILTexas** is required to administer under this policy shall be sent with the student's teacher, if the teacher is trained in the proper administration of medication and has been authorized to administer medication by the Superintendent and/or the school nurse, along with instructions on the administration of the medication.

In addition to trained and authorized **ILTexas** teacher(s) and/or nurse(s), a licensed physician in Texas, a registered nurse licensed in Texas, or a vocational nurse licensed in Texas may serve as a **ILTexas** volunteer to administer prescription and non-prescription medication in accordance with this policy when on field trips and/or off-campus, school-sponsored events. Prior to being allowed to do so, such individuals must meet with the school nurse for instruction and training on administration of medication for applicable students.

Nonprescription medication(s) are not provided by **ILTexas** during field trips and/or off-campus, school-sponsored events.

In the event of an emergency medical situation involving a **ILTexas** student for which no **ILTexas** employee was previously aware and that occurs during a field trip and/or during an off-campus, school-sponsored event when no school nurse is present, emergency medical services shall immediately be notified by any **ILTexas** employee in attendance.

Sec. 3.14.3. ENTERAL FEEDINGS

All enteral feeding formulas must be commercially prepared in the United States, provided by the student's parent/guardian, and be in the original sealed and unopened container when brought to the **ILTexas** clinic. If a physician orders a noncommercial formula, all ingredients must be provided in their original unopened containers, or in their natural state together with instructions for preparation.

Students requiring enteral feeding must have current orders for the enteral feedings from a physician licensed to practice medicine in the State of Texas, an active duty military physician in the State of Texas, or a civilian practitioner working at a military treatment facility in the State of Texas. Out-of-state physician's orders for enteral feedings may be accepted for a transitional 30-day period if the orders are complete. In order to be considered complete, the out-of-state physician's orders must contain the student's name, date of birth, diagnosis/condition for which the enteral feeding is prescribed, amount of enteral formula to be administered, frequency of administration, specific time and method of administration, length of time the feedings are to continue, special instructions, and precautions/untoward reactions, physician's name, signature, address, telephone number, and the date the order was written.

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If after 30 days, orders from a Texas licensed physician, active duty military physician in the State of Texas, or civilian practitioner working at a military treatment facility in the State of Texas are not received, the enteral feeding will not be administered during the school day by a **ILTexas** employee. No exceptions to this policy shall be made. A parent or guardian or designated adult may administer the enteral feeding until orders are received from a physician licensed to practice in Texas, an active duty military physician in the State of Texas, or a civilian practitioner working at a military treatment facility in Texas.

Sec. 3.14.4. PSYCHOTROPICS

Except as permitted by Education Code 38.016, a **ILTexas** employee shall not:

1. Recommend to a student or parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Sec. 3.14.5. DO-NOT-RESUSCITATE (DNR) ORDERS

ILTexas employees who are health-care professionals shall comply with properly formed and executed Out-of-Hospital Do-Not-Resuscitate Orders as provided in the Texas Health and Safety Code and 25 TAC 157.25. **ILTexas** employees who are not health-care professionals shall comply with Out-of-Hospital Do-Not Resuscitate Orders only if such order has been issued by a court of competent jurisdiction. If an Out-of-Hospital Do-Not-Resuscitate Order is presented to a Section 504 or ARD committee, the order shall be provided to the Superintendent. In addition, emergency medical services personnel and other health-care professionals who may be called to the school should be presented with the DNR order should a student with such an order experience medical difficulties.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****CHILD ABUSE AND NEGLECT**

PG-3.15

Sec. 3.15.1. ANTIVICTIMIZATION PROGRAM

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall provide child abuse antivictimization programs in elementary and secondary schools. *Education Code 38.004.*

Sec. 3.15.2. DUTY TO REPORT**Sec. 3.15.2.1. By Any Person**

Any person who has cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101(a).*

Sec. 3.15.2.2. Abuse of Persons with Disabilities

A person having cause to believe that a person with a disability who is over the age of 18 or who has had the disabilities of minority removed is in a state of abuse, neglect, or exploitation shall report the information immediately to the Texas Department of Family and Protective Services (DFPS).

A person filing a report or testifying or otherwise participating in any judicial proceeding arising from a petition, report, or investigation is immune from civil or criminal liability on account of his or her petition, report, testimony, or participation, unless the person acted in bad faith or with a malicious purpose. *Human Resources Code 48.051, .054.*

Sec. 3.15.2.3. By A Professional

Any professional who has cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first suspects abuse or neglect. A professional may not delegate to or rely on another person to make the report.

A “professional” is a person who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, and juvenile detention or correctional officers. *Family Code 261.101(b).*

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****CHILD ABUSE AND NEGLECT**

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Sec. 3.15.2.4. Adult Victims of Abuse

A person or professional shall make a report in the manner required above if the person or professional has cause to believe that an adult was a victim of abuse or neglect as a child and the person or professional determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly person or person with a disability. *Family Code 261.101(b-1).*

Sec. 3.15.3. CONTENTS OF REPORT

The report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:

1. The name and address of the child;
2. The name and address of the person responsible for the care, custody, or welfare of the child; and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

Family Code 261.103, .104.

Sec. 3.15.4. TO WHOM REPORTED

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to the Texas Department of Family and Protective Services (DFPS), unless the report is made under item 3, below, or the report involves a juvenile justice program or facility.

All other reports shall be made to:

1. Any local or state law enforcement agency;
2. The DFPS, including a local office where available;
3. The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
4. The agency designated by the court to be responsible for the protection of children.

Family Code 261.103(a); 19 TAC 61.1051(a)(1).

Sec. 3.15.5. IMMUNITY FROM LIABILITY

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from any civil or criminal liability that might otherwise be incurred or imposed. *Family Code 261.106.*

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ILTexas may not suspend or terminate the employment of, or otherwise discriminate against, a professional who makes a good faith report of abuse or neglect. *Family Code 261.110.*

Sec. 3.15.6. CRIMINAL OFFENSES**Sec. 3.15.6.1. Failure to Report**

A person commits a class A misdemeanor if he or she has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report it as provided by law. Failure to report child abuse or neglect violates the Educator's Code of Ethics and may result in sanctions against an educator's certificate, as addressed in 19 TAC 249. *Family Code 261.109; 19 TAC 61.1051(a)(2)(A).*

Sec. 3.15.6.2. False Report

A person commits an offense if, with the intent to deceive, the person knowingly makes a report of abuse and neglect that is false. The offense is a state jail felony, except that it is a felony of the third degree if the person has previously been convicted of the offense. *Family Code 261.107(a).*

Coercion

A school employee who coerces another into suppressing or failing to report child abuse or neglect to a law enforcement agency may be subject to Class C misdemeanor penalties. *Penal Code 39.06.*

Sec. 3.15.7. CONFIDENTIALITY

A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential and not subject to release under Government Code Chapter 552 (Public Information Act). Such information may be disclosed only for purposes consistent with federal or state law or under rules adopted by an investigating agency. *Family Code 261.201.*

Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only to a law enforcement officer for the purposes of a criminal investigation of the report, or as ordered by a court under Family Code 261.201. *Family Code 261.101(d).*

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Sec. 3.15.8. INVESTIGATIONS

Sec. 3.15.8.1. Reports to the School

If the DFPS initiates an investigation and determines that the abuse or neglect involves a **ILTexas** employee, and that the child is a student at **ILTexas**, the department shall orally notify the Superintendent. *Family Code 261.105(d)*.

The DFPS shall send a written report of its investigation, as appropriate, to the Principal, unless the Principal is alleged to have committed the abuse or neglect, to the Board, and to the Superintendent. *Family Code 261.406(b)*.

Sec. 3.15.8.2. Interview of Student

The investigating agency shall be permitted to interview the child at any reasonable time and place, including at the child’s school. *Family Code 261.302(b)*.

Sec. 3.15.8.3. Interference with Investigation Confidentiality

A person may not interfere with an investigation of a report of child abuse or neglect conducted by the DFPS. *Family Code 261.303(a)*.

A photograph, videotape, audiotape, or other audio or visual recording, depiction, or documentation of a child that is made by DFPS in the course of an inspection or investigation is confidential, is not subject to release under the Texas Public Information Act, and may be released only as required by state or federal law or rules adopted by the DFPS. *Human Resources Code 42.004*.

Sec. 3.15.9. REPORTING POLICY

The Board shall establish and annually review policies for reporting child abuse and neglect. The policies shall follow the requirements of Family Code Chapter 261.

The policies must require every school employee, agent, or contractor who suspects child abuse or neglect to submit a written or oral report to at least one of the authorities listed above (see “To Whom Reported”) within 48 hours or less, as determined by the Board, after learning of facts giving rise to the suspicion.

The policies must also be consistent with 40 TAC Chapter 700 regarding investigations by the DFPS, including regulations governing investigation of abuse by school personnel and volunteers.

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The policies must notify school personnel of the following:

1. Penalties under Penal Code 39.06 (misuse of official information), Family Code 261.109 (failure to report), and 19 TAC 249 (actions against educator’s certificate) for failure to submit a required report of child abuse or neglect;
2. Prohibitions against interference with an investigation of a report of child abuse or neglect, including:
 - a. The prohibition, under Family Code 261.302 and 261.303, against denying an investigator’s request to interview a student at school; and
 - b. The prohibition, under Family Code 261.302, against requiring the presence of a parent or school administrator during an interview by an investigator.
3. Immunity provisions applicable to a person who reports child abuse or neglect or otherwise assists an investigation in good faith;
4. Confidentiality provisions relating to a report of suspected child abuse or neglect;
5. Any disciplinary action that may result from noncompliance with **ILTexas’s** reporting policy; and
6. The current toll-free number for the DFPS.

The policies must not require that school personnel report suspicions of child abuse or neglect to a school administrator before making a report to one of the agencies listed above. *19 TAC 61.1051(a)*.

Sec. 3.15.10. ANNUAL DISTRIBUTION AND STAFF DEVELOPMENT

The policies shall be distributed to all personnel at the beginning of each school year and shall be addressed in staff development programs at regular intervals determined by the Board. *19 TAC 61.1051(b)*.

Each school year, **ILTexas** shall provide training as required by Education Code 38.0041 to all new school employees as part of new employee orientation. *Education Code 38.0041; 19 TAC 61.1051(c)*.

Sec. 3.15.11. REQUIRED POSTER

ILTexas shall place a poster of the following specifications at every campus in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. The poster must:

1. Be in a format and language that is clear, simple, and understandable to students;
2. Be in English and in Spanish;
3. Be 11x17 inches or larger;
4. Be in large print;
5. Be placed at eye-level to the student for easy viewing; and

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6. Include the following information:
 - a. The current toll-free DFPS abuse Hotline telephone number (in bold print);
 - b. Instructions to call 911 for emergencies; and
 - c. Directions for accessing the DFPS website (<http://www.txabusehotline.org>) for more information on reporting abuse, neglect, and exploitation.

Education Code 38.0042; 19 TAC 61.1051(e), (f).

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

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The Superintendent shall develop and publish a plan for addressing sexual abuse and other maltreatment of children, Plan for Addressing Sexual Abuse and Other Maltreatment of Children, as required by Texas Education Code 38.0041, to include:

1. Methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or other maltreatment, using resources developed by the Texas Education Agency;
2. Actions that a child who is a victim of sexual abuse or other maltreatment should take to obtain assistance and intervention; and
3. Available counseling options for students affected by sexual abuse or other maltreatment.

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall provide employee training regarding the plan for addressing sexual abuse and other maltreatment of children. Such training:

1. Must be provided, as part of a new employee orientation, to new **ILTexas** educators, including counselors and coaches, and other **ILTexas** professional staff members;
2. May be provided annually to any **ILTexas** staff member; and
3. Must include training concerning:
 - a. Factors indicating a child is at risk for sexual abuse or other maltreatment;
 - b. Likely warning signs indicating a child may be a victim of sexual abuse or other maltreatment;
 - c. Internal procedures for seeking assistance for a child who is at risk for sexual abuse or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional;
 - d. Techniques for reducing a child’s risk of sexual abuse or other maltreatment; and
 - e. Community organizations that have relevant existing research-based programs that are able to provide training or other education for school district or open-enrollment charter school staff members, students, and parents.

ILTexas shall maintain records that include the name of each staff member who participated in the training.

If the Superintendent or designee determines that **ILTexas** does not have sufficient resources to provide the training required under this policy, **ILTexas** shall work in conjunction with a community organization to provide the training at no cost to **ILTexas**.

Education Code 38.0041.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****COMMUNICABLE DISEASES**

PG-3.17

Sec. 3.17.1. REPORTS

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) authorities, including the Superintendent, Principals, teachers, school health officials, or counselors, shall report to the local health authority those students attending school who are suspected of having a notifiable condition, as defined by state law and the Texas Department of State Health Services (TDSHS). If there is no local health authority appointed or if PC is outside the jurisdiction of a local health authority, the report shall be made to the regional director. *25 TAC 97.2(d), .5(a); Health and Safety Code 81.041–.042.*

Sec. 3.17.1.1. Sexually Transmitted Diseases and HIV

ILTexas shall report a child attending school who is suspected, based on medical evidence, of having a sexually transmitted disease (STD) and/or is an HIV-exposed infant in accordance with 25 TAC 97.131–.135. If **ILTexas**, or an individual listed under 25 TAC 97.132(1), (3), or (4), does not make the required report, an individual listed under 25 TAC 97.132(2), including a professional nurse, a health professional, a peace officer, and a parent or guardian, must report a person who has or is suspected of having an STD and/or is an HIV-exposed infant. *25 TAC 97.5(a)(3), .132(2), (5).*

“School authority” means the Superintendent or the Superintendent’s designee. *Health and Safety Code 81.003(10).*

Sec. 3.17.1.2. Penalties

A person commits a Class B misdemeanor if the person knowingly fails to report a reportable disease or health condition under Health and Safety Code Chapter 81, Subchapter B. *Health and Safety Code 81.049.*

Sec. 3.17.2. EXCLUSION**Sec. 3.17.2.1. Communicable Condition Defined by Rule**

Principals shall exclude from attendance any student suffering from a communicable condition listed in 25 TAC 97.7(a) until one of the criteria for readmittance is fulfilled. *25 TAC 97.7(a).*

Sec. 3.17.2.2. Readmittance

Students excluded for reason of communicable disease shall be readmitted by one or more of the following methods, as determined by the local health authority or the TDSHS regional director if no local health authority has been appointed:

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1. Submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting.
2. Submitting a permit for readmission issued by a local health authority.
3. Meeting readmission criteria as established by the commissioner of health.

25 TAC 97.7(b)-(c).

Sec. 3.17.3. BACTERIAL MENINGITIS

In accordance with guidelines provided by the Texas Education Agency, **ILTexas** shall provide information relating to bacterial meningitis to its students and their parents each school year in a manner ensuring that the information is reasonably likely to come to the attention of the parents of each student. *Education Code 38.0025.*

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****HEALTH SCREENINGS AND PHYSICAL EXAMINATIONS**

PG-3.18

Sec. 3.18.1. PHYSICAL FITNESS ASSESSMENT

Annually, **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall assess the physical fitness of students in grades 3 through 12, using an assessment instrument adopted by the Commissioner (currently FitnessGram®). *Education Code 38.101(a), .102(a)*.

ILTexas is not required to assess a student for whom, as a result of disability or other condition identified by Commissioner rule, the assessment instrument is inappropriate. *Education Code 38.101(b)*.

The assessment instrument must be based on factors related to student health, including aerobic capacity; body composition; and muscular strength, endurance, and flexibility, unless a particular factor is inappropriate for that student because of a health classification defined in 19 TAC 74.31. *Education Code 38.102(b)(1); 25 TAC 103.1001(b)*.

Sec. 3.18.1.1. Report

ILTexas shall compile the results of the physical fitness assessment and provide summary results, aggregated by grade level and any other appropriate category identified by Commissioner rule, to TEA. The summary results may not contain the names of individual students or teachers.

Sec. 3.18.1.2. Confidentiality

The results of individual student performance on the physical fitness assessment instrument are confidential and may be released only in accordance with state and federal law. *Education Code 38.103*.

Sec. 3.18.2. VISION AND HEARING SCREENING

As soon as possible after admission and within a period set by rule, a student required to be screened shall undergo approved screening for vision and hearing disorders and any other special senses and communication disorders specified by the Texas Department of State Health Services (TDSHS). *Health and Safety Code 36.005(a)*.

Sec. 3.18.2.1. School Responsibility

The Superintendent shall ensure that each student admitted to **ILTexas** complies with the screening requirements set by TDSHS or submits an affidavit of exemption. *Health and Safety Code 36.005(c)*.

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Sec. 3.18.2.2. Screening Schedule: Routine Screening

Children enrolled in prekindergarten and kindergarten must be screened each year within 120 days of enrollment. Children enrolled in the first, third, fifth, and seventh grades must receive vision and hearing screening in each of those grade years (can be done at any time during each of those years). Upon written request approved by TDSHS, the screening of vision and hearing may instead occur in prekindergarten; kindergarten; and first, second, fourth, and sixth grades. *25 TAC 37.25(a)(2), (3), (6).*

Sec. 3.18.2.3. Screening Schedule: Screening on Enrollment

Students four years of age and older, who are enrolled in **ILTexas** for the first time, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If the student is enrolled within 60 days of the date school closes for the summer, the student must be tested within 120 days of the beginning of the following school year. Students enrolled who turn four years of age after September 1 of that year are exempt from screening until the following September. *25 TAC 37.25(a)(1), (5).*

Sec. 3.18.2.4. Outside Screening

Except for students enrolled in prekindergarten, kindergarten, or first grade, **ILTexas** shall exempt a student from screening if the student's parent, managing conservator, or legal guardian, or the student under Family Code 32.003 submits a record showing that a professional examination was properly conducted during the grade year in question or during the previous year. The record must be submitted during the grade year for which the screening would otherwise be required. *25 TAC 37.25(a)(4).*

Sec. 3.18.2.5. Provisional Admission

A parent, managing conservator, or legal guardian, or the student under Family Code 32.003 may execute an affidavit stating that a person, other than the screener used by **ILTexas**, shall conduct the screening (or that a licensed professional shall conduct an examination) as soon as is feasible. **ILTexas** may admit the student on a provisional basis for up to 60 days, or may deny admission until the screening record(s) are provided to **ILTexas**. *25 TAC 37.25(b).*

Sec. 3.18.2.6. Exemption – Religions Beliefs

A student is exempt from screening if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. To qualify for the exemption, the student or minor student's parent, managing conservator, or guardian must submit on or before the day of admission an affidavit stating the objections to screening. *Health and Safety Code 36.005(b); 25 TAC 37.25(c).*

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****HEALTH SCREENINGS AND PHYSICAL EXAMINATIONS**

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Sec. 3.18.2.7. Records

The Superintendent shall maintain on a form prescribed by TDSHS in accordance with TDSHS rules, screening records for each student in attendance, and the records are open for inspection by TDSHS or the local health department. *Health and Safety Code 36.006; 25 TAC 37.26.*

A student's screening records may be transferred among districts without the consent of the student or minor student's parent, managing conservator, or guardian. *Health and Safety Code 36.006(c); 25 TAC 37.26(b)(4).*

Sec. 3.18.2.8. Annual Report

On or before June 30 of each year, **ILTexas** shall submit to TDSHS a report on the vision and hearing screening status of its aggregate population screened during the reporting year. **ILTexas** shall report in the manner specified by TDSHS. *Health and Safety Code 36.006(d); 25 TAC 37.26(b)(6).*

Sec. 3.18.3. RISK ASSESSMENT FOR TYPE 2 DIABETES

As soon as possible after admission and as required by rule, each student required to be assessed shall undergo approved risk assessment for type 2 diabetes. The risk assessment should:

1. Identify students with acanthosis nigricans; and
2. Further assess students identified under paragraph 1 to determine the students':
 - a. Body mass index; and
 - b. Blood pressure.

The risk assessment shall be performed at the same time hearing and vision screening or spinal screening is performed.

Health and Safety Code 95.002(d), .003(a).

Sec. 3.18.3.1. School Responsibility

The Superintendent shall ensure that each student admitted to **ILTexas** complies with the risk assessment requirements or submits an affidavit of exemption. *Health and Safety Code 95.003(c).*

Sec. 3.18.3.2. Applicability

Students who attend public schools located in TEA Regional Education Service Centers 1, 2, 3, 4, 10, 11, 13, 15, 18, 19, and 20 shall be subject to risk assessment. *Health and Safety Code 95.002(b).*

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Sec. 3.18.3.3. Outside Screening

The student or minor student's parent, managing conservator, or guardian may substitute a professional examination for the risk assessment.

Sec. 3.18.3.4. Exemption – Religious Beliefs

A student is exempt from risk assessment if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. To qualify for the exemption, the student or minor student's parent, managing conservator, or guardian must submit to the Superintendent on or before the day of the risk assessment process, an affidavit stating the objections to the risk assessment. *Health and Safety Code 95.003(b)*.

Sec. 3.18.3.5. Records

The Superintendent shall maintain the risk assessment records for each student in attendance and enter the risk assessment information for each student on the surveillance software selected by the University of Texas—Pan American Border Health Office (the Office). The risk assessment records are open for inspection by the Office or the local health department. *Health and Safety Code 95.004(a)*.

A student's risk assessment records may be transferred among schools without the consent of the student or, if the student is a minor, the student's parent, managing conservator, or guardian. *Health and Safety Code 95.004(c)*.

Sec. 3.18.3.6. Annual Report

ILTexas shall submit to the Office an annual report on the risk assessment status of the students in attendance during the reporting year and shall include in the report any other required information. *Health and Safety Code 95.004(e)*.

Sec. 3.18.4. SPINAL SCREENING

Each student required by TDSHS rule to be screened shall undergo approved screening for abnormal spinal curvature. *Health and Safety Code 37.002(a)*.

Sec. 3.18.4.1. School Responsibility

The Superintendent shall ensure that each student admitted to **ILTexas** complies with the screening requirements or submits an affidavit of exemption. *Health and Safety Code 37.002(c), 25 TAC 37.144(b)*.

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Sec. 3.18.4.2. Screening Schedule: Routine Screening

Students in grades six and nine shall be screened for abnormal spinal curvature before the end of the school year. The screening requirement for students entering grades six or nine may be met if the student has been screened for spinal deformities during the previous year. *25 TAC 37.144(b)(1), (2).*

Sec. 3.18.4.3. Screening Schedule: Screening on Enrollment

If a student is enrolled within 60 days of the date **ILTexas** closes for the summer, the student's screening must be conducted within 120 days of the beginning of the following school year. **ILTexas** may offer a student enrolling in grades 10, 11, or 12 the opportunity for spinal screening if the student has no record of having been screened previously. *25 TAC 37.144(b)(3), (4).*

Sec. 3.18.4.4. Outside Screening

The screening requirements may also be met by a professional examination as defined in 25 TAC 37.142(7). *25 TAC 37.144(b)(1).*

Sec. 3.18.4.5. Provisional Admission

A parent, managing conservator, or legal guardian, or the student under Family Code 32.003 may execute an affidavit stating that a person, other than the screener used by **ILTexas**, shall conduct the screening as soon as is feasible. **ILTexas** may admit the student on a provisional basis for up to 60 days, or may deny admission until the screening record(s) are provided to **ILTexas**. The 60-day time period is from November 30 to January 30 of each school year. *25 TAC 37.144(c).*

Sec. 3.18.4.6. Exemption – Religious Beliefs

A student is exempt from screening if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or member. To qualify for the exemption, the student's parent, managing conservator, or guardian must submit to the Superintendent on or before the day of the screening procedure an affidavit stating the objections to screening. *Health and Safety Code 37.002(b); 25 TAC 37.144(d).*

Sec. 3.18.4.7. Records

ILTexas must comply with recordkeeping and reporting requirements set out in 25 TAC 37.145(b).

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Sec. 3.18.4.8. Transfer of Records

Spinal screening records are transferrable between districts if written consent of the student or minor student's parent, managing conservator, or legal guardian is obtained. *25 TAC 37.145(b)(3)*.

Sec. 3.18.4.9. Annual Report

On or before June 30 of each year, **ILTexas** shall submit to TDSHS a report on the spinal screening status of its aggregate population screened during the reporting year. **ILTexas** shall report in the manner specified by TDSHS. *25 TAC 37.145(b)(5)*.

Sec. 3.18.5. UIL PARTICIPATION

A student desiring to participate in the UIL athletic program shall submit to **ILTexas** a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and grades 9 and 11 of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.

Sec. 3.18.6. REFERRALS

Parents of students identified through screening programs as needing treatment or further examination shall be referred to health agencies as appropriate.

Sec. 3.18.7. ADDITIONAL POLICIES

As a condition of receiving funds under a program funded in whole or in part by the U.S. Department of Education (DOE), **ILTexas** shall develop and adopt policies, in consultation with parents, pursuant to 20 U.S.C. 1232h(c)(1), regarding the administration of physical examinations or screenings that **ILTexas** may administer to the student. **ILTexas** shall provide notice of the policies at least annually, at the beginning of the school year and within a reasonable time after any substantive change in the policies.

At least annually at the beginning of the school year, **ILTexas** shall directly notify the parent of a student of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening, described below, is scheduled or expected to be scheduled. The required notification applies to nonemergency, invasive physical examinations or screenings that are:

1. Required as a condition of attendance;
2. Administered and scheduled by **ILTexas** in advance; and
3. Not necessary to protect the immediate health and safety of the student or of other students.

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At a minimum, **ILTexas** shall offer an opportunity for the parent to opt the student out of participation in the examination or screening.

These provisions do not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.

20 U.S.C. 1232h.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****IMMUNIZATIONS**

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Sec. 3.19.1. IMMUNIZATION REQUIREMENTS

Each student shall be fully immunized against diptheria, rubeola (measles), rubella, mumps, tetanus, and poliomyelitis. The Texas Department of State Health Services (TDSHS) may modify or delete any of these immunizations or may require immunizations against additional diseases as a requirement for admission to any elementary or secondary school. *Education Code 38.001(a), (b)*.

Students in kindergarten through twelfth grade shall have the following additional vaccines, according to the immunization schedules set forth in TDSHS regulations: pertussis, hepatitis B, hepatitis A, and varicella (chickenpox). TDSHS requires students enrolling in seventh through twelfth grades to have one dose of meningococcal vaccine on or after the student's 11th birthday. *25 TAC 97.63*.

Under Health and Safety Code Chapter 81, Subchapter E, additional vaccinations may be required by TDSHS and/or the local health authority in specific situations under the mechanism of a control order containing control measures.

Sec. 3.19.2. IMMUNIZATION AWARENESS PROGRAM

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall post prominently on its Web site:

1. A list, in English and Spanish, of:
 - a. The immunizations required by TDSHS for admission to public school;
 - b. Any immunizations or vaccines recommended for public school students by TDSHS. The list must include the influenza vaccine, unless TDSHS requires the influenza vaccine for admission to public school; and
 - c. Health clinics in **ILTexas**'s geographic boundaries that offer the influenza vaccine, to the extent those clinics are known to **ILTexas**; and
2. A link to the TDSHS Internet Web site where a person may obtain information relating to the procedures for claiming an exemption from the immunization requirements. The link must be presented in the same manner as the information provided under paragraph 1.

Sec. 3.19.3. APPLICABILITY

The vaccine requirements apply to all students entering, attending, enrolling in, and/or transferring to **ILTexas**. *25 TAC 97.61(a)*.

Sec. 3.19.3.1. Exceptions

Immunization is not required for admission to **ILTexas** if the student submits to the admitting official:

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Sec. 3.19.3.1.1. Medical Reasons

An affidavit or a certificate signed by the student's physician (M.D. or D.O.) who is duly registered and licensed to practice medicine in the United States and who has examined the student. The affidavit or certificate must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

or

Sec. 3.19.3.1.2. Reasons of Conscience

An affidavit signed by the student or, if a minor, the student's parent or guardian stating that the student declines immunization for reasons of conscience, including a religious belief. The affidavit will be valid for a two-year period. The affidavit must be on a form obtained from the TDSHS and must be submitted to the admitting official not later than the 90th day after the date the affidavit is notarized. A student who has not received the required immunizations for reasons of conscience may be excluded from school in times of emergency or epidemic declared by the commissioner of state health services.

or

Sec. 3.19.3.1.3. Military Duty

If the student can prove that he or she is a member of the armed forces of the United States and is on active duty.

Education Code 38.001(c), (c-1), (f); Health and Safety Code 161.004(a), (d)(2), .0041; 25 TAC 97.62.

Sec. 3.19.4. PROVISIONAL ENROLLMENT

A student may be provisionally admitted or enrolled if the student has begun the required immunizations. The student must have an immunization record that indicates the student has received at least one dose of each age-appropriate vaccine specified in the regulations.

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Sec. 3.19.4.1. Completion of Vaccinations

To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible. The student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to **ILTexas**.

Sec. 3.19.4.2. Review of Status

ILTexas shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and **ILTexas** shall exclude the student from school attendance until the required dose is administered.

Education Code 38.001(e); 25 TAC 97.66(a).

Sec. 3.19.4.3. Homeless Students

A student who is homeless, as defined in the McKinney-Vento Homeless Assistance Act, shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. **ILTexas** shall promptly refer the student to appropriate health provider to obtain the required vaccinations. *25 TAC 97.66(b); 42 U.S.C. 11302.*

Sec. 3.19.4.4. Child in Foster Care

A student who is a “child in foster care” as defined by 45 C.F.R. 1355.20(a) shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. **ILTexas** shall promptly refer the student to an appropriate health provider to obtain the required vaccinations. *25 TAC 97.66(c).*

Sec. 3.19.4.5. Transfer Students

A student can be enrolled provisionally for no more than 30 days if the student transfers from one Texas school to another, and is awaiting the transfer of the immunization record. *25 TAC 97.69(a).*

Sec. 3.19.4.6. Military Dependents

A military dependent can be enrolled provisionally for no more than 30 days if the student transfers from one school to another and is awaiting the transfer of the immunization record. The collection and exchange of information pertaining to immunizations shall be subject to confidentiality provisions prescribed by federal law. *Education Code 162.002 art. IV, C; 25 TAC 97.69(b).*

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Sec. 3.19.4.7. Evidence of Immunization

A student shall show acceptable evidence of vaccination before entry, attendance, or transfer to **ILTexas**.

Vaccines administered after September 1, 1991, shall include the month, day, and year each vaccine was administered. The following documentation is acceptable:

1. Documentation of vaccines administered that includes the signature or stamp of the physician or his or her designee, or public health personnel (immunization records generated from electronic health record systems must include clinic contact information and the provider's signature/stamp);
2. An official immunization record generated from a state or local health authority; or
3. A record received from school officials including a record from another state.

25 TAC 97.68.

Serologic confirmations of immunity to measles, rubella, mumps, hepatitis A, hepatitis B, or varicella are acceptable. Evidence of measles, rubella, mumps, hepatitis A, hepatitis B, or varicella illnesses must consist of a valid laboratory report that indicates either confirmation of immunity or infection. A written statement from a parent, legal guardian, managing conservator, school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of a vaccine record for that disease. *25 TAC 97.65.*

Sec. 3.19.5. IMMUNIZATION RECORDS

ILTexas shall keep an individual immunization record during the period of attendance for each student admitted. The records shall be sufficient for a valid audit or other assessment to be completed. The records shall be open for inspection at all reasonable times by TEA, local health departments, or the TDSHS. Immunization records may be maintained in paper and/or electronic form. *Education Code 38.002(a); 25 TAC 97.67.*

Sec. 3.19.5.1. Transfer of Records

ILTexas shall cooperate in transferring students' immunization records to other schools. Specific approval from students, parents, or guardians is not required before transferring those records. *Education Code 38.002(b).*

Sec. 3.19.5.2. Annual Report

ILTexas shall submit annual reports of the immunization status of students, in a format prescribed by and at the time and in the manner indicated by TDSHS, to monitor compliance with immunization requirements. *Education Code 38.002(c); 25 TAC 97.71.*

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Sec. 3.19.6. CONSENT TO IMMUNIZATION

In addition to persons authorized to consent to immunization under Family Code Chapters 151 (parents) and 153 (conservators), the following persons may consent to the immunization of a child:

1. A guardian of the child; and
2. A person authorized under the law of another state or a court order to consent for the child.

Family Code 32.101(a).

ILTexas may give consent to the immunization if:

1. The persons listed above are not available; and
2. **ILTexas** has written authorization to consent from a person listed above.

Family Code 32.101(b)(5).

ILTexas may not consent for the child if it has actual knowledge that a person listed above has:

1. Expressly refused to give consent to the immunization;
2. Been told not to consent for the child; or
3. Withdrawn a prior written authorization for **ILTexas** to consent.

Family Code 32.101(c).

Sec. 3.19.6.1. Consent by Child

A child may consent to the child's own immunization for a disease if the child is pregnant or is the parent of a child and has actual custody of that child, and the Centers for Disease Control and Prevention recommend or authorize the initial dose of an immunization for that disease to be administered before seven years of age. Consent by a child to immunization is not subject to disaffirmance because of minority.

Family Code 32.1011.

Sec. 3.19.6.2. Duty to Provide Information

If **ILTexas** consents to immunization of a child, it shall provide the health-care provider with sufficient with sufficient and accurate health history and other information necessary for the health-care provider to determine adequately the risks and benefits inherent in the proposed immunization and to determine whether immunization is advisable.

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Sec. 3.19.6.3. Form of Consent

Consent to immunization must be in writing, signed by the person giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment.

The consent must include:

1. The name of the child;
2. The name of one or both parents, if known, and the name of any managing conservator or guardian of the child; the name of the person giving consent and the person's relationship to the child;
3. A statement of the nature of the medical treatment to be given; and
4. The date the treatment is to begin.

ILTexas has the responsibility to ensure that the consent, if given, is an informed consent. **ILTexas** is not required to be present when the immunization is requested if a consent form has been given to the health-care provider.

Family Code 32.101(f), .102.

Sec. 3.19.6.4. Liability

ILTexas is not liable for damages arising from an immunization administered to a child authorized under Family Code Subchapter B except for injuries resulting from **ILTexas's** own acts of negligence. *Family Code 32.103.*

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The Superintendent shall develop and implement a student food allergy management plan for students at risk for anaphylaxis that satisfies the requirements of Education Code 38.0151 and that incorporates the following components:

Sec. 3.20.1. GENERAL PROCEDURES

Procedures to limit the potential health risks to students with food allergies will include:

1. Specialized training for the employees responsible for the development, implementation, and monitoring of **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)**’s food allergy management plan;
2. Training for employees regarding signs and symptoms of food allergies and emergency response in the event of an anaphylactic reaction;
3. General strategies to reduce the risk of exposure to common food allergies;
4. Methods for requesting and obtaining food allergy information from the parent of a student with a diagnosed food allergy; and
5. The annual review of **ILTexas**’s food allergy management plan.

Sec. 3.20.2. STUDENTS AT RISK FOR ANAPHYLAXIS

Procedures for the care of students with diagnosed food allergies who are at risk for anaphylaxis will include:

1. Development and implementation of food allergy action plans, emergency action plans, and Section 504 plans, as appropriate;
2. Training, as necessary, for employees, including strategies for reducing student risk of exposure to diagnosed allergens; and
3. Periodic review of general procedures to limit the potential health risks to students.

Sec. 3.20.3. DISTRIBUTION

The Superintendent shall distribute information regarding this policy and **ILTexas**’s food allergy management plan annually in the student handbook. Information will also be made available at each **ILTexas** campus.

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MEDICAL TREATMENT

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Sec. 3.21.1. CONSENT TO MEDICAL TREATMENT

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) may consent to medical, dental, psychological, and surgical treatment of an enrolled student provided all of the following conditions are met:

1. The person having the power to consent as otherwise provided by law cannot be contacted.
2. Actual notice to the contrary has not been given by that person.
3. Written authorization to consent has been received from that person.

Family Code 32.001(a)(4).

Sec. 3.21.2. FORM OF CONSENT

Consent to medical treatment shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment. The consent must contain:

1. The name of the student.
2. The name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed.
3. The name of the person giving consent and the person’s relation to the student.
4. A statement of the nature of the medical treatment to be given.
5. The date on which the treatment is to begin.

Family Code 32.002.

Sec. 3.21.3. MINOR’S CONSENT TO TREATMENT

A minor may consent to medical, dental, psychological, and surgical treatment furnished by a licensed physician or dentist if the minor:

1. Is 16 years of age and residing separate and apart from the minor’s parents, managing conservator, or guardian, with or without the consent of the parents, conservator, or guardian and regardless of the duration of the residence, and is managing his or her own financial affairs, regardless of the source of the income;
2. Consents to the diagnosis and treatment of any infectious, contagious, or communicable disease required to be reported to the Texas Department of State Health Services, including all reportable diseases under Health and Safety Code 81.041;
3. Is unmarried and pregnant, and consents to hospital, medical, or surgical treatment, other than abortion, related to her pregnancy; or

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4. Consents to examination and treatment for drug or chemical addiction, drug or chemical dependency, or any other condition directly related to drug or chemical use.

Family Code 32.003.

Sec. 3.21.4. ADMINISTERING MEDICATION

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.

Sec. 3.19.4.1. Provided by Parent

Employees authorized by the Superintendent or designee may administer to students, in accordance with administrative procedures:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication only if required by the individualized education program or Section 504 plan of a student with disabilities, and when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities. A written request by a physician or other health-care professional with authority to write prescriptions shall be required when herbal substances or dietary supplements must be administered.

Sec. 3.19.4.2. Purchasing Medication

ILTexas shall not purchase nonprescription medication to administer to a student.

Sec. 3.21.5. SUNSCREEN PRODUCTS

A student may possess and use a topical sunscreen product while on school property or at a school-related event or activity to avoid overexposure to the sun and not for the medical treatment of an injury or illness if the product is approved by the federal Food and Drug Administration for over-the-counter use. *Education Code 38.021.*

Sec. 3.21.6. SELF-ADMINISTRATION OF ASTHMA OR ANAPHYLAXIS MEDICINE

A student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:

1. The medicine has been prescribed for that student as indicated by the prescription label on the medicine;

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2. The student has demonstrated to the student's physician or other licensed health care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;
3. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
4. A parent of the student provides to **ILTexas**:
 - a. Written authorization, signed by the parent, for the student to self-administer the prescription medicine while on school property or at a school-related event or activity; and
 - b. A written statement, signed by the student's physician or other licensed health care provider, that states:
 - (1) That the student has asthma or anaphylaxis and is capable of self-administering the medicine;
 - (2) The name and purpose of the medicine;
 - (3) The prescribed dosage for the medicine;
 - (4) The times at which or circumstances under which the medicine may be administered; and
 - (5) The period for which the medicine is prescribed.

The physician's statement must be kept on file in the school nurse's office, or, if there is no school nurse, in the office of the Principal of the school the student attends.

Education Code 38.015.

Sec. 3.21.7. DIETARY SUPPLEMENTS

A **ILTexas** employee commits a Class C misdemeanor offense if the employee:

1. Knowingly sells, markets, or distributes a dietary supplement that contains performance enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's school duties; or
2. Knowingly endorses or suggests the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance enhancing compounds by a primary or secondary education student with whom the employee has contact as part of the employee's school duties.

Education Code 38.011(a), (c).

Sec. 3.21.8. PRESCRIPTION MEDICATION AND SPECIAL EDUCATION STUDENTS

A **ILTexas** employee is prohibited from requiring a child to obtain a prescription for a substance covered under the federal Controlled Substances Act (21 U.S.C. 801 et seq.) as a condition of

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attending school, receiving an evaluation for special education, or receiving special education and related services. An employee is not prohibited from consulting or sharing classroom-based observations with parents regarding a student's academic and functional performance, behavior in the classroom or school, or the need for evaluation for special education or related services. *20 U.S.C. 1412(a)(25)*.

Sec. 3.21.9. PSYCHOTROPIC DRUGS AND PSYCHIATRIC EVALUATIONS

Except as permitted by Education Code 38.016, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Education Code 38.016.

Sec. 3.21.10. STUDENT ILLNESS

The Superintendent or designee shall establish procedures to ensure that proper attention is given to a student who becomes ill during the school day.

Sec. 3.21.11. ACCIDENTS INVOLVING STUDENTS

The Superintendent or designee shall establish emergency procedures to ensure appropriate attention for a student injured at school. **ILTexas** shall maintain records on all accidents requiring the attention of a medical doctor.

Sec. 3.21.12. EMERGENCY TREATMENT FORMS

Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.

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STUDENT INSURANCE

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Sec. 3.22.1. PURCHASING INSURANCE

The Board may purchase insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus. Such insurance shall be purchased from a reliable insurance company authorized to do business in Texas and shall be on forms approved by the commissioner of insurance. The amount shall be in keeping with the financial condition of **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** and shall not exceed the amount that the Board considers reasonably necessary to afford adequate medical treatment of students so injured.

Sec. 3.22.2. PAYMENT OF PREMIUMS

The cost of student insurance shall constitute a legitimate part of the total cost of operating **ILTexas**.

Sec. 3.22.3. NO LIABILITY FOR FAILURE TO PURCHASE

The failure of the Board to purchase student insurance shall not be construed as placing any legal liability upon **ILTexas** or its officers, agents, or employees, for any injury that may result. *Education Code 38.024.*

Sec. 3.22.4. OTHER COVERAGE

ILTexas is not authorized to spend public funds on insurance to benefit persons to whom it owes no legal duty and shall not expend public funds for that purpose.

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NOTICE REGARDING STEROID USE

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The Superintendent or designee shall ensure that the notice regarding legal restrictions on anabolic steroids required by Education Code 38.008 is posted in a conspicuous location in the gymnasium of each school in which there is a grade level of seven or higher and in each other place in a building where physical education classes are conducted.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT ACTIVITIES**

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Sec. 3.24.1. APPLICABILITY OF UIL RULES AND SCHOOL POLICIES

A student enrolled in **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** who participates in an extracurricular activity or a University Interscholastic League (UIL) competition is subject to **ILTexas** policy and UIL rules regarding participation only when the student is under the direct supervision of a **ILTexas** employee or at any other time specified by resolution of the Board. *Education Code 33.081(b)*.

Sec. 3.24.1.1. Athletic Activities: UIL Forms

Each student participating in an UIL extracurricular athletic activity must complete the UIL forms entitled “Preparticipation Physical Evaluation — Medical History” and “Acknowledgement of Rules.” Each form must be signed by both the student and the student’s parent or guardian. *Education Code 33.203(a)*.

If **ILTexas** offers an extracurricular athletic activity, it shall:

1. Prominently display at its administrative offices the telephone number and electronic mail address that the Commissioner maintains for reporting violations of Education Code Chapter 33, Subchapter F; and
2. Provide each student participant and the student’s parent or guardian a copy of the text of Education Code 33.201–33.207 and a copy of the UIL’s parent information manual. The document may be provided in an electronic format unless otherwise requested.

Education Code 33.207(b), .208.

Sec. 3.24.1.2. Athletic Activities: Safety Training

ILTexas shall provide training to students participating in athletic extracurricular activities related to:

1. Recognizing the symptoms of potentially catastrophic injuries, including head and neck injuries, concussions, injuries related to second impact syndrome, asthma attacks, heatstroke, cardiac arrest, and injuries requiring use of a defibrillator; and
2. The risks of using dietary supplements designed to enhance or marketed as enhancing athletic performance.

The training may be conducted by **ILTexas**, the American Red Cross, the American Heart Association, or a similar organization, or by the UIL. *Education Code 33.202(d)–(e)*.

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Sec. 3.24.1.2.1. Records

The Superintendent shall maintain complete and accurate records of **ILTexas**'s compliance, and **ILTexas** shall make available to the public proof of compliance for each person enrolled in **ILTexas** who is required to receive safety training.

A campus that is determined by the Superintendent to be out of compliance with the safety training requirements or the requirements regarding unsafe practices and safety precautions (see below) shall be subject to the range of penalties determined by the UIL.

Education Code 33.206.

Sec. 3.24.1.3. Athletic Activities: Safety Precautions

A coach, trainer, or sponsor for an extracurricular athletic activity shall at each athletic practice or competition ensure that:

1. Each student participant is adequately hydrated;
2. Any prescribed asthma medication for a student participant is readily available to the student;
3. Emergency lanes providing access to the practice or competition area are open and clear; and
4. Heatstroke prevention materials are readily available.

If a student participating in a practice or competition becomes unconscious during the activity, the student may not:

1. Return to the activity during which the student became un-conscious; or
2. Participate in any extracurricular athletic activity until the student receives written authorization for such participation from a physician.

Education Code 33.205.

Sec. 3.24.1.4. Prevention, Treatment, and Oversight of Concussions*Sec. 3.24.1.4.1. Concussion Oversight Team*

If student participate in interscholastic athletic activity, the Board shall appoint or approve a concussion oversight team. *Education Code 38.153(a).*

Each concussion oversight team must include at least one physician and, to the greatest extent practicable, considering factors including the population of the metropolitan statistical area in which **ILTexas** is located, **ILTexas** enrollment, and the availability of and access to licensed

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health-care professionals, must also include one or more of the following: an athletic trainer, an advanced practice nurse, a neuropsychologist, or a physician assistant. If **ILTexas** employs an athletic trainer, the athletic trainer must be a member of the concussion oversight team.

Each member of the concussion oversight team must have had training in the evaluation, treatment, and oversight of concussions at the time of appointment or approval as a member of the team. The members also must take a training course at least once every two years and submit proof of timely completion to the Superintendent or designee in accordance with Education Code 38.158.

Education Code 38.154, .158.

Sec. 3.24.1.4.2. Return-to-Plan Protocol

Each concussion oversight team shall establish a return-to-play protocol, based on peer-reviewed scientific evidence, for a student's return to interscholastic athletics practice or competition following the force or impact believed to have caused a concussion. *Education Code 38.153(b).*

Sec. 3.24.1.4.3. Required Annual Form

A student may not participate in an interscholastic athletic activity for a school year until both the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student have signed a form for that school year that acknowledges receiving and reading written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion. The form must be approved by the UIL. *Education Code 38.155.*

A student shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition: a coach; a physician; a licensed health-care professional, as defined by Education Code 38.151(5); or the student's parent or guardian or another person with legal authority to make medical decisions for the student. *Education Code 38.156.*

Sec. 3.24.1.4.4. Return to Play

A student removed from an interscholastic athletics practice or competition under Education Code 38.156 may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

1. The student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence, by a treating physician chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student;

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2. The student has successfully completed each requirement of the return-to-play protocol established under Education Code 38.153 necessary for the student to return to play;
3. The treating physician has provided a written statement indicating that, in the physician’s professional judgment, it is safe for the student to return to play; and
4. The student and the student’s parent or guardian or another person with legal authority to make medical decisions for the student have acknowledged that the student has completed the requirements of the return-to-play protocol necessary for the student to return to play, have provided the treating physician’s written statement to the person responsible for compliance with the return-to-play protocol and the person who has supervisory responsibilities, and have signed a consent form indicating that the person signing:
 - a. Has been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play protocol;
 - b. Understands the risks associated with the student re- turning to play and will comply with any ongoing requirements in the return-to-play protocol;
 - c. Consents to the disclosure to appropriate persons, consistent with the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191, of the treating physician’s written statement and, if any, the re- turn-to-play recommendations of the treating physician; and
 - d. Understands the immunity provisions under Education Code 38.159.

A coach of an interscholastic athletics team may not authorize a student’s return to play.

The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol. The person who has supervisory responsibilities may not be a coach on an interscholastic athletics team.

Education Code 38.157.

Sec. 3.24.2. MILITARY DEPENDENTS

ILTexas shall facilitate the opportunity for transitioning military children’s inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified. *Education Code 162.002 art. VI, § B.*

Sec. 3.24.3. SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by **ILTexas** or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than a course described below at “Exempt Courses.”

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Sec. 3.24.3.1.1. Length of Suspension

A suspension continues for at least three school weeks and is not removed during the school year until the conditions of “Reinstatement,” described below, are met. A suspension shall not last beyond the end of a school year.

Sec. 3.24.3.1.2. Grade Evaluation Period

“Grade evaluation period” means:

1. The six-week grade reporting period; or
2. The first six weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks.

Education Code 33.081(c).

Sec. 3.24.3.1.3. School Week

For purposes of this policy, the school week is defined as beginning at 12:01 a.m. on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays. *19 TAC 76.1001(b).*

Sec. 3.24.3.1.4. Exempt Courses

The suspension and reinstatement provisions of Education Code 33.081(c) and (d) do not apply to an advanced placement or international baccalaureate course, or to an honors or dual credit course in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English.

The following are honors classes for purposes of eligibility to participate in extracurricular activities:

1. All College Board Advanced Placement courses and International Baccalaureate courses in all disciplines;
2. English language arts: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”;
3. Languages other than English: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)” and languages other than English courses Levels IV–VII;
4. Mathematics: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)” and precalculus;

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5. Science: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”; and
6. Social Studies: Social Studies Advanced Studies, Economics Advanced Studies, high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One).”

ILTexas may identify additional honors courses in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English for the purposes of extracurricular eligibility, but must identify such courses before the semester in which any exemptions related to extracurricular activities occur.

ILTexas is neither required to nor restricted from considering courses as honors for the purpose of grade point average calculation.

Education Code 33.081(d-1); 19 TAC 74.30.

Sec. 3.24.4. STUDENTS WITH DISABILITIES

In the case of a student with a disability that significantly interferes with the student’s ability to meet regular academic standards, suspension must be based on the student’s failure to meet the requirements of the student’s individualized education program (IEP). The determination of whether the disability substantially interferes with the student’s ability to meet the requirements of the student’s IEP must be made by the admission, review, and dismissal (ARD) committee.

For the purposes of this provision, “student with a disability” means a student who is eligible for **ILTexas**’s special education program under Education Code 29.003(b).

Education Code 33.081(e).

Sec. 3.24.5. PRACTICE OR REHEARSAL

A student suspended under Education Code 33.081 may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.
Education Code 33.081(f).

Sec. 3.24.6. REINSTATEMENT

Until the suspension is removed or the school year ends, **ILTexas** shall review the grades of a student at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student’s grade in each class, other than a course described above at “Exempt Courses,” is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student’s teachers shall make the determination concerning the student’s grades. *Education Code 33.081(d).*

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Sec. 3.24.7. ATTENDANCE AND PARTICIPATION

ILTexas shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.

Sec. 3.24.8. STATE BOARD OF EDUCATION RULES

The following provisions apply to any UIL activity.

Other organizations requiring student participation that causes a student to miss a class may request sanction from the Board. If sanctioned by resolution of the Board, student participation in the organization's activities shall be subject to all provisions of statute and to 19 TAC 76.1001. If the Board does not grant sanction, any absences incurred by a student while participating with that organization's activities shall be subject to the attendance provisions of the Education Code. *19 TAC 76.1001(f)*.

Sec. 3.24.9. EXTRACURRICULAR ACTIVITIES

An extracurricular activity is an activity sponsored by the UIL, the Board, or an organization sanctioned by Board resolution. The activity is not necessarily directly related to instruction of the essential knowledge and skills, but may have an indirect relation to some areas of the curriculum.

Extracurricular activities include public performances (except as described below), contests, demonstrations, displays, and club activities. In addition, an activity is subject to this policy if any one of the following criteria applies:

1. The activity is competitive;
2. The activity is held in conjunction with another activity that is considered extracurricular;
3. The activity is held off-campus, except in a case in which adequate facilities do not exist on campus;
4. The general public is invited; or
5. An admission is charged.

Sec. 3.24.9.1. Exception – Public Performances

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance if:

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1. Only item 4, above, applies; and
2. The requirement for student participation in public is stated in the essential knowledge and skills of the course.

19 TAC 76.1001(a).

Sec. 3.24.9.2. Limits on Participation and Practice*Sec. 3.24.9.2.1. During the School Week*

Limitations on practice, rehearsal, and student participation during the school week shall be as follows:

1. For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays, except as provided in item 2, below.
2. A student may also participate in a tournament or post-district contest, as well as a contest postponed by weather or public disaster that may determine advancement to a post-district level of competition.
3. For each extracurricular activity, **ILTexas** must limit students to a maximum of eight hours of practice and rehearsal outside the school day per school week.
4. If possible, **ILTexas** should avoid scheduling extracurricular activities or public performances on the day or evening immediately preceding the day on which the statewide student assessment program is scheduled for grades 3–11.

19 TAC 76.1001(d); Education Code 33.081(a).

Sec. 3.24.9.2.2. During the School Day

Limitations on practice and rehearsal during the school day shall be as follows:

1. **ILTexas** must limit a student to one period of practice during the regularly scheduled school day for practice of extracurricular activities, such as athletics, drill team, or cheerleading.
2. The limit in item 1 does not prohibit a student from enrolling in any state-approved class. A student who is enrolled in a state-approved class that includes essential knowledge and skills that relate to the preparation for an extracurricular activity may practice that extracurricular activity for no more than one period during the school day.
3. A student may not be permitted to miss a scheduled academic class to practice for an unrelated extracurricular activity.
4. **ILTexas** must limit extracurricular practice during the school day to ensure that class periods for extracurricular practice do not exceed the time allotted for other class periods.

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5. **ILTexas** may elect to practice extracurricular activities daily, provided the total minutes allowed for the extracurricular practice is not greater than 300 minutes during the school week.

19 TAC 76.1001(d); Education Code 33.081(a).

Sec. 3.24.9.3. Record of Absences

ILTexas shall maintain an accurate record of extracurricular absences for each student each school year. *19 TAC 76.1001(c).*

Sec. 3.24.10. APPLICABILITY OF SCHOOL POLICY STUDENT CODE OF CONDUCT

Students are subject to **ILTexas** policies and rules, including the Student Handbook and Student Code of Conduct, at any time the student is traveling to, participating in, attending an extracurricular or school-related event or activity on or off **ILTexas** property, or when under the direct supervision of a **ILTexas** employee.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****SCHOOL SPONSORED PUBLICATIONS**

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Sec. 3.25.1. SCHOOL-SPONSORED PUBLICATIONS

All publications edited, printed, or distributed in the name of or within the **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** system shall be under the control of the school administration and the Board. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of a faculty sponsor, and shall be carefully edited to reflect the ideals and expectations of the citizens of the school’s geographical area for their schools. The Principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure, subject to the Superintendent’s approval.

ILTexas may refuse to disseminate or sponsor student speech that:

1. Would substantially interfere with the work of **ILTexas**.
2. Impinges on the rights of other students.
3. Is vulgar or profane.
4. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order.
5. Is inappropriate for the level of maturity of the readers.
6. Does not meet the standards of the educators who supervise the production of the publication.
7. Associates **ILTexas** with any position other than neutrality on matters of political controversy.

Sec. 3.25.2. ADVERTISING

Advertising in individual school publications may be accepted from bona fide business firms, subject to the approval of professional employees exercising editorial supervision over the publications. Advertising deemed inappropriate for student readers or that advertises products presenting a health hazard, such as alcohol or tobacco products, shall not be accepted.

Sec. 3.25.3. COMPLAINTS

Students who have a complaint regarding the procedures or a professional decision affecting the content or style of a school-sponsored publication shall present that complaint in accordance with Board Policy PG-3.40 (Parent and Student Complaints and Grievances).

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****DISTRIBUTION OF NON-SCHOOL LITERATURE**

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Sec. 3.26.1. DISTRIBUTION OF NON-SCHOOL LITERATURE

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** or by a **ILTexas**-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any **ILTexas** premises by any **ILTexas** student, except in accordance with this policy.

ILTexas does not endorse, and shall not be responsible for, the contents of any non-school literature distributed by students.

For purposes of this policy, “distribution” means the circulation of more than ten printed copies of material from a source other than **ILTexas**.

Each school campus shall designate an area where materials that have been approved for distribution by students in accordance with this policy may be made available or distributed. The Superintendent may develop reasonable time, place, and manner restrictions regarding the distribution of materials at designated areas.

Sec. 3.26.2. PRIOR REVIEW

All non-school literature intended for distribution by students under this policy shall be submitted to the Principal or designee for prior review according to the following procedures:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards below at “Limitations on Content,” the Principal or designee shall approve or reject submitted materials within three school days of the time the materials were received.

Sec. 3.26.3. POLICY VIOLATIONS

Failure to comply with this policy shall result in appropriate administrative action, including but not limited to confiscation of non-approved materials, suspension of a student group’s use of **ILTexas** facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

Sec. 3.26.4. LIMITATIONS ON CONTENT

Non-school literature shall not be distributed by students on **ILTexas** property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.

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3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence; and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others. **ILTexas** may not demonstrate reasonable cause to believe that the expression would engender material and substantial interferences solely because other students, teachers, administrators, or parents may disagree with its content.

Sec. 3.26.5. APPEALS

Administrative decisions regarding this policy may be appealed in accordance with Board Policy PG-3.40 (Parent and Student Complaints and Grievances).

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT FEES, FINES, AND CHARGES**

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Sec. 3.27.1. AUTHORIZED FEES

The Board may require payment of:

1. Fees for materials used in any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of materials.
2. Membership dues in student organizations or clubs, and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
3. Security deposits for the return of materials, supplies, or equipment.
4. Fees for personal physical education and athletic equipment and apparel. However, any student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety established by the Board.
5. Fees for items of personal use or products that a student may purchase at the student's option, such as student publications, class rings, annuals, and graduation announcements.
6. Fees specifically permitted by any other statute.
7. Fees for an authorized, voluntary student health and accident benefit plan.
8. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by **INTERNATIONAL LEADERSHIP OF TEXAS ("ILTexas")**.
9. Fees for personal apparel that become the property of the student and that are used in extracurricular activities.
10. Parking fees and fees for identification cards.
11. Fees for driver training courses, provided that such fees shall not exceed the actual **ILTexas** cost per student in such programs for the current school year.
12. Fees for courses offered for credit that require the use of facilities not available on the school premises or the employment of an educator who is not part of the school's regular staff, if participation in the course is at the student's option.
13. Fees for courses offered during summer school, except that the Board may not charge a fee for a course required for graduation unless the course is also offered without a fee during the regular school term.
14. A reasonable fee for transportation of a student who lives within two miles of the school the student attends to and from that school, except that the Board may not charge a fee for transportation for which **ILTexas** receives funds under Education Code 42.155(d).
15. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required under Education Code 25.092. **ILTexas** shall provide a written form to be signed by the student's legal guardian stating that this fee would not create a financial hardship or discourage the student from attending the program. **ILTexas** may assess the fee only if the student returns the signed form.
16. If **ILTexas** does not receive any funds under Section 42.155 and does not participate in a county transportation system for which an allotment is provided under Section 42.155(i),

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a reasonable fee for the transportation of a student to and from the school the student attends.

17. A fee for enrollment in an electronic course provided through the Texas virtual school network (TxVSN) in accordance with Education Code 30A.155.

Education Code 11.158, 30A.155.

Sec. 3.27.2. PROHIBITED FEES

The Board may not charge fees for:

1. Instructional materials, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course except as authorized under the Education Code.
2. Field trips required as part of a basic educational program or course.
3. Any specific form of dress necessary for any required educational program or diplomas.
4. Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
5. Library materials required to be used for any educational course or program. However, fines may be assessed for lost, damaged, or overdue materials.
6. Admission to any activity the student is required to attend as a prerequisite to graduation.
7. Admission or examination in any required educational course or program.
8. Lockers.

Sec. 3.27.3. PERSONAL SUPPLIES

Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks. Students may be required to furnish school uniforms, subject to the provisions of Education Code 11.162 regarding educationally disadvantaged students.

Sec. 3.27.4. WAIVER OF FEES

ILTexas shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy shall be posted in a central location in each school facility, in the school policy manual, and in the student handbook.

Sec. 3.27.5. POST-SECONDARY INSTRUCTIONAL PROGRAMS

The Board may charge reasonable fees for goods and services provided in connection with any postsecondary instructional program, including career and technology, adult, veterans, or continuing education, community service, evening school, and high school equivalency programs.
Education Code 11.158(b)-(c), (e)-(g).

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Sec. 3.27.6. DISSEMINATION OF FEE SCHEDULE

The Superintendent or designee shall ensure that the Student Fee Schedule is provided, as appropriate, to all students and parents.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.

BOARD POLICY MANUAL

POLICY GROUP 3 – STUDENTS

STUDENT CONDUCT: ALCOHOL AND DRUG USE

PG-3.28

Sec. 3.28.1. ALCOHOL

In order to provide a safe alcohol-free environment for students and employees, **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** prohibits alcoholic beverages on **ILTexas** property at any time, and at all school-sanctioned activities occurring on or off **ILTexas** property.

Sec. 3.28.1.1. Cooperative Efforts

The Board may cooperate with local law enforcement officials and the Texas Alcoholic Beverage Commission in attempting to provide an alcohol-free environment and in enforcing the alcohol-free zone provisions in the Alcoholic Beverage Code. *Education Code 38.007(b)*.

Sec. 3.28.2. DRUG-FREE ZONES

In order to provide a safe drug-free environment for students and employees, **ILTexas** prohibits drugs and/or controlled substances (as defined in Health and Safety Code, Chapter 481) on **ILTexas** property at any time, and at all school-sanctioned activities occurring on or off **ILTexas** property.

A person commits a criminal offense (enhanced) if the person knowingly or intentionally possesses a controlled substance listed in the Health and Safety Code, Chapter 481:

1. In, on, or within 1,000 feet of any real property that is owned, rented, or leased to **ILTexas** or a playground; or
2. On a school bus.

Education Code 37.122.

Sec. 3.28.3. ENFORCEMENT

ILTexas personnel shall enforce this policy on **ILTexas** property. Any student found in violation of this Policy shall be subject to disciplinary action in accordance with the Student Code of Conduct.

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POLICY GROUP 3 – STUDENTS

STUDENT CONDUCT: TOBACCO USE AND POSSESSION

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INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) prohibits students from smoking, using, or possessing e-cigarettes or tobacco products at school-related or school-sanctioned activity on or off **ILTexas** property.

“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 substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

The term includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Health and Safety Code 161.081(1-a).

ILTexas personnel shall enforce this policy on **ILTexas** property. Any student found in violation of this Policy shall be subject to disciplinary action in accordance with the Student Code of Conduct. *Education Code 38.006.*

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT CONDUCT: DRESS CODE**

PG-3.30

Sec. 3.30.1. PURPOSE

The **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Sec. 3.30.2. GENERAL GUIDELINES

The Superintendent or designee shall establish dress and grooming standards for all students. Violations of dress and grooming standards shall be described in the Student Code of Conduct. Principals may, at their discretion, impose additional reasonable dress and grooming standards.

Sec. 3.30.3. EXTRACURRICULAR ACTIVITIES

Principals, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the Principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

Sec. 3.30.4. UNIFORMS

If the Board determines that requiring school uniforms would improve the learning environment at a **ILTexas** campus, the Board may adopt rules that require students at that school to wear school uniforms. Students shall wear uniforms beginning on the 90th day after the date on which the Board adopts the rules.

Sec. 3.30.4.1. Funding

The rules adopted by the Board must designate a source of funding to be used to provide uniforms for educationally disadvantaged students.

Sec. 3.30.4.2. Exemptions

A parent or guardian of a student assigned to a school where uniforms are required may choose for the student to be exempted from the uniform requirement. In order to exercise this option, the parent or guardian must provide a written statement that states a religious or philosophical objection to the uniform requirement that the Board determines is bona fide.

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BOARD POLICY MANUAL

POLICY GROUP 3 – STUDENTS

STUDENT CONDUCT: CARE OF SCHOOL PROPERTY

PG-3.31

Sec. 3.31.1. LIABILITY

A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. The willful and malicious conduct of a child who is at least ten years of age but under 18 years of age.

Family Code 4.001.

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BOARD POLICY MANUAL

POLICY GROUP 3 – STUDENTS

STUDENT CONDUCT: PERSONAL TELECOMMUNICATIONS /

PG-3.32

ELECTRONIC DEVICES

Sec. 3.32.1. PERSONAL USE

Sec. 3.32.1.1. Telecommunications Devices

An authorized **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** employee may confiscate a personal telecommunications device, including a mobile telephone, used in violation of applicable campus rules.

A confiscated personal telecommunications device may be released for an administrative fee, not to exceed \$15, as determined by the Superintendent or designee.

If a personal telecommunications device is not retrieved, **ILTexas** shall dispose of the device after providing notice required by law.

Sec. 3.32.1.2. Other Electronic Devices

Guidelines regarding personal electronic devices shall be addressed in the Student Handbook.

Sec. 3.32.2. INSTRUCTIONAL USE

A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements.

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BOARD POLICY MANUAL

POLICY GROUP 3 – STUDENTS

**STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND
HAZING**

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Gang-related behavior and hazing shall be prohibited by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)**. The consequences for gang-related behaviors and hazing shall be addressed in the Student Code of Conduct.

The Principal or designee shall document and update as needed known or suspected gang-related apparel, gang hand signals, gang signatures, mottoes, graffiti, or persistent gang involvement and activity. The Student Handbook shall include notice to parents and students in this regard.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT DISCIPLINE**

PG-3.34

Sec. 3.34.1. GENERAL GUIDELINES

ILTexas personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case.

Disciplinary consequences shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, age, or national origin.

Sec. 3.34.2. STUDENT CODE OF CONDUCT

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Made available for review in the Principal's office; and
2. Made available on the ILTexas website and/or as hard copy to students, parents, teachers, administrators, and to others on request.

Sec. 3.34.2.1. Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Sec. 3.34.3. CORPORAL PUNISHMENT

The Board prohibits the use of corporal punishment in ILTexas. Students shall not be spanked, paddled, or otherwise physically disciplined for violations of the Student Code of Conduct.

Sec. 3.34.4. EXTRACURRICULAR STANDARDS OF BEHAVIOR

Sponsors and coaches of extracurricular activities may develop and submit for approval standards of behavior that are higher than the ILTexas-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off ILTexas property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, age, or national origin.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or when the students first begin participation in the activity. Students and their parents

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BOARD POLICY MANUAL

POLICY GROUP 3 – STUDENTS

STUDENT DISCIPLINE

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shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT DISCIPLINE: EXPULSION**

PG-3.35

Sec. 3.35.1. EXPULSION

The Superintendent or designee shall determine conduct for which students may be expelled from school. Expellable offenses shall be described in the Student Code of Conduct, which shall be distributed to students and parents on an annual basis, as well as made available at each **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** campus and posted on the **ILTexas website**.

Sec. 3.35.2. FEDERAL FIREARM PROVISION

In accordance with the Gun-Free Schools Act, **ILTexas** shall expel from the student’s regular program, for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to any **ILTexas** campus. The Superintendent may modify the term of expulsion for a student or assess another comparable penalty that results in the student’s exclusion from the regular school program on a case-by-case basis.

For the purposes of this provision, “firearm” means:

1. Any weapon (including a starter gun), which will or is designed to or which 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; or
4. Any destructive device. “Destructive device” means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled.

Sec. 3.35.3. EXPULSION PROCEEDINGS**Sec. 3.35.3.1. Due Process**

Before a student may be expelled, the Board or its designee shall provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution.

The minimum procedural requirements necessary to satisfy due process depend upon the circumstances and the interests of the parties involved. Federal due process requires notice and some opportunity for hearing.

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STUDENT DISCIPLINE: EXPULSION

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Sec. 3.35.3.2. Notice

The notice should contain a statement of the specific charges and grounds that, if proven, would justify expulsion. In some cases, the student should be given the names of the witnesses against him or her and an oral or written report on the facts to which each witness testifies.

Sec. 3.35.3.3. Hearing

The rights of the student may properly be determined upon the hearsay evidence of school administrators who investigate disciplinary infractions.

Sec. 3.35.3.4. Representative

At the hearing, the student is entitled to be represented by the student's parent, guardian, or another adult who can provide guidance to the student and who is not an employee of **ILTexas**. If **ILTexas** makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, **ILTexas** may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends.

Sec. 3.35.3.5. Term of Expulsion

If the period of expulsion is inconsistent with the guidelines on length of expulsion in the Student Code of Conduct, the order must give notice of the inconsistency.

Sec. 3.35.4. APPEALS

A decision by the Board's designee to expel a student may be appealed to the Board.

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES**

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Sec. 3.36.1. STUDENTS WITH DISABILITIES UNDER SECTION 504

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall conduct an evaluation in accordance with 34 C.F.R. 104.35(b) before taking any action with respect to any significant change in placement of a student with a disability who needs or is believed to need special education and related services.

ILTexas may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that **ILTexas** would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to such disciplinary action.

Sec. 3.36.2. SPECIAL EDUCATION STUDENTS

Except as set forth below, the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal (ARD) committee. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations.

Sec. 3.36.3. REMOVAL FOR TEN DAYS OR LESS

A student with a disability who violates the Student Code of Conduct may be moved from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten consecutive school days, to the extent those alternatives are applied to children without disabilities.

Sec. 3.36.3.1. Services During Removal

ILTexas is required to provide services during the period of removal if **ILTexas** provides services to a child without disabilities who is similarly removed.

Sec. 3.36.4. SUBSEQUENT REMOVALS OF TEN DAYS OR FEWER

ILTexas personnel may remove the student for additional removals of not more than ten consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement.

Sec. 3.36.4.1. Services During Removal

After a student has been removed from his or her current placement for ten school days in the same school year, during any subsequent removal of ten consecutive school days or less, school personnel, in consultation with at least one of the student’s teachers, shall determine the extent to

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which services are needed so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

Sec. 3.36.4.2. Notice of Procedural Safeguards

Not later than the date on which the decision to take the disciplinary action is made, **ILTexas** shall notify the student's parents of the decision and of all procedural safeguards.

Sec. 3.36.5. CHANGES IN PLACEMENT

Any disciplinary action that would constitute a change in placement may be taken only after the student's ARD committee conducts a manifestation determination review.

For purposes of disciplinary removal of a student with a disability, a change in placement occurs if a student is:

1. Removed from the student's current educational placement for more than ten consecutive school days; or
2. Subjected to a series of removals that constitute a pattern because:
 - a. The series of removals total more than ten school days in a school year;
 - b. The student's behavior is substantially similar to the student's behavior in the previous incidents that resulted in the series of removals; and
 - c. Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

ILTexas determines, on a case-by-case basis, whether a pattern of removals constitutes a change in placement. **ILTexas**'s determination is subject to review through due process and judicial proceedings.

ILTexas personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student who violates the Student Code of Conduct.

Sec. 3.36.6. MANIFESTATION DETERMINATION

Within ten school days of any decision to change the placement of a student because of a violation of the Student Code of Conduct, **ILTexas**, parents, and relevant members of the ARD committee (as determined by the parent and **ILTexas** shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents to determine whether the conduct in question was:

1. Caused by, or had a direct and substantial relationship to, the student's disability; or

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2. The direct result of **ILTexas**'s failure to implement the IEP.

If **ILTexas**, the parent, and relevant members of the ARD committee determine that either of the above is applicable, the conduct shall be determined to be a manifestation of the student's disability.

Sec. 3.36.6.1. Not a Manifestation

If the determination is that the student's behavior was not a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to the student in the same manner and for the same duration as for students without disabilities. The ARD committee shall determine the interim alternative educational setting.

Sec. 3.36.6.1.1. Services During Removal

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.
2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

Sec. 3.36.6.1.2. Manifestation

If **ILTexas**, the parents, and relevant members of the ARD committee determine that the conduct was a manifestation of the student's disability, the ARD committee shall:

1. Conduct a functional behavioral assessment (FBA), unless **ILTexas** had conducted an FBA before the behavior that resulted in the change in placement occurred, and implement a behavioral intervention plan (BIP) for the student; or
2. If a BIP has already been developed, review the BIP and modify it, as necessary, to address the behavior.

Except as provided at "Special Circumstances" below, the ARD committee shall return the student to the placement from which the student was removed, unless the parent and **ILTexas** agree to a change in placement as part of the modification of the BIP.

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Sec. 3.36.6.2. Special Circumstances

ILTexas personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student’s disability, if the student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of TEA or **ILTexas**; or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of TEA or **ILTexas**;
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of TEA or **ILTexas**.

The ARD committee shall determine the interim alternative education setting.

Sec. 3.36.6.3. Services During Removal

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student’s IEP.
2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

Sec. 3.36.7. APPEALS

A parent who disagrees with a placement decision or the manifestation determination may request a hearing. Additionally, **ILTexas** may request a hearing if it believes that maintaining a current placement of a student is substantially likely to result in injury to the student or others.

Sec. 3.36.7.1. Placement During Appeals

When an appeal has been requested by a parent or **ILTexas**, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the student’s assignment to the alternative setting, whichever occurs first, unless the parent **ILTexas** agree otherwise.

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Sec. 3.36.8. REPORTING CRIMES

Federal law does not prohibit **ILTexas** from reporting a crime committed by a student with a disability to appropriate authorities. If **ILTexas** reports a crime, **ILTexas** shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom **ILTexas** reported the crime. **ILTexas** may transmit records only to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

Sec. 3.36.9. STUDENTS NOT YET IDENTIFIED

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated the Student Code of Conduct may assert any of the protections provided for in the IDEA if **ILTexas** had knowledge that the student had a disability before the behavior that precipitated that disciplinary action occurred.

Sec. 3.36.9.1. School Knowledge

ILTexas shall be deemed to have knowledge that a student has a disability if, before the behavior that precipitated the disciplinary action occurred:

1. The parent of the student expressed concern in writing to **ILTexas** supervisory or administrative personnel, or to the teacher of the student, that the student was in need of special education and related services;
2. The parent requested an evaluation of the student for special education and related services; or
3. The student's teacher, or other **ILTexas** personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the special education director or to other **ILTexas** supervisory personnel.

Sec. 3.36.9.2. Exception

ILTexas shall not be deemed to have knowledge that the student had a disability if:

1. The parent has not allowed an evaluation of the student;
2. The parent has refused services; or
3. The student has been evaluated and it was determined that the student did not have a disability.

If **ILTexas** does not have knowledge, before taking disciplinary measures, that a student has a disability, the student may be subjected to the same disciplinary measures applied to students without disabilities who engaged in comparable behaviors.

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However, if a request is made for an evaluation during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

Sec. 3.36.10. BEHAVIOR MANAGEMENT TECHNIQUES

It is **ILTexas**'s policy to treat all students with dignity and respect, including students with disabilities who receive special education services. Any behavior management technique and/or discipline management practice must be implemented in such a way as to protect the health and safety of the student and others. No discipline management practice may be calculated to inflict injury, cause harm, demean, or deprive the student of basic human necessities.

Sec. 3.36.10.1. Exceptions

Education Code 37.0021 (regarding use of confinement, seclusion, restraint, and time-out) does not apply to:

1. A peace officer, while performing law enforcement duties;
2. An educational services provider with whom a student is placed by a judicial authority, unless the services are provided in a **ILTexas** educational program.

Further, Education Code 37.0021 does not prevent a student's locked, unattended confinement in an emergency situation while awaiting the arrival of law enforcement personnel if:

The student possesses a weapon; and

The confinement is necessary to prevent the student from causing bodily harm to the student or another person.

For these purposes, "weapon" includes any weapon described under Education Code 37.007(a)(1).

Sec. 3.36.10.2. Confinement

A student with a disability who receives special education services may not be confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique.

Sec. 3.36.10.3. Seclusion

A **ILTexas** employee or volunteer or an independent contractor of **ILTexas** may not place a student in seclusion. "Seclusion" means a behavior management technique in which a student is confined in a locked box, locked closet, or locked room that:

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1. Is designed solely to seclude a person; and
2. Contains less than 50 square feet of space.

Sec. 3.36.10.4. Restraint

A **ILTexas** employee, volunteer, or independent contractor may use restraint only in an emergency and with the following limitations:

1. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
2. Restraint shall be discontinued at the point at which the emergency no longer exists.
3. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
4. Restraint shall not deprive the student of basic human necessities.

“Restraint” means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student’s body.

“Emergency” means a situation in which a student’s behavior poses a threat of:

1. Imminent, serious physical harm to the student or others; or
2. Imminent, serious property destruction.

Sec. 3.36.10.4.1. Training

Training for **ILTexas** employees, volunteers, or independent contractors regarding the use of restraint shall be provided according to the requirements set forth at 19 TAC 89.1053(d).

Sec. 3.36.10.4.2. Documentation

In a case in which restraint is used, **ILTexas** employees, volunteers, or independent contractors shall implement the documentation requirements set forth at 19 TAC 89.1053(e).

Sec. 3.36.10.5. Time-Out

A **ILTexas** employee, volunteer, or independent contractor may use time-out with the following limitations.

1. Physical force or threat of physical force shall not be used to place a student in time-out.
2. Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques and must be included in the student’s IEP and/or BIP if it is utilized on a recurrent basis to increase or decrease targeted behavior.

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3. Use of time-out shall not be implemented in a fashion that precludes the ability of the student to be involved in and progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student’s IEP.

“Time-out” means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:

1. That is not locked; and
2. From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

Sec. 3.36.10.5.1. Training

Training for **ILTexas** employees, volunteers, or independent contractors regarding the use of time-out shall be provided according to the requirements set forth at 19 TAC 89.1053(h).

Sec. 3.36.10.5.2. Documentation

Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The ARD committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT RIGHTS AND RESPONSIBILITIES**

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Each student is expected to respect the rights and privileges of other students, teachers, and **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** staff. All teachers, administrators, and other **ILTexas** personnel are expected to respect the rights and privileges of students.

Sec. 3.37.1. STUDENT HANDBOOK

The Superintendent or designee shall develop student handbooks with information on curriculum, grading, extracurricular activities, and other such topics that students and parents are likely to need during the school year. The Superintendent or designee shall ensure that no student handbook information is in conflict with policy or the Student Code of Conduct. In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, policy and/or the Student Code of Conduct shall prevail.

Sec. 3.37.2. DISTRIBUTION

Student handbooks shall be made available on the **ILTexas** website at the beginning of the school year; hard copy shall be provided upon request. Amendments to the handbook shall be communicated promptly to students and parents.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT RIGHTS AND RESPONSIBILITIES: INTERROGATIONS
AND SEARCHES**

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Sec. 3.38.1. SEARCHES OF STUDENTS

Students shall be free from unreasonable searches and seizures by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** officials. **ILTexas** officials may search a student’s outer clothing, pockets, or property by establishing reasonable cause or securing the student’s voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent.

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception; i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Sec. 3.38.2. INTERROGATIONS**Sec. 3.38.2.1. By School Officials**

Administrators, teachers, and other professional personnel may question a student regarding the student’s own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Sec. 3.38.2.2. By Police or Other Authorities*Sec. 3.38.2.2.1. Child Abuse Investigations*

When a representative of the Department of Family and Protective Services or another lawful authority requests to question or interview a student at school as part of a child abuse investigation, the Principal shall cooperate fully with the official’s requests regarding the conditions of the interview or questioning.

Sec. 3.38.2.2.2. Other Questioning of Students

When law enforcement officers or other lawful authorities request to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The Principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT RIGHTS AND RESPONSIBILITIES: INTERROGATIONS
AND SEARCHES**

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2. The Principal ordinarily shall make reasonable efforts to notify the student's parent or other person having lawful control of the student. If the interviewer raises what the Principal considers to be a valid objection to the notification, the parent shall not be notified.
3. The Principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the Principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

Sec. 3.38.2.2.3. Students Taken into Custody

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the Principal shall verify the official's identity. To the best of his or her ability, the Principal shall verify the official's authority to take custody of the student and then shall deliver over the student.

The Principal shall immediately notify the Superintendent and ordinarily shall notify the parent or other person having lawful control of the student. If the officer or other authorized person raises what the Principal considers to be a valid objection to notifying the parent at that time, the Principal shall not notify the parent.

Sec. 3.38.2.3. Desks and Lockers

Desks, lockers, and similar items are the property of **ILTexas** and are provided for student use as a matter of convenience. **ILTexas** will make periodic inspections of lockers and desks at any time, with or without notice or student consent. **ILTexas** officials will remove any item that violates **ILTexas** policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found during a search. The student's parent shall be notified if any prohibited articles or materials are found in a student's desk or locker, or on the student's person, as a result of a search conducted in accordance with this policy.

Sec. 3.38.2.4. Vehicles

Vehicles parked on **ILTexas** property and property under **ILTexas** control are under the jurisdiction of **ILTexas** and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, **ILTexas** may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on **ILTexas** property or at a school-related event.

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Sec. 3.38.2.5. Use of Trained Dogs

ILTexas may use or contract for specially trained nonaggressive dogs to sniff out and alert **ILTexas** officials to the presence of concealed prohibited or illegal items, including drugs and alcohol. Such visits to **ILTexas** may be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on **ILTexas** property. The dogs shall not be asked to alert on students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by **ILTexas** officials.

Sec. 3.38.3. PARENT NOTIFICATION

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT RIGHTS AND RESPONSIBILITIES: MARRIED AND PREGNANT STUDENTS**

PG-3.39

Sec. 3.39.1. MARRIED STUDENTS

Married students shall have the same rights and responsibilities as unmarried students. This includes the right to participate in any extracurricular activities on the same basis, and subject to the same requirements, as unmarried students.

If **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** receives federal funds, it shall not apply any rule concerning a student’s actual or potential marital status that treats students differently on the basis of sex. *20 U.S.C. 1681; 34 CFR 106.40.*

Except as expressly provided by law, a student who has been married in accordance with Texas law has the capacity and power of an adult, regardless of age. *Family Code 1.104.*

Sec. 3.39.2. PREGNANT STUDENTS

ILTexas shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of **ILTexas**’s program or activity.

Pregnant students have the right to continue their education during pregnancy and may choose to exercise that right by:

1. Remaining in the regular school program.
2. Participating in any other special program **ILTexas** may provide for pregnant students.

The student may also choose to request a leave of absence. Such request shall be accompanied by a licensed physician’s certification that the leave is a medical necessity. Students who avail themselves of this option are exempt from compulsory attendance during the period certified by the physician as necessary for the leave of absence.

Sec. 3.39.2.1. Medical Certification

ILTexas may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT AND PARENT COMPLAINTS AND GRIEVANCES**

PG-3.40

Sec. 3.40.1. GUIDING PRINCIPLES**Sec. 3.40.1.1. Informal Process**

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

A parent or student may request an informal conference with the Principal within five school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the parent or student is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the Principal.

Sec. 3.40.1.2. Formal Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint.

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

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

Sec. 3.40.1.3. Freedom from Retaliation

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

Sec. 3.40.1.4. Notice to Parents and Students

The Superintendent or designee may develop more detailed grievance procedures. The Superintendent or designee shall ensure that all students and parents are informed of this policy.

Sec. 3.40.2. COMPLAINTS

In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all student and parent complaints, except as provided below.

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This policy shall not apply to:

1. Complaints concerning discrimination or harassment based on race, color, gender, national origin, disability, or religion. See PG-3.9 (Freedom from Discrimination, Harassment, and Retaliation).
2. Complaints concerning retaliation related to discrimination and harassment. See PG-3.9 (Freedom from Discrimination, Harassment, and Retaliation).
3. Complaints concerning bullying or retaliation related to bullying. See PG-10 (Freedom from Bullying and Cyber-Bullying).
4. Complaints concerning loss of credit on the basis of attendance. See PG-3.8 (Attendance for Credit).
5. Complaints concerning expulsion. See PG-3.35 (Student Discipline: Expulsion).
6. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504. See PG-3.36 (Equal Educational Opportunity) and the procedural safeguards handbook.
7. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act. See PG-36 (Student Discipline: Students with Disabilities) and the procedural safeguards handbook.
8. Complaints regarding the Free and Reduced Price Meal Program. See this Policy.

Sec. 3.40.3. GENERAL PROVISIONS**Sec. 3.40.3.1. Filing**

Student and/or parent complaints shall be submitted in writing on a form provided by **ILTexas**, and may be delivered to the designated **ILTexas** representative by hand-delivery, electronic communication (including e-mail and fax), or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication marked by **ILTexas**'s technology resources /electronic communications system. Mail filings shall be timely filed if they are both postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Sec. 3.40.3.2. Days

For purposes of this policy, “days” shall mean **ILTexas** business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.” Announcement of a decision in the student’s or parent’s presence shall constitute communication of the decision. If an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or issue a decision, the administrator shall

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inform the complainant in writing of the necessity to extend the time for investigator or responding a specific date by when a decision will be issued.

Sec. 3.40.3.3. Scheduling Conferences

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

Sec. 3.40.3.4. Response

At Levels One, Two, and Three, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's e-mail address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication marked by **ILTexas's** technology resources/electronic communications systems.

Sec. 3.40.3.5. Representative

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

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

Sec. 3.40.3.6. Consolidating Complaints

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

Sec. 3.40.3.7. Untimely Filings

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

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 3 – STUDENTS****STUDENT AND PARENT COMPLAINTS AND GRIEVANCES**

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

Sec. 3.40.3.8. Costs Incurred

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

Sec. 3.40.4. WRITTEN COMPLAINT AND APPEAL

Complaints and appeals under this policy shall be submitted in writing.

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

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

Sec. 3.40.4.1. Level One

The student or parent shall file a written Level One within the later of (1) ten days from the time the event(s) causing the complaint were or should have been known; or (2) within five days after the date a letter is sent to the parent or student after completion of the informal grievance process notifying the parent or student of the formal complaint process.

The Principal or designee shall serve as the Level One Grievance Officer, and will schedule a conference with the parent or student within ten days of receipt of the written complaint to consider the grievance. The Level One Grievance Officer will provide a written response to the complaint within ten days of the meeting.

Note: In accordance with PG-3.36 (Equal Educational Opportunity), Level One complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be filed within twenty school days.

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Sec. 3.40.4.2. Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Director of Student Services to appeal the Level One decision. The appeal notice must be filed in writing within ten days of the date of the written Level One response or, if no response was received, within ten days of the date of the Level One response deadline.

The Director of Student Services shall serve as the Level Two Grievance Officer and shall schedule a conference within ten days after the appeal notice is filed. The Level Two Grievance Officer shall have ten days following the conference to issue a decision.

Sec. 3.40.1.1. Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level Two decision. The appeal notice must be filed in writing within ten days of the date of the written Level Two response or, if no response was received, within ten days of the date of the Level Two response deadline.

The Superintendent or Designee shall serve as the Level Three Grievance Officer and shall schedule a conference within ten days after the appeal notice is filed. The Level Three Grievance Officer shall have ten days following the conference to issue a decision.

Sec. 3.40.1.2. Level Four

If the student or parent did not receive the relief requested at Level Three or if the time for a response has expired, the student or parent may appeal the decision to the Board. The appeal notice must be filed in writing within ten days of the date of the written Level Three response or, if no response was received, within ten days of the Level Three response deadline.

ILTexas shall place the matter on the agenda for a future Board meeting. The Superintendent or designee shall inform the student or parent of the date, time, and place of the meeting.

The Board of Directors shall hear the student or parent complaint and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and **ILTexas** will be considered.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the previous decision shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board is final and may not be appealed.

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If the complaint involves concerns or charges regarding a **ILTexas** student or employee, it shall be heard by the Board in closed meeting unless the parent or guardian of the child and/or the employee to whom the complaint pertains requests that it be heard in public.

Sec. 3.40.2. COMPLAINTS REGARDING THE FREE AND REDUCED PRICE MEAL PROGRAM

The following procedures apply to all complaints made by parents regarding **ILTexas's** administration of the Free and Reduced-Price Meal Program:

1. Parents with concerns or complaints will be directed to the Child Nutrition Director for the appropriate campus.
2. The parent will complete a Complaint Form that is available in the front office.
3. Completed forms must be returned to the campus Child Nutrition Director.
4. The campus Child Nutrition Director will provide completed forms to a Hearing Officer who is designated by the Principal.
5. The campus Hearing Officer will forward the completed form to the Texas Department of Agriculture.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.

BOARD POLICY MANUAL

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STUDENT WELLNESS: NOTICE OF LICE

PG-3.41

Sec. 3.41.1. HEAD LICE

When a student is suspected of having head lice, the school nurse or other school official shall inspect the child. Children shall be inspected by the school nurse or other school official with consideration for privacy and confidentiality.

Sec. 3.41.2. PARENT NOTICE

When the school nurse or other school official determines or otherwise becomes aware that a child enrolled in an elementary grade has lice, **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall:

1. Provide written or electronic notice of that fact to the parent of the child with lice as soon as practicable, but not later than 48 hours after the administrator or nurse, as applicable, determines or becomes aware of that fact; and
2. Provide notice to the parent of each child assigned to the same classroom as the child with lice not later than the fifth school day after the date on which the administrator or nurse, as applicable, determines or becomes aware of that fact.

The notices provided to parents will include the recommendations of the Centers for Disease Control and Prevention for the treatment and prevention of lice, and the notice to the parent of each child assigned to the same classroom as the child with lice (as described in item 2 above) may not identify the child with lice.

Sec. 3.41.3. RESPONSE TO LIVE LICE

Any student identified with live lice will be sent home after the school contacts the parent/guardian. The parent/guardian will be advised to treat the child for head lice. Educational materials about treatment and prevention may be given to the parent/guardian.

Cover Sheet

Consider/Act to approve ILTexas Policy Group 4: Personnel

Section: V. Board Action Items, not part of Consent Agenda, to be taken up individually

Item: G. Consider/Act to approve ILTexas Policy Group 4: Personnel

Purpose: Vote

Submitted by:

Related Material: Board Policy Coversheet Module 4.pdf
Module 4 Policies Human Resources Board Packet.pdf

ILTexas BOARD POLICY UPDATE

Module 4 – Human Resources

#	TITLE	DESCRIPTION
4.1	Confidentiality of Medical Information	<i>State law</i>
4.2	Criminal History and Credit Reports	<i>State law that requires the school to conduct background checks on prospective employees, substitute teachers, volunteers, parents and contractors. This policy (and state law) require the superintendent to notify the state certification board when we find out certain criminal information on an applicant or someone holding a state certification. It also requires our employees to notify their supervisor if the employee is arrested, convicted, and/or charges with a crime.</i>
4.3	Reporting Educator Misconduct to State Board for Educator Certification	<i>State law requiring the superintendent to report to the state certification board certain employee misconduct. Now, the law requires for principals to notify the superintendent if one of his/her employees engages in prohibited conduct. The law also specifically states an employee's resignation does NOT void the superintendent from making the report.</i>
4.4	Drug Free Workplace	<i>Local policy that prohibits the use of drugs or alcohol. It also provides for the conditions when the school might require a drug test of one of our employees.</i>
4.5	Employee Attendance	<i>Local policy the states the board expects for its employees to be punctual and be at work every day. It requires the Superintendent and Director of Human Resources to develop procedures for absences and tardiness. We publish the procedures in our Staff Handbook.</i>
4.6	Employee Complaints and Grievances	<i>Local policy that lists the procedure for employees to complain. It starts with the supervisor and goes through several steps to eventually lead to a grievance to the board. Hearing employee grievances is one of your non-delegable duties according to state law.</i>
4.7	Employee Health and Safety	<i>State/Federal law</i>
4.8	Employee Searches	<i>Local policy that states the school has the right to conduct searches of employees, their work areas, vehicles parked on school property, and other areas as needed.</i>

ILTexas Board Policy – Module 4:
Human Resources

4.9	Employment Credentials and Records	<i>State law that requires the school to notify parents about the qualifications of our teachers. Furthermore, we are required to provide teacher specific information upon request of a parent.</i>
4.10	Employment Practices	<i>State law</i>
4.11	Equal Employment Opportunity	<i>State law</i>
4.12	Genetic Discrimination	<i>State/Federal law</i>
4.13	Vacation and Sick Leave	<i>Local policy providing our employees information on leave. Our school recognizes 5 “state” leave days and 3 local days. In addition, we have three categories of special leave. Extended sick leave is for employees or their immediate family facing catastrophic illnesses. We grant 25 days but subtract the cost of a substitute. We also propose 5 days of “Emergency” leave that wouldn’t count toward the employee’s local days and 3 days of Bereavement Leave.</i>
4.14	Family and Medical Leave	<i>Federal law</i>
4.15	Military Leave	<i>Federal law</i>
4.16	Freedom from Discrimination, Harassment, and Retaliation	<i>Federal law</i>
4.17	Psychotropic Drugs and Medical Evaluations	<i>State law that prohibits an educator from suggesting a child may need ADHD medicine.</i>
4.18	Reporting Child Abuse or Neglect	<i>State law. This policy requires ILTexas staff to report suspected child abuse in conjunction with state law. Staff must be provided annual updates on this requirement and are immune from prosecution if they make a report in good faith.</i>
4.19	Compensation and Benefits: Wage and Hour Laws	<i>Federal law</i>
4.20	Compensation and Benefits: Workers’ Compensation	<i>State law</i>
4.21	Intellectual Property	<i>Federal/state law</i>
4.22	Solicitation and Distribution	<i>Local policy that prohibits staff from distributing promotional materials at school. It also references a state law specifically prohibiting the marketing of dietary supplements.</i>
4.23	Computer and Information Systems Management and Acceptable Use Policy	<i>Local policy regulating our employee’s use of our computers and network system. This policy outlines our expectations, prohibitions, and consequences for violation of such.</i>
4.24	Dress and Grooming Standards	<i>Local policy that says the Superintendent will establish standards for employee dress and grooming.</i>
4.25	Use of Buildings and Facilities	<i>Local policy that requires employees to get permission before being able to use our facilities after hours. Basically, we do not allow anyone to use our facilities.</i>

ILTexas Board Policy – Module 4:
Human Resources

4.26	Electronic Media	<i>Local policy that has more stringent controls for employees use of various technologies, including personal use of social media, text messaging, email, etc...</i>
4.27	Consensual Romantic Relationships	<i>Local policy discouraging supervisor-employee romantic relationships and placing on the supervisor the responsibility to notify his/her superiors if such a relationship starts.</i>
4.28	Internet Safety	<i>Federal law</i>
4.29	Electronic Communications with Students	<i>Local policy that states only employees with an academic interest are allowed to communicate with our students through email, text messaging, or social media. All other ILTexas employees are prohibited from such communication unless the student is a friend or family.</i>
4.30	Reporting Educator Misconduct to Parent or Guardian	<i>Local policy that specifies when educator misconduct must be reported to parents and guardians.</i>

ILTexas BOARD POLICY UPDATE

Module 4 – Human Resources

#	TITLE	DESCRIPTION
4.1	Confidentiality of Medical Information	<i>State law</i>
4.2	Criminal History and Credit Reports	<i>State law that requires the school to conduct background checks on prospective employees, substitute teachers, volunteers, parents and contractors. This policy (and state law) require the superintendent to notify the state certification board when we find out certain criminal information on an applicant or someone holding a state certification. It also requires our employees to notify their supervisor if the employee is arrested, convicted, and/or charges with a crime.</i>
4.3	Reporting Educator Misconduct to State Board for Educator Certification	<i>State law requiring the superintendent to report to the state certification board certain employee misconduct. Now, the law requires for principals to notify the superintendent if one of his/her employees engages in prohibited conduct. The law also specifically states an employee's resignation does NOT void the superintendent from making the report.</i>
4.4	Drug Free Workplace	<i>Local policy that prohibits the use of drugs or alcohol. It also provides for the conditions when the school might require a drug test of one of our employees.</i>
4.5	Employee Attendance	<i>Local policy the states the board expects for its employees to be punctual and be at work every day. It requires the Superintendent and Director of Human Resources to develop procedures for absences and tardiness. We publish the procedures in our Staff Handbook.</i>
4.6	Employee Complaints and Grievances	<i>Local policy that lists the procedure for employees to complain. It starts with the supervisor and goes through several steps to eventually lead to a grievance to the board. Hearing employee grievances is one of your non-delegable duties according to state law.</i>
4.7	Employee Health and Safety	<i>State/Federal law</i>
4.8	Employee Searches	<i>Local policy that states the school has the right to conduct searches of employees, their work areas, vehicles parked on school property, and other areas as needed.</i>

ILTexas Board Policy – Module 4:
Human Resources

4.9	Employment Credentials and Records	<i>State law that requires the school to notify parents about the qualifications of our teachers. Furthermore, we are required to provide teacher specific information upon request of a parent.</i>
4.10	Employment Practices	<i>State law</i>
4.11	Equal Employment Opportunity	<i>State law</i>
4.12	Genetic Discrimination	<i>State/Federal law</i>
4.13	Vacation and Sick Leave	<i>Local policy providing our employees information on leave. Our school recognizes 5 “state” leave days and 3 local days. In addition, we have three categories of special leave. Extended sick leave is for employees or their immediate family facing catastrophic illnesses. We grant 25 days but subtract the cost of a substitute. We also propose 5 days of “Emergency” leave that wouldn’t count toward the employee’s local days and 3 days of Bereavement Leave.</i>
4.14	Family and Medical Leave	<i>Federal law</i>
4.15	Military Leave	<i>Federal law</i>
4.16	Freedom from Discrimination, Harassment, and Retaliation	<i>Federal law</i>
4.17	Psychotropic Drugs and Medical Evaluations	<i>State law that prohibits an educator from suggesting a child may need ADHD medicine.</i>
4.18	Reporting Child Abuse or Neglect	<i>State law. This policy requires ILTexas staff to report suspected child abuse in conjunction with state law. Staff must be provided annual updates on this requirement and are immune from prosecution if they make a report in good faith.</i>
4.19	Compensation and Benefits: Wage and Hour Laws	<i>Federal law</i>
4.20	Compensation and Benefits: Workers’ Compensation	<i>State law</i>
4.21	Intellectual Property	<i>Federal/state law</i>
4.22	Solicitation and Distribution	<i>Local policy that prohibits staff from distributing promotional materials at school. It also references a state law specifically prohibiting the marketing of dietary supplements.</i>
4.23	Computer and Information Systems Management and Acceptable Use Policy	<i>Local policy regulating our employee’s use of our computers and network system. This policy outlines our expectations, prohibitions, and consequences for violation of such.</i>
4.24	Dress and Grooming Standards	<i>Local policy that says the Superintendent will establish standards for employee dress and grooming.</i>
4.25	Use of Buildings and Facilities	<i>Local policy that requires employees to get permission before being able to use our facilities after hours. Basically, we do not allow anyone to use our facilities.</i>

ILTexas Board Policy – Module 4:
Human Resources

4.26	Electronic Media	<i>Local policy that has more stringent controls for employees use of various technologies, including personal use of social media, text messaging, email, etc...</i>
4.27	Consensual Romantic Relationships	<i>Local policy discouraging supervisor-employee romantic relationships and placing on the supervisor the responsibility to notify his/her superiors if such a relationship starts.</i>
4.28	Internet Safety	<i>Federal law</i>
4.29	Electronic Communications with Students	<i>Local policy that states only employees with an academic interest are allowed to communicate with our students through email, text messaging, or social media. All other ILTexas employees are prohibited from such communication unless the student is a friend or family.</i>
4.30	Reporting Educator Misconduct to Parent or Guardian	<i>Local policy that specifies when educator misconduct must be reported to parents and guardians.</i>

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****CONFIDENTIALITY OF MEDICAL INFORMATION**

PG-4.1

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC. shall strive to protect the privacy of employees' medical information to the greatest extent possible.

Sec. 4.1.1. “MEDICAL INFORMATION” DEFINED

“Medical information” is any information, data, or documentation relating to an employee's mental or physical condition. The term includes, but is not limited to:

1. Oral, written, or digital information concerning an employee's mental or physical condition;
2. Medical records;
3. Dental records;
4. Disability records;
5. Workers' compensation records;
6. Medical leave records;
7. Genetic information;
8. Health insurance information; and/or
9. Information concerning visits or payments to any health care professional, hospital, emergency room, or other type of short- or long-term health care facility.

Sec. 4.1.2. CONFIDENTIALITY OF RECORDS

Any medical information concerning employees will be maintained in separate, confidential medical files apart from regular personnel records. Only employees authorized by the Superintendent may access such files.

Employees are hereby notified that medical information concerning employees is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances, unless:

1. An employee needs to do so in order to carry out his or her job duties, or
2. The person discussing the information is talking or otherwise communicating with the subject of the information at that person's invitation.

If an employee is concerned about a possible medical condition on the part of another employee, the employee must not discuss such concern with anyone other than his or her Principal or immediate supervisor.

Sec. 4.1.3. POLICY VIOLATIONS

Any employee who is found to have discussed medical information concerning another employee with anyone else in violation of this policy, or who is found to have released such information without authorization, will be subject to severe disciplinary action, up to and possibly including

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immediate termination from employment. Such an employee may also be subject to both civil and criminal action in a court of law under state and federal law.

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Sec. 4.2.1. DEFINITIONS

“Criminal history clearinghouse” (Clearinghouse) means the electronic clearinghouse and subscription service established by the Department of Public Safety (DPS) to provide criminal history record information to persons entitled to receive that information and to provide updates to such information. A person who is the subject of the criminal history record information requested must consent to the release of the information. *Gov’t Code 411.0845(a), (h)*.

“Criminal history record information” (CHRI) means information collected about a person by a criminal justice agency that consists of identifiable descriptions and notations of arrests, detentions, indictments, information, and other formal criminal charges and their dispositions. *Gov’t Code 411.082(2)*.

“National criminal history record information” (NCHRI) means criminal history record information obtained from DPS under Government Code Chapter 411, Subchapter F, and the Federal Bureau of Investigation (FBI) under Government Code 411.087. *Education Code 22.081(2)*.

Sec. 4.2.2. CERTIFIED PERSONS

The State Board for Educator Certification (SBEC) shall review the NCHRI of a person who is an applicant for or holder of a certificate and who is employed by or is an applicant for employment by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)**. *Education Code 22.0831(c)*.

Sec. 4.2.3. NONCERTIFIED EMPLOYEES**Sec. 4.2.3.1. Applicability**

This section applies to a person who is not an applicant for or holder of a certificate from SBEC and who, on or after January 1, 2008, is offered employment by:

1. **ILTexas**; or
2. A shared services arrangement, if the employee’s or applicant’s duties are or will be performed on school property or at another location where students are regularly present.

*For noncertified employees of **ILTexas** or a shared services arrangement hired before January 1, 2008, see “All Other Employees” below.*

Sec. 4.2.3.2. Information to DPS and TEA

Before or immediately after employing or securing the services of a person subject to this section, **ILTexas** shall send or ensure that the person sends to DPS information that DPS requires for obtaining NCHRI, which may include fingerprints and photographs.

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ILTexas shall provide TEA with the name of a person to whom this section applies. TEA shall examine the CHRI of the person and notify **ILTexas** if the person may not be hired or must be discharged under Education Code 22.085.

Sec. 4.2.3.3. Employment Pending Review

After the required information is submitted, the person may begin employment, but that employment is conditional upon the review and acceptability of that person's CHRI by **ILTexas** and by the TEA. If **ILTexas** or TEA makes a determination that the employee or applicant is ineligible for employment, the employee must be terminated.

Sec. 4.2.3.4. Criminal History

ILTexas shall obtain all CHRI that relates to a person subject to this section through the Clearinghouse and shall subscribe to the CHRI of that person. **ILTexas** may require the person to pay any fees related to obtaining the CHRI.

Education Code 22.0833; 19 TAC 153.1109(d).

Sec. 4.2.4. SUBSTITUTE TEACHERS

This section applies to a person who is a substitute teacher for **ILTexas** or a shared services arrangement.

Sec. 4.2.4.1. Applicability

For purposes of the CHRI review requirements, a “substitute teacher” is a teacher who is on call or on a list of approved substitutes to replace a regular teacher and has no regular or guaranteed hours. A substitute teacher may be certified or noncertified.

Sec. 4.2.4.2. Information to DPS and TEA

ILTexas shall send or ensure that a person to whom this section applies sends to DPS information required for obtaining NCHRI, which may include fingerprints and photographs.

ILTexas shall provide TEA with the name of a person to whom this section applies. TEA shall examine the CHRI and certification records of the person and notify **ILTexas** if the person:

1. May not be hired or must be discharged as provided by Education Code 22.085; or
2. May not be employed as a substitute teacher because the person's educator certification has been revoked or is suspended.

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Sec. 4.2.4.3. Employment Pending Review

After the required information is submitted, the person may begin employment, but that employment is conditional upon the review of that person's CHRI by **ILTexas** and by the TEA. If **ILTexas** or TEA makes a determination that the employee or applicant is ineligible for employment, the employee must be terminated.

Sec. 4.2.4.4. Criminal History

ILTexas shall obtain all CHRI that relates to a person to whom this section applies through the Clearinghouse. **ILTexas** may require the person to pay any fees related to obtaining the CHRI.

Education Code 22.0836; 19 TAC 153.1101(5), 153.1111(d).

Sec. 4.2.5. STUDENT TEACHERS AND VOLUNTEERS**Sec. 4.2.5.1. Applicability**

This section applies to:

1. A person participating in an internship consisting of student teaching to receive a teaching certificate; and
2. A volunteer or person who has indicated, in writing, an intention to serve as a volunteer with **ILTexas**.

Sec. 4.2.5.2. Criminal History

A person may not perform any student teaching or volunteer duties until:

1. The student teacher or volunteer has provided to **ILTexas** a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government; and
2. **ILTexas** has obtained from DPS all CHRI that relates to the student teacher or volunteer. **ILTexas** may also obtain CHRI relating to a student teacher or volunteer from any other law enforcement agency, criminal justice agency, or private consumer reporting agency.

ILTexas may require a student teacher or volunteer to pay any costs related to obtaining the CHRI.

Sec. 4.2.5.3. Exception

The criminal history requirements above do not apply to a person who volunteers or is applying to volunteer with **ILTexas** if the person:

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1. Is the parent, guardian, or grandparent of a child who is enrolled in **ILTexas**;
2. Will be accompanied by a **ILTexas** employee while on a **ILTexas** campus; or
3. Is volunteering for a single event on **ILTexas** campus.

Education Code 22.0835.

Sec. 4.2.6. COORDINATION OF EFFORTS

ILTexas may coordinate with TEA, SBEC, and a shared services arrangement as necessary to ensure that criminal history reviews are not unnecessarily duplicated. *Education Code 22.0833(h).*

Sec. 4.2.7. ALL OTHER EMPLOYEES

ILTexas shall obtain CHRI that relates to a person who is not subject to an NCHRI review and who is an employee of:

1. **ILTexas**; or
2. A shared services arrangement, if the employee’s duties are performed on school property or at another location where students are regularly present.

ILTexas may obtain the CHRI from:

1. DPS;
2. A law enforcement or criminal justice agency; or
3. A private consumer reporting agency.

Education Code 22.083(a), (a-1), (c); Gov’t Code 411.097.

Sec. 4.2.8. CONFIDENTIALITY OF RECORDS

CHRI that **ILTexas** obtains from DPS, including any identification information that could reveal the identity of a person about whom CHRI is requested and information that directly or indirectly indicates or implies involvement of a person in the criminal justice system:

1. Is for the exclusive use of **ILTexas**; and
2. May be disclosed or used by **ILTexas** only if, and only to the extent, disclosure is authorized or directed by a statute, rule, or order of a court of competent jurisdiction.

For purposes of these confidentiality provisions, “criminal history record” information does not refer to any specific document provided by DPS, but to the information contained, wholly or partly, in a document’s original form or any subsequent form or use.

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ILTexas or an individual may not confirm the existence or non-existence of CHRI to any person who is not eligible to receive the information. *Gov't Code 411.084.*

CHRI obtained by **ILTexas**, in the original form or any subsequent form, may not be released to any person except the individual who is the subject of the information, TEA, or SBEC, or by court order. The CHRI is not subject to disclosure under Government Code Chapter 552 (Public Information Act).

A **ILTexas** employee may request from the Human Resources Department a copy of any CHRI related to that employee that **ILTexas** has obtained from DPS. **ILTexas** may charge a fee to provide the information, not to exceed the actual cost of copying the CHRI. *Gov't Code 411.097(d), (f).*

Sec. 4.2.8.1. Destruction of CHRI

ILTexas shall destroy CHRI obtained from DPS on the earlier of:

1. The date the information is used for the authorized purpose; or
2. The first anniversary of the date the information was originally obtained.

Gov't Code 411.097(d)(3).

Sec. 4.2.9. CONFIDENTIALITY OF INFORMATION OBTAINED FROM APPLICANT OR EMPLOYEE

ILTexas may not release information collected about a person in order to obtain CHRI, including the person's name, address, phone number, social security number, driver's license number, other identification number, and fingerprint records, except:

1. To comply with Government Code Chapter 22, Subchapter C (criminal records);
2. By court order; or
3. With the consent of the person who is the subject of the information.

In addition, the information is not subject to disclosure under Government Code Chapter 522 (Public Information Act). **ILTexas** shall destroy the information not later than the first anniversary of the date the information is received. *Education Code 22.08391.*

Sec. 4.2.10. SBEC NOTIFICATION

The Superintendent or designee shall promptly notify SBEC in writing by filing a report with the TEA staff within seven calendar days of the date the Superintendent obtains or has knowledge of information indicating that an applicant for or holder of a certificate issued by SBEC has a reported criminal history and **ILTexas** obtained information about the educator's criminal record by a means other than by the Texas Department of Public Safety.

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“Reported criminal history” means information concerning any formal criminal justice system charges and dispositions. The term includes arrests, detentions, indictments, criminal informations, convictions, deferred adjudications, and probations in any state or federal jurisdiction. *Education Code 22.087; 19 TAC 249.14(d), .3(43).*

Sec. 4.2.11. DISCHARGE OF CONVICTED EMPLOYEES**Sec. 4.2.11.1. Discharge Under Education Code 22.085**

In accordance with Education Code 22.085, **ILTexas** shall discharge or refuse to hire an employee or applicant for employment if **ILTexas** obtains information through a CHRI review that:

1. The employee or applicant has been convicted of:
 - a. A felony under Penal Code Title 5;
 - b. An offense requiring registration as a sex offender under Code of Criminal Procedure Chapter 62; or
 - c. An offense under the laws of another state or federal law that is equivalent to an offense under paragraphs a or b; and
2. At the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.

However, **ILTexas** is not required to discharge or refuse to hire an employee or applicant if the person committed an offense under Title 5 Penal Code and:

1. The date of the offense is more than 30 years before:
 - a. June 15, 2007 in the case of a person employed by **ILTexas** as of that date; or
 - b. The date the person’s employment will begin, in the case of a person applying for employment with **ILTexas** after June 15, 2007; and
2. The employee or applicant for employment satisfied all terms of the court order entered on conviction.

Sec. 4.2.11.2. Discharge Under Education Code 12.120 and 19 TAC 100.151

Additionally, in accordance with Education Code 12.120 and 19 TAC 100.1151, an individual may not be employed by **ILTexas** if he or she:

1. Has been convicted of any felony or a misdemeanor involving moral turpitude;
2. Has been convicted of any offense listed in Education Code section 37.007(a); or
3. Has been convicted of an offense listed in the Code of Criminal Procedure section 62.001(5).

Sec. 4.2.11.3. Exception

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Notwithstanding the foregoing, a person may be employed in any position by **ILTexas** if a school district could employ the person in that position and TEA approves of the employment pursuant to Education Code section 12.1059. *Education Code 12.120; 19 TAC 100.1151(b)*.

Sec. 4.2.11.4. Certification to TEA

Each school year, the Superintendent or designee shall certify to the Commissioner that **ILTexas** has complied with the above provisions.

Sec. 4.2.11.5. Sanctions

SBEC may impose a sanction on an educator who does not discharge an employee or refuse to hire an applicant if the educator knows or should have known, through a criminal history record information review, that the employee or applicant has been convicted of an offense described above.

Sec. 4.2.11.6. Optional Termination

ILTexas may discharge an employee if it obtains information of the employee's conviction of a felony or misdemeanor involving moral turpitude that the employee did not disclose to SBEC or **ILTexas**.

Sec. 4.2.12. NOTIFICATION OF ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS

A **ILTexas** employee shall notify his or her Principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, guilty or no contest plea, or other adjudication of the employee for any felony offense or misdemeanor offense involving moral turpitude and/or:

1. Crimes involving **ILTexas** property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on **ILTexas** property or at a school-sponsored or school-related activity; or
4. Crimes involving moral turpitude, which include:
 - a. Dishonesty, fraud, deceit, theft, misrepresentation;
 - b. Deliberate violence;
 - c. Base, vile or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - d. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct; or

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- e. Acts constituting abuse under the Texas Family Code.

Sec. 4.2.13. DISCRIMINATION BASED ON CRIMINAL HISTORY

Except as required by state or federal law, **ILTexas** does not prohibit employment or refuse to consider an application for employment solely on the grounds that an applicant/employee has a prior criminal record. **ILTexas** does not prohibit employment or refuse to consider an application for employment based solely on the grounds that the applicant/employee has been arrested. In accordance with Title VII of the Civil Rights Act of 1964, it is the policy of **ILTexas**, prior to any exclusion of an applicant for employment or continued employment of an employee that has a criminal record, to conduct an individualized assessment of the criminal conduct at issue. In conducting such an assessment, **ILTexas** shall carefully consider the following in order to determine that any exclusion based on criminal conduct is job related to the position in question and consistent with the business necessity of **ILTexas**:

- The nature and gravity of the offense or offenses;
- The time that has passed since the conviction and/or completion of the sentence;
- The nature of the job held or sought.

Upon consideration of the above factors, the Superintendent or designee shall inform the applicant/employee that he or she may be excluded because of prior criminal conduct and provide the individual an opportunity to demonstrate that the exclusion does not properly apply to him or her and the position in question. **ILTexas** shall consider the additional information provided by the applicant/employee that demonstrates that the criminal conduct is not job related and is consistent with business necessity of **ILTexas** prior to making any final determination. Such additional information may include:

- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- Age at the time of conviction, or release from prison;
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct;
- The length and consistency of employment history before and after the offense;
- Rehabilitation efforts, e.g., education/training;
- Employment or character references regarding fitness for the particular position;
- Whether the individual is bonded under a federal, state or local bonding program.

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Sec. 4.2.14. CONSUMER CREDIT REPORTS**Sec. 4.2.14.1. Definitions**

“Adverse action” includes a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee.

“Consumer report” includes any information from a consumer reporting agency that is used or expected to be used as a factor in establishing the person’s eligibility for employment.

“Consumer reporting agency” is an agency that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties.

“Employment purposes” when used in connection with a consumer report means a report used for the purpose of evaluating a person for employment, promotion, reassignment, or retention as an employee.

15 U.S.C. 1681a.

Sec. 4.2.14.2. Obtaining Reports

ILTexas may not procure a consumer report for employment purposes unless:

1. **ILTexas** has provided the applicant or employee a written disclosure that a consumer report may be obtained for employment purposes; and
2. The applicant or employee has authorized in writing the procurement of the consumer report.

Sec. 4.2.14.3. Adverse Action

Before taking any adverse action based on the consumer report, **ILTexas** shall provide the applicant or employee a copy of the consumer report and a written description of the person’s rights under the Fair Credit Reporting Act, as prescribed by the Federal Trade Commission.

15 U.S.C. 1681b(b)(2).

Sec. 4.2.14.4. Address Discrepancies

The Superintendent shall develop and implement reasonable policies and procedures designed to enable **ILTexas**, when it receives a notice of address discrepancy, to form a reasonable belief that a consumer report relates to the consumer about whom it has requested the report. The Superintendent shall also develop and implement reasonable policies and procedures for furnishing

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an address for the consumer, which **ILTexas** has reasonably confirmed is accurate, to the consumer reporting agency. *16 CFR 641.1.*

Sec. 4.2.14.5. Disposal of Records

ILTexas must properly dispose of a consumer report by taking reasonable measures to protect against unauthorized access to or use of the information. “Dispose” includes discarding or abandoning the consumer report, or selling, donating, or transferring any medium, including computer equipment, upon which the consumer report is stored.

Examples of reasonable measures include:

1. Burning, pulverizing, or shredding papers containing a consumer report so the information cannot practicably be read or reconstructed;
2. Destroying or erasing electronic media containing a consumer report so that the information cannot practicably be read or reconstructed; or
3. After due diligence, entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of the consumer report.

16 CFR 682.3.

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****REPORTING EDUCATOR MISCONDUCT TO
STATE BOARD FOR EDUCATOR CERTIFICATION**

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Sec. 4.3.1. REPORT REQUIRED

In addition to the reporting requirements under Family Code 261.101, the Superintendent shall notify the State Board for Educator Certification (SBEC) if:

1. An educator employed by or seeking employment with **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** has a reported criminal history and **ILTexas** obtained information about the educator’s criminal record by a means other than the criminal history clearinghouse established by the Texas Department of Public Safety;
2. An educator’s employment with **ILTexas** was terminated and there is evidence that the educator:
 - a. Abused or otherwise committed an unlawful act with a student or minor;
 - b. Was involved in a romantic relationship or solicited or engaged in sexual conduct with a student or minor;
 - c. Possessed, transferred, sold, or distributed a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. § 801 *et seq.*;
 - d. Illegally transferred, appropriated, or expended **ILTexas** property or funds;
 - e. Attempted by fraudulent or unauthorized means to obtain or alter a professional certificate or license for purposes of promotion or additional compensation; or
 - f. Committed a crime or any part of a crime while on **ILTexas** property or at a school-sponsored event.
3. The educator resigned and reasonable evidence supported a recommendation to terminate the individual because he or she engaged in misconduct described in paragraph 2 above; or
4. The educator engaged in conduct that violated the assessment instrument security procedures established by Education Code section 39.0301.

Education Code 21.006, 22.087; 19 TAC 243.14(d).

Sec. 4.3.1.1. Deadline to Report

The Superintendent must notify SBEC in writing not later than the seventh business day after the date the Superintendent receives a report under Sec. 4.3.2 knew about an educator’s termination of employment or resignation following an alleged incident of misconduct described by Sec. 4.3.1 or an employee’s criminal record under Sec. 4.3.1(a). *Education Code 21.006(c).*

Sec. 4.3.1.2. Contents of Report

The report shall be in writing and include the name or names of any student or minor who is the victim of abuse or unlawful conduct by an educator. The report shall, at a minimum, describe in detail the factual circumstances requiring the report and identify the subject of the report by providing the following available information:

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1. Name and any aliases;
2. Certificate number, if any, or social security number;
3. Last known mailing address and home and daytime phone numbers;
4. All available contact information for any alleged victim or victims;
5. and
6. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report.

Education Code 21.006(c); 19 TAC 249.14(e).

The Superintendent shall include the name of a student or minor who is the victim of abuse or unlawful conduct by an educator, but the name of the student or minor is not public information under Government Code Chapter 552. *Education Code 21.006(h).*

Sec. 4.3.2. REPORT BY PRINCIPAL

The principal of a **ILTexas** campus must notify the Superintendent not later than the seventh business day after the date:

1. Of an educator's termination of employment or resignation following an alleged incident of misconduct described in Sec. 4.3.1; or
2. The principal knew of an educator's criminal record under Sec. 4.3.1(1).

Sec. 4.3.3. ACCEPTING RESIGNATION

Before accepting an employee's resignation that requires filing a report, the Superintendent shall inform the educator in writing that a report will be filed and that sanctions against his or her certificate may result as a consequence. The Superintendent shall notify the Board before filing the report.

The Superintendent shall complete an investigation of an educator that involves evidence that the educator may have engaged in misconduct described by Sec. 4.3.1(2)(a)-(b), despite the educator's resignation from employment before completion of the investigation.

Education Code 21.006(b-1); 19 TAC 249.14(d)(3).

Sec. 4.3.4. IMMUNITY

The Superintendent, a director, or principal who in good faith and while acting in an official capacity files a report with SBEC under this policy or communicates with another superintendent, director, or principal concerning an educator's criminal record or alleged incident of misconduct is immune from civil or criminal liability that might otherwise be incurred or imposed. *Education Code 21.006(e).*

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DRUG FREE WORKPLACE

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Sec. 4.4.1. DRUG-FREE WORKPLACE

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC. expressly prohibits:

1. The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** property or while performing an assignment.
2. Being impaired or under the influence of legal or illegal drugs or alcohol away from **ILTexas**, if such impairment or influence adversely affects the employee’s work performance, the safety of the employee or of others, or put at risk **ILTexas**’s reputation.
3. Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from **ILTexas**, if such activity or involvement adversely affects the employee’s work performance, the safety of the employee or of others, or puts at risk **ILTexas**’s reputation.
4. The presence of any detectable amount of prohibited substances in the employee’s system while at work, while on **ILTexas** property, or while on **ILTexas**-related business. “Prohibited substances” include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Sec. 4.4.2. DRUG AND ALCOHOL TESTING

ILTexas will conduct drug and/or alcohol testing under any of the following circumstances:

Sec. 4.4.2.1. School Drivers

Employees who drive **ILTexas**-owned or leased vehicle(s) on school-related business may be subject to drug and/or alcohol testing as determined necessary by the **ILTexas** administration.

Sec. 4.4.2.2. Random Testing

Employees may be selected at random for drug and/or alcohol testing at any interval determined by **ILTexas**.

Sec. 4.4.2.3. For-Cause Testing

ILTexas may direct an employee to submit to a drug and/or alcohol test at any time **ILTexas** believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

1. Evidence of drugs or alcohol on or about the employee’s person or in the employee’s vicinity;
2. Unusual conduct on the employee’s part that suggests impairment or influence of drugs or alcohol;
3. Negative performance patterns; or

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4. Excessive and unexplained absenteeism or tardiness.

Sec. 4.4.2.4. Post-Accident Testing

Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. “Involved in an on-the-job accident or injury” means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Sec. 4.4.3. POLICY VIOLATIONS

An employee is subject to disciplinary sanctions under this policy if:

1. The employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy;
2. The employee is tested for drugs or alcohol in accordance with this policy and the results indicate a violation of this policy; and/or
3. The employee refuses to submit to testing under this policy.

Disciplinary sanctions for violations of this policy may include, but are not limited to:

1. Referral to drug and/or alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Referral to appropriate law enforcement officials for prosecution;
4. Removal from safety-sensitive functions;
5. Employment actions, up to and including termination of employment; and/or
6. Any other form of disciplinary sanction deemed appropriate by the School.

Sec. 4.4.4. DRUG-FREE AWARENESS PROGRAM

The Superintendent shall establish, as needed, a drug-free awareness program complying with legal requirements. The program shall provide relevant information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. **ILTexas**'s drug-free workplace policy.
3. Counseling, rehabilitation, and other assistance programs available to employees in the community, if any.
4. Consequences on employment for violating **ILTexas**'s drug use and abuse prohibitions.

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DRUG FREE WORKPLACE

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Sec. 4.4.5. EMPLOYEE RESPONSIBILITY

The employee shall be responsible for all fees or charges related to drug/alcohol counseling or rehabilitation, if any.

Sec. 4.4.6. TOBACCO USE

Smoking (including, but not limited to cigarettes, electronic cigarettes, cigars, and pipes) and the use of tobacco by employees is prohibited on all **ILTexas**-owned property, in **ILTexas**-owned vehicles, and while supervising students during school-related events. An employee who violates this provision is subject to disciplinary action, up to and including termination from employment.

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BOARD POLICY MANUAL

POLICY GROUP 4 – PERSONNEL

EMPLOYEE ATTENDANCE

PG-4.5

Sec. 4.5.1. ATTENDANCE

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC. expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and arriving and leaving at the scheduled time as essential functions of their jobs.

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC. has established the following policies for employee attendance:

1. Employees should arrive to work and be at their assigned duty station no later than their scheduled start time.
2. Employees should remain at their duty station unless the needs of the job require being elsewhere or as authorized by their supervisor, except during authorized breaks.
3. Employees should take only the time normally allowed for breaks as authorized by their supervisor.
4. Non-salaried/Non-exempt employees should leave promptly at the end of their scheduled workday, unless given permission by their supervisor to work past that time.
5. Employees should call in and personally notify a supervisor if they will be absent or tardy, unless a verifiable emergency makes it impossible to do so.
6. In addition to any time clock or time-recording system **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** may implement, time keeping for non-exempt employees must be done weekly and manually using **ILTexas’s** approved time sheets.

Sec. 4.5.2. NOTICE OF ABSENCE OR TARDINESS

Absence or tardiness may be excused under exceptional circumstances, but generally only if an employee provides prior written notice of the need to be absent or tardy. Such advance notice is necessary so that other arrangements can be made to cover the employee’s responsibilities, if necessary.

The Superintendent and Human Resources Department shall develop procedures concerning employee absence and tardiness. These procedures shall be distributed to all employees.

Sec. 4.5.3. EMPLOYEE WORK SCHEDULES

The Superintendent and Human Resources Department shall see that work schedules are developed and distributed for each position with **ILTexas**.

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Sec. 4.5.4. JOB ABANDONMENT

An employee who is absent without notice for three or more consecutive days shall be considered as having abandoned his or her job; **ILTexas** shall process the employee's work separation as a voluntary resignation without good cause related to the work.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****EMPLOYEE COMPLAINTS AND GRIEVANCES (GENERAL)**

PG-4.6

Sec. 4.6.1. PURPOSE

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC. values the opinions of all its employees. Employees have the right to express their views through appropriate informal and formal processes.

The Board encourages employees to discuss their concerns and complaints through informal meetings with their supervisor and/or Principal. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board nor any **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

The purpose of the grievance process is to resolve conflicts in an efficient and expeditious manner. All employees are entitled to utilize the grievance process, but employees involved in the process are expected to be courteous to one another and adhere to the Code of Ethics and Standard Practices for Texas Educators.

The Superintendent or designee may develop more detailed grievance procedures. The Superintendent or designee shall ensure that **ILTexas’s** grievance procedures are distributed to employees. Any grievance procedures shall provide that any grievance may ultimately be considered or heard by the Board in accordance with Commissioner of Education rules.

Sec. 4.6.2. DEFINITIONS

For purposes of this policy, “days” shall mean **ILTexas** business days. In calculating time lines under this policy, the day a document is filed is “day zero,” and all deadlines shall be determined by counting the following day as “day one.”

If the administrator addressing the complaint determines that additional time is needed to complete a thorough investigation of the complaint and/or issue a decision, the administrator shall inform the employee in writing of the necessity to extend the time for investigating or responding and a specific date by when the decision will be issued.

The terms “complaint” and “grievance” shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee’s wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment based on sex (including allegations of sexual harassment and/or wage discrimination based on sex), race, religion, national origin, age, or disability, following the completion of an investigation by the appropriate compliance coordinator designated by applicable policy.

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3. Specific allegations of unlawful discrimination or retaliation based on the employee's exercise of constitutional rights.
4. Specific allegations of adverse employment action in retaliation for reporting a violation of law by a **ILTexas** employee, Director, or Officer to an appropriate authority. Employees making such complaints must initiate a grievance under this policy within the time specified by law. Timelines for the employee and **ILTexas** set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint.

Sec. 4.6.3. OTHER COMPLAINT PROCESSES/EXCLUSIONS

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with this Board Policy PG-4.6 after the relevant complaint process or are excluded from eligibility for consideration under this policy.

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), GINA (genetic information), or ADA/Section 504 (disability) shall be submitted in accordance with Board Policy PG-4.16 (Freedom from Discrimination, Harassment, and Retaliation).
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with Board Policy PG-4.16 (Freedom from Discrimination, Harassment, and Retaliation).
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with Board Policy PG-4.16 (Freedom from Discrimination, Harassment, and Retaliation).
4. Complaints related to reports to Child Protective Services or Adult Protective Services made pursuant to the requirements of Section 261.101 of the Texas Family Code.
5. Complaints where the relief sought by the grievant has already been granted at a prior administrative level or through informal conference or other similar means.
6. Complaints where the grievant fails to state specific relief sought that applies to the grievant directly, or that cannot be granted by the grievance officer or Board.

Sec. 4.6.4. INFORMAL CONFERENCES

An employee may request an informal conference through his or her Principal or Supervisor within ten (10) days of the time the employee knew or should have known of the event(s) giving rise to the complaint. If the employee is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the Principal or other appropriate administrator.

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Sec. 4.6.5. FORMAL GRIEVANCES

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board, as outlined below.

In the event of a problem or dispute with other personnel, students, or parents, an employee may submit a grievance following the process described below.

A grievance must specify the harm alleged by each individual and the remedy sought. An employee is prohibited from bringing separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the discretion of **ILTexas**. The complaining employee shall strictly comply with all time limits discussed in this policy, unless such time limits are modified by mutual consent. Costs of any grievance shall be paid by the party incurring them.

Sec. 4.6.5.1. Level One

An employee shall submit a proper grievance, in writing, to the supervising Principal or appropriate administrator within the later of (1) ten days of the date the employee first knew or should have known of the event(s) giving rise to the complaint, or (2) within ten days after the date a letter is mailed or e-mailed to the employee after completion of the informal grievance process notifying the employee of the formal grievance process. **ILTexas** reserves the right, upon review of the grievance, to require the grievant to begin the grievance process at Level Two.

The Principal or designee shall serve as the Level One Grievance Officer, and will meet with the employee to consider the grievance within ten days of receipt of the written grievance. The Level One Grievance Officer will provide a written response to the employee within ten days of the meeting.

Note: An employee alleging adverse employment action in retaliation for a violation of law by a **ILTexas** employee, Director, or Officer may appeal directly from Level One to Level Three. An employee grieving an action of the superintendent may appeal directly from Level One to Level Four.

Sec. 4.6.5.2. Level Two

If the grievance is not resolved to the employee's satisfaction at Level One, or if no written decision is received from the Level One Grievance Officer within the time allotted, the employee may submit a written appeal to the Area Superintendent or appropriate department Executive Director within ten days of the Level One decision or the response deadline if no decision is made. The appeal must be specific, reference the law or policy alleged to have been violated or the dissatisfaction raised by the employee, and where possible, suggest a resolution.

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The Area Superintendent or designee will serve as the Level Two Grievance Officer. The Level Two Grievance Officer will meet with the employee to consider the appeal within ten days of receipt of the appeal. The Area Superintendent or designee shall issue a written decision within ten days of the meeting.

Sec. 4.6.5.3. Level Three

If the grievance is not resolved to the employee's satisfaction at Level Two, or if no written decision is received from the Level Two Grievance Officer within the time allotted, the employee may submit a written appeal to the Superintendent or designee within ten days of the Level Two decision or the response deadline if no decision is made. The appeal must be specific, reference the law or policy alleged to have been violated or the dissatisfaction raised by the employee, and where possible, suggest a resolution.

The Superintendent or designee will serve as the Level Three Grievance Officer. The Level Three Grievance Officer will meet with the employee to consider the appeal within ten days of receipt of the appeal. The Superintendent or designee shall issue a written decision within ten days of the meeting.

Sec. 4.6.5.4. Level Four

If the matter is still not resolved, the employee may submit a written appeal to the Board of Directors within ten days of receipt of the Level Three Grievance Officer's response or, if no written decision is received, no later than ten days of the deadline for receipt of a Level Three decision. The complaint shall be directed and delivered to the President of the Board of Directors and shall include a copy of the written complaint to the Level Three Grievance Officer, with his or her response.

The Board shall then consider the grievance at its next regularly scheduled board meeting and may, at its discretion, require the appearance of the employee and administration. The Board may subsequently take action or no action. If the Board acts, it may make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. The failure of the Board to act on a complaint has the effect of upholding the decision at the lower level. The Board may not delegate its authority to issue a decision, and any decision by the Board is final and may not be appealed.

Grievances involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, may be heard by the Board in closed meeting. Grievances involving a complaint or charge against another **ILTexas** employee, Director, or Officer shall be heard in closed meeting unless an open meeting is requested in writing by the employee, Director, or Officer against whom the complaint or charge is brought.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****EMPLOYEE HEALTH AND SAFETY**

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Sec. 4.7.1. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION COMPLIANCE

The Superintendent shall ensure that **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** complies with all applicable requirements of the Occupational Safety and Health Act (OSHA) in order to reduce dangers to health and safety by creating and maintaining improved working conditions free from recognized hazards that may cause serious physical injury.

Accordingly, **ILTexas** shall:

1. Maintain a log of all occupational injuries and illnesses and report such occurrences as required by the OSHA;
2. Post notice of employee protections under the OSHA in the workplace;
3. Post citations issued by the Occupational Safety and Health Administration, if any, at or near the place of the alleged violation and correct workplace hazards in the time allowed; and
4. Furnish all employees a place of employment free from recognized hazards.

Sec. 4.7.2. REPORTING EMPLOYEE INJURIES

Any employee suffering an injury or illness that is work-related – no matter how minor – is responsible for immediately reporting that illness or injury to his or her supervisor. Supervisors must report the injury or illness to the appropriate agency.

Once an injury or illness has been reported, an injury report must be completed within 48 hours.

Sec. 4.7.3. REPORTING SERIOUS INJURIES

Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related accident, **ILTexas** will orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration that is nearest to the site of the incident.

Sec. 4.7.3.1. Reporting Procedures

ILTexas will utilize the required Occupational Safety and Health Administration forms to document and log each recordable injury or illness. This information will be kept current, maintained accurately, and retained for a period of five years.

Sec. 4.7.4. PERSONAL PROTECTIVE EQUIPMENT

Each campus shall provide personal protective equipment for all employees so they are able to work safely with chemicals.

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Sec. 4.7.5. SAFETY TRAINING

The Superintendent or designee shall provide training to employees on hazards and related matters as required by the OSHA.

Sec. 4.7.6. GENERAL SAFETY

All employees are expected to work in a safe and prudent manner abiding by all safety related policies and procedures

Lighted candles or open flames are not permitted for any purpose in **ILTexas**, except when related to an approved lesson plan. Pyrotechnics in **ILTexas** buildings or on school grounds is strictly prohibited.

Sec. 4.7.7. ASBESTOS MANAGEMENT PLAN

ILTexas shall utilize the services of an accredited management planner to develop an asbestos management plan for each campus. A copy of the management plan shall be kept in the Central Office and be made available for inspection during normal business hours.

Sec. 4.7.8. PEST CONTROL TREATMENT

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and **ILTexas**'s integrated pest management program.

Notices of planned pest control treatment will be posted in **ILTexas** facilities 48 hours before the treatment begins. Individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means.

Employees should immediately report any evidence of pest activity to **ILTexas** administrators or the Director of Facilities.

Sec. 4.7.9. CLEAN AIR ACT

In compliance with the Clean Air Act, **ILTexas** shall use only licensed technicians to service and replace air conditioning and refrigeration equipment.

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Sec. 4.7.10. HAZARD COMMUNICATION ACT

To the extent that the requirements of the OSHA do not apply to **ILTexas**, **ILTexas** shall comply with the Texas Hazard Communication Act, Health and Safety Code Chapter 502.

Sec. 4.7.10.1. Hazard Communication Act Compliance

ILTexas is concerned about the safety of all employees. The Superintendent or designee shall adopt procedures and perform the following duties in compliance with the Texas Hazard Communication Act:

1. Post and maintain the notice promulgated by the Texas Department of State Health Services (TDSHS) in the workplace.
2. Provide an education and training program for employees using or handling hazardous chemicals under normal operating conditions or foreseeable emergencies.
3. Maintain the written hazard communication program and a record of each training session to employees, including the date, a roster of the employees who attend, the subjects covered in the training session, and the names of the instructors. Records will be maintained for at least five years.
4. Compile and maintain a workplace chemical list that includes required information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds, or as determined by the TDSHS for certain highly toxic or dangerous hazardous chemicals. The list will be readily available to employees and their representatives.
5. Update the list as necessary, but at least by December 31 each year, and maintain the list as required by law. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information.
6. As required by law, label new or existing stocks of hazardous chemicals with the identity of the chemical and appropriate hazard warnings, if such stocks are not already appropriately labeled.
7. Maintain a legible copy of the most current manufacturer's material safety data sheets ("MSDS") for each hazardous chemical; request such sheets from the manufacturer if not already provided or otherwise obtain a current MSDS; make such sheets readily available to employees or their representatives on request.
8. Provide employees with appropriate personal protective equipment.

Sec. 4.7.11. PEST CONTROL TREATMENT NOTICE

The Superintendent or designee shall notify employees of any planned pest control treatment by both of the following methods:

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1. Posting the sign provided by the certified applicator or technician in an area of common access the employees are likely to check on a regular basis at least 48 hours before each planned treatment.
2. Providing the official Structural Pest Control Service Consumer Information Sheet to any individual working in the building, on request.

Sec. 4.7.12. BLOODBORNE PATHOGEN CONTROL

The Superintendent or designee shall establish a written Exposure Control Plan designed to eliminate or minimize exposure to blood or other potentially infectious materials, as defined by 29 C.F.R. 1910.1030.

The Exposure Control Plan shall contain at least the following elements:

1. An exposure determination containing:
 - a. A list of all job classifications in which all employees in those job classifications have occupational exposure;
 - b. A list of job classifications in which some employees have occupational exposure; and
 - c. A list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications in which some employees have occupational exposure.
2. The schedule and method of implementation for the requirements set forth in 29 C.F.R. 1910.1030 regarding methods of compliance, HIV and HBV research laboratories and production facilities, Hepatitis B vaccination and post-exposure evaluation and follow-up, communication of hazards to employees, and recordkeeping; and
3. The procedure for the evaluation of circumstances surrounding exposure incidents as required by 29 C.F.R. 1910.1030.

The Exposure Control Plan shall be made accessible to all employees. The Superintendent or designee shall review and update the Exposure Control Plan at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Where there is occupational exposure, **ILTexas** shall provide, at no cost to employees, appropriate personal protective equipment. 29 C.F.R. 1910.1030.

Sec. 4.7.13. PRE-EMPLOYMENT INQUIRIES AND EMPLOYMENT ENTRANCE EXAMINATIONS

ILTexas shall not conduct a medical examination or make inquiries of a job applicant as to whether such applicant is an individual with a disability or as to the nature or severity of a disability, except as provided below. However, **ILTexas** is permitted to make pre-employment inquiries into the ability of an applicant to perform job-related functions, such as asking an applicant to describe or

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demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions. *42 U.S.C. 12112(d)(2); 29 CFR 1630.14(a).*

ILTexas may require a medical examination (and/or inquiry) after an offer of employment has been made to a job applicant and prior to the beginning of employment duties and may condition the offer on the results of such examination (and/or inquiry), provided all entering employees in the same job category are subjected to such an examination (and/or inquiry) regardless of disability.

The results of an employment entrance medical examination shall be used only to determine the applicant's ability to perform job-related functions. *42 U.S.C. 12112(d)(3); 29 CFR 1630.14(b).*

Sec. 4.7.13.1. Confidentiality

Information obtained regarding the medical condition or history of the applicant shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential medical records. However, supervisors and managers may be informed regarding necessary restrictions on the employee's work or duties and necessary accommodation; first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment. *29 CFR 1630.14(b)(c).*

Sec. 4.7.13.2. Examination During Employment

ILTexas may require a medical examination (and/or inquiry) of an employee that is job related and consistent with business necessity and may make inquiries into the ability of an employee to perform job-related functions. The results of an employee's medical examination shall be used only to determine the employee's ability to perform job-related functions. *42 U.S.C. 12112(d)(3)–(4); 29 CFR 1630.14(c).*

Sec. 4.7.14. EXAMINATIONS DURING EMPLOYMENT

The Superintendent or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

ILTexas may designate the physician to perform the examination. If **ILTexas** designates the physician, **ILTexas** shall pay the cost of the examination. **ILTexas** may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

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Based on the results of the examination, the Superintendent or designee shall determine whether the employee has an impairment. If so, the Superintendent or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the Superintendent or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation.

Sec. 4.7.15. OTHER REQUIREMENTS

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****EMPLOYEE SEARCHES**

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Sec. 4.8.1. EMPLOYEE SEARCHES

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of **ILTexas** and individual property, drugs and alcohol, and possession of other prohibited items.

“Prohibited items” include illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property.

“Control” means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement.

In addition to **ILTexas** premises, **ILTexas** may search employees, their work areas, lockers, personal vehicles if driven or parked on **ILTexas** property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers.

Sec. 4.8.2. NO EXPECTATION OF PRIVACY

There is no general or specific expectation of privacy in the **ILTexas** workplace, either on **ILTexas** property or while on duty. In general, employees should assume that what they do while on duty or on **ILTexas** property is not private. All employees and all of the areas listed above are subject to search at any time. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he or she would not be prepared to show and possibly turn over to **ILTexas** officials and/or law enforcement authorities.

Sec. 4.8.3. LOCKERS AND OTHER STORAGE AREAS

If an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, **ILTexas** will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock. If the employee uses a personal lock, he or she must provide a copy of the key or combination to **ILTexas**.

Sec. 4.8.4. APPLICABILITY OF POLICY

All **ILTexas** employees are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis, or based upon reasonable suspicion. “Reasonable suspicion” means circumstances

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suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item, as defined above.

Any search under this policy will be done in a manner protecting employee privacy, confidentiality, and personal dignity to the greatest extent possible. **ILTexas** will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request by **ILTexas** will face disciplinary action, up to and possibly including immediate termination of employment.

Sec. 4.8.5. VIDEO SURVEILLANCE

In order to promote the safety of **ILTexas** employees, students, and visitors, as well as the security of its facilities, **ILTexas** may conduct video surveillance of any portion of its premises at any time. The only areas excepted from video surveillance are private areas of restrooms, showers, and dressing rooms. All video cameras will be positioned in appropriate places in and around **ILTexas** buildings and used to promote the safety and security of people and property.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****EMPLOYMENT CREDENTIALS AND RECORDS**

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Sec. 4.9.1. MINIMUM QUALIFICATIONS FOR PRINCIPALS AND TEACHERS

A person employed by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** as a Principal or teacher must hold at least a baccalaureate degree. *Education Code 12.129.*

Sec. 4.9.2. PRE-EMPLOYMENT AFFIDAVIT

An applicant for employment as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, or school counselor must submit, using a form adopted by the Texas Education Agency, a pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

An applicant who answers affirmatively concerning an inappropriate relationship with a minor must disclose in the affidavit all relevant facts pertaining to the charge, adjudication, or conviction, including whether the charge was determined to be true or false.

An applicant is not precluded from being employed based on a disclosed charge if **ILTexas** determines based on the information disclosed in the affidavit that the charge was false.

A determination that an employee failed to disclose information required to be disclosed by an applicant is grounds for termination of employment.

Sec. 4.9.3. NOTICE TO PARENTS – QUALIFICATIONS

The Superintendent or designee shall provide to the parent or guardian of each student enrolled in **ILTexas** written notice of the qualifications of each teacher employed by **ILTexas**. *Education Code 12.129.*

Parents may also request, and **ILTexas** will provide in a timely manner, information regarding the professional qualifications of their student’s classroom teachers. Information provided in response to a parent request will include, at a minimum:

1. Whether a child’s teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas;
2. Whether a child’s teacher(s) are serving under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. Whether a child receives services from paraprofessionals and, if so, their qualifications.

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Sec. 4.9.4. ACCESS TO EMPLOYEE RECORDS

Custodians of personnel records shall adhere to the requirements of the Texas Public Information Act (TPIA).

Information in a personnel file is excepted from the requirements of the TPIA if the disclosure would constitute a clearly unwarranted invasion of personal privacy.

A **ILTexas** employee shall choose whether to allow public access to information in **ILTexas**'s custody that relates to the employee's home address, home telephone number, emergency contact information, Social Security number, or that reveals whether the person has family members. *Gov't Code 552.024, 552.102(a)*. The Superintendent shall develop procedures for employees to opt-out of having the above information released.

Sec. 4.9.5. EMPLOYEE RIGHT OF ACCESS

All information in the personnel file of a **ILTexas** employee shall be made available to that employee or the employee's designated representative as public information is made available under the TPIA. An employee or an employee's authorized representative has a special right of access, beyond the right of the general public, to information held by **ILTexas** that relates to the employee and that is protected from public disclosure by laws intended to protect the accessing employee's privacy interests. **ILTexas** may assert as grounds for denial of access other provisions of the TPIA or other laws that are not intended to protect the accessing employee's privacy interests.

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Sec. 4.10.1. PERSONNEL DUTIES

The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

Sec. 4.10.2. POSTING VACANCIES

The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies, which shall advance the commitment of **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** to equal opportunity employment and to recruit well-qualified candidates. Current **ILTexas** employees may apply for any vacancy for which they qualify.

Sec. 4.10.3. APPLICATIONS

All applicants shall complete the application form supplied by **ILTexas**. Information on applications shall be confirmed before hiring or as soon as possible thereafter.

Sec. 4.10.4. NEW HIRES

Sec. 4.10.4.1. I-9 Forms

The Superintendent or designee shall ensure that an employee properly completes Section 1 (“Employee Information and Verification”) on Form I-9 at the time of hire.

ILTexas must verify employment eligibility, pursuant to the Immigration Reform and Control Act, and complete Form I-9 by the following dates:

1. Within three business days of hiring. If **ILTexas** hires an individual for employment for a duration of less than three business days, the Superintendent or designee must verify employment at the time of hire.

ILTexas shall not be deemed to have hired an individual if the individual is continuing in his or her employment and has a reasonable expectation of employment at all times.

When **ILTexas** rehires an individual, the Superintendent or designee may, in lieu of completing a new I-9, inspect a previously completed I-9 executed within three years of the date of rehire, to determine whether the individual is still eligible to work.

2. For an individual whose employment authorization expires, not later than the date of expiration.

8 C.F.R. 274a.2(b)(1)(ii), (iii), (vii), (viii).

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Sec. 4.10.4.2. New Hire Reporting

ILTexas shall furnish to the Directory of New Hires (Texas Attorney General’s Office) a report that contains the name, address, and social security number of each newly hired employee. The report shall also contain **ILTexas**’s name, address, and employer identification number.

ILTexas may also provide, at its option, the employee’s date of hire, date of birth, expected salary or wages, and **ILTexas**’s payroll address for mailing of notice to withhold child support.

ILTexas shall report new hire information on a Form W-4 or an equivalent form, by first class mail, telephonically, electronically, or by magnetic media, as determined by **ILTexas** and in a format acceptable to the attorney general.

Sec. 4.10.4.3. Deadline

New hire reports are due:

1. Not later than 20 calendar days after the date **ILTexas** hires the employee; or
2. In the case of **ILTexas** transmitting reports magnetically or electronically, by two monthly transmissions (if necessary) not less than 12 days nor more than 16 days apart.

New hire reports shall be considered timely if postmarked by the due date or, if filed electronically, upon receipt by the agency.

42 U.S.C. 653a(b), (c); Family Code 234.101–.105; 1 TAC 55, Subch. I.

Sec. 4.10.5. EXIT INTERVIEWS AND EXIT REPORTS

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with **ILTexas**.

Sec. 4.10.6. SOCIAL SECURITY NUMBERS

It shall be unlawful for **ILTexas** to deny to any individual any right, benefit, or privilege provided by law because of the individual’s refusal to disclose his or her social security number.

Sec. 4.10.6.1. Exceptions

The above provision does not apply to:

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1. Any disclosure that is required by federal statute. The United States Internal Revenue Code provides that the social security number issued to an individual for purposes of federal income tax laws shall be used as the identifying number for taxpayers;
2. Any disclosure to **ILTexas** maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted before such date to verify the identity of an individual; or
3. Any use for the purposes of establishing the identity of individuals affected by any tax, general public assistance, driver's license, or motor vehicle registration law within **ILTexas**'s jurisdiction.

Sec. 4.10.6.2. Statement of Uses

Upon disclosing an employee's social security number, **ILTexas** shall inform that employee whether the disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what uses will be made of it.

Privacy Act of 1974, Pub. L. No. 93-579, Sec. 7, 88 Stat. 1896, 1897 (1974).

Sec. 4.10.7. EMPLOYMENT ASSISTANCE PROHIBITED

Upon receipt of Title I funds, the Superintendent shall adopt regulations that prohibit any individual who is a **ILTexas** employee, contractor, or agent from assisting a **ILTexas** employee in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or **ILTexas** knows, or has probable cause to believe, that such school employee engaged in sexual misconduct regarding a minor or student in violation of the law.

This requirement shall not apply if the information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and has been properly reported to any other authorities as required by federal, state, or local law, including Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and the implementing regulations under Part 106 of Title 34, Code of Federal Regulations, or any succeeding regulations; and:

1. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified **ILTexas** officials that there is insufficient information to establish probable cause that the school employee engaged in sexual misconduct regarding a minor or student in violation of the law;
2. The school employee has been charged with and acquitted or otherwise exonerated of the alleged misconduct; or
3. The case or investigation remains open and there have been no charges filed against, or indictment of, the school employee within four years of the date on which the information was reported to a law enforcement agency.

20 U.S.C 7926.

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Sec. 4.11.1. NONDISCRIMINATION IN GENERAL

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of any of the following protected characteristics:

1. Race, color, or national origin;
2. Sex;
3. Religion;
4. Age (applies to individuals who are 40 years of age or older);
5. Disability; or
6. Genetic information.

42 U.S.C. 1981; 42 U.S.C. 2000e et seq. (Title VII); 20 U.S.C. 1681 et seq. (Title IX); 42 U.S.C. 12111 et seq. (Americans with Disabilities Act); 29 U.S.C. 621 et seq. (Age Discrimination in Employment Act); 29 U.S.C. 793, 794 (Rehabilitation Act); 42 U.S.C. 2000ff et seq. (Genetic Information Nondiscrimination Act); U.S. Const. Amend. I; Human Resources Code 121.003(f); Labor Code Chapter 21 (Texas Commission on Human Rights Act); Labor Code Chapter 21, Subchapter H (genetic information).

Sec. 4.11.1.1. Bankruptcy Discrimination

ILTexas shall not terminate the employment of, or discriminate with respect to employment against, an individual who is or has been a debtor under federal bankruptcy laws, or an individual associated with such debtor or bankrupt, solely because such debtor or bankrupt:

1. Is or has been a debtor under federal bankruptcy laws;
2. Has been insolvent before the commencement of a case under federal bankruptcy laws or during the case but before the grant or denial of a discharge; or
3. Has not paid a debt that is dischargeable in a case under federal bankruptcy laws.

11 U.S.C. 525(b).

Sec. 4.11.2. JOB QUALIFICATION

ILTexas may take employment actions based on religion, sex, national origin, or age in those certain instances where religion, sex, national origin, or age is a bona fide occupational qualification. *42 U.S.C. 2000e-2(e); 29 U.S.C. 623(f); Labor Code 21.119.*

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Sec. 4.11.3. EMPLOYMENT POSTINGS

ILTexas shall not print or publish any notice or advertisement relating to school employment that indicates any preference, limitation, specification, or discrimination based on race, color, religion, sex, or national origin, unless the characteristic is a bona fide occupational qualification. *42 U.S.C. 2000e-3(b); Labor Code 21.059.*

Sec. 4.11.4. HARASSMENT OF EMPLOYEES

ILTexas shall maintain a working environment free of harassment on the basis of a protected characteristic. *42 U.S.C. 2000e et seq.; 29 CFR 1606.8(a), 1604.11.*

Sec. 4.11.5. RETALIATION

ILTexas may not discriminate against any employee or applicant for employment because the employee or applicant has opposed any unlawful, discriminatory employment practices or participated in the investigation of any complaint related to an unlawful, discriminatory employment practice. *29 U.S.C. 623(d) (ADEA); 42 U.S.C. 2000e-3(a) (Title VII); 34 CFR 100.7(e) (Title VI); 34 CFR 110.34 (Age Act); 42 U.S.C. 12203 (ADA); Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005) (Title IX); Labor Code 21.055.*

Sec. 4.11.6. NOTICES

The Superintendent or designee shall post in conspicuous places upon its premises a notice setting forth the information the Equal Employment Opportunity Commission deems appropriate to effectuate the purposes of the anti-discrimination laws. *29 U.S.C. 627; 42 U.S.C. 2000e-10.*

Sec. 4.11.6.1. Section 504 Notice

The Superintendent or designee shall take appropriate steps to notify applicants and employees, including those with impaired vision or hearing, that **ILTexas** does not discriminate on the basis of disability.

The notice shall state:

1. That **ILTexas** does not discriminate in employment in its programs and activities; and
2. The identity of **ILTexas**'s 504 Coordinator.

Methods of notification may include:

1. Posting of notices;
2. Publication in newspapers and magazines;
3. Placing notices in School publications; and

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4. Distributing memoranda or other written communications.

If **ILTexas** publishes or uses recruitment materials containing general information that it makes available to applicants or employees, it shall include in those materials a statement of its non-discrimination policy. *34 CFR 104.8.*

Sec. 4.11.7. AGE DISCRIMINATION

ILTexas may take an employment action on the basis of age pursuant to a bona fide seniority system or a bona fide employee benefit plan. However, a bona fide employee benefit plan shall not excuse the failure to hire any individual and no such benefit plan shall require or permit the involuntary retirement of any individual because of age. *29 U.S.C. 623(f); Labor Code 21.102.*

Sec. 4.11.8. SEX DISCRIMINATION**Sec. 4.11.8.1. Gender Stereotypes**

ILTexas may not evaluate employees by assuming or insisting that they match the stereotype associated with their group. *Price Waterhouse v. Hopkins, 490 U.S. 228 (1989).*

Sec. 4.11.8.2. Pregnancy

ILTexas shall treat women affected by pregnancy, childbirth, or related medical conditions the same for all employment-related purposes, including receipt of benefits under fringe benefit programs. *42 U.S.C. 2000e(k); 29 CFR 1604.10; Labor Code 21.106.*

Sec. 4.11.8.3. Equal Pay

ILTexas may not pay an employee at a rate less than the rate paid to employees of the opposite sex for equal work on jobs the performance of which require equal skill, effort, or responsibility and which are performed under similar working conditions. This rule does not apply if the payment is pursuant to a seniority system, a merit system, a system that measures earnings by quantity or quality of production, or a differential based on any other factor other than sex. *29 U.S.C. 206(d); 34 CFR 106.54.*

Sec. 4.11.9. RELIGIOUS DISCRIMINATION

The prohibition against discrimination on the basis of religion includes all aspects of religious observances and practice, as well as religious belief, unless **ILTexas** demonstrates that it is unable to reasonably accommodate an employee's or prospective employee's religious observance or practice without undue hardship to **ILTexas**'s business. "Undue hardship" means more than a de minimus (minimal) cost. *42 U.S.C. 2000e(j); 29 CFR 1605.2; Labor Code 21.108.*

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ILTexas may not substantially burden an employee’s free exercise of religion, unless the burden is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that interest. *Civ. Prac. & Rem. Code 110.003*.

Sec. 4.11.10. DISABILITY DISCRIMINATION

ILTexas may not discriminate against a qualified individual on the basis of disability in job application procedures, hiring, advancement, or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment. *42 U.S.C. 12112(a), 12201(g); 29 U.S.C. 794(a); Labor Code 21.051, 21.105*.

Sec. 4.11.10.1. Discrimination Based on Lack of Disability

The Americans with Disabilities Act (ADA) and the Texas Commission on Human Rights Act do not provide a basis for a claim that an individual was subject to discrimination because of the individual’s lack of disability. *42 U.S.C. 12201(g); Labor Code 21.005(c)*.

ILTexas must take positive efforts, if it receives assistance under the Individuals with Disabilities Education Act (IDEA), to employ and advance in employment qualified individuals with disabilities in programs assisted by the IDEA. *34 CFR 300.177(b)*.

Sec. 4.11.10.2. Definition of Disability

“Disability” means a physical or mental impairment that substantially limits one or more of an individual’s major life activities, a record of having such an impairment, or being regarded as having such an impairment.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

An individual meets the requirement of being “regarded as” having an impairment if the individual establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. However, this provision does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of six months or less. *42 U.S.C. 12102(1), (3), (4); 29 CFR 1630.2(g); Labor Code 21.002, 21.0021*.

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Sec. 4.11.10.3. Mitigating Measures

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices, prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

The ameliorative effects of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity. Ordinary eyeglasses and contact lenses are lenses that are intended to fully correct visual acuity or to eliminate refractive error.

42 U.S.C. 12102(1), (3), (4); 29 CFR 1630.2(g), (j)(1); Labor Code 21.002, .0021.

Sec. 4.11.10.4. Other Definitions*Sec. 4.11.10.4.1. Physical or Mental Impairment*

“Physical or mental impairment” means:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or
2. Any mental or psychological disorder, such as an intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

29 C.F.R. 1630.3(h).

Sec. 4.11.10.4.2. Major Life Activities

“Major life activities” include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. “Major life activities” also include the operation of major bodily functions, including functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. *42 U.S.C. 12102(2); Labor Code 21.002.*

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Sec. 4.11.10.4.3. *Qualified Individual*

“Qualified individual” means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires. A written job description prepared before advertising or interviewing applicants for the job is evidence of the job’s essential functions. *42 U.S.C. 12111(8)*.

Sec. 4.11.10.5. Reasonable Accommodations

ILTexas shall make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability, unless **ILTexas** can demonstrate that the accommodation would impose an undue hardship on the operation of **ILTexas**. *42 U.S.C. 12112(b)(5); 29 CFR 1630.9; 29 U.S.C. 794; 34 CFR 104.11; Labor Code 21.128*.

“Reasonable accommodation” includes:

1. Making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and
2. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

42 U.S.C. 12111(9); 29 CFR 1630.2(o); 34 CFR 104.12(b).

“Undue hardship” means an action requiring significant difficulty or expense when considered in light of the nature and cost of the accommodation needed, overall financial resources of the affected facility and **ILTexas**, and other factors set out in law. *42 U.S.C. 12111(10); 29 CFR 1630.2(p); 34 CFR 104.12(c)*.

Sec. 4.11.10.6. Discrimination Based on Relationship

ILTexas shall not exclude or deny equal jobs or benefits to, or otherwise discriminate against, a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a family, business, social, or other relationship or association. *42 U.S.C. 12112(b)(4); 29 CFR 1630.8; 34 CFR 104.11*.

Sec. 4.11.10.7. Illegal Drugs and Alcohol

The term “qualified individual with a disability” does not include any employee or applicant who is currently engaging in the illegal use of drugs, when **ILTexas** acts on the basis of such use.

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Sec. 4.11.10.7.1. Drug Testing

ILTexas is not prohibited from conducting drug testing of employees and applicants for the illegal use of drugs or making employment decisions based on the results of such tests. *42 U.S.C. 12114(c), (d); Labor Code 21.002(6)(A).*

Sec. 4.11.10.7.2. Alcohol Use

The term “qualified individual with a disability” does not include an individual who is an alcoholic and whose current use of alcohol prevents the employee from performing the duties of his or her job or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others. *42 U.S.C. 12114(a); 29 U.S.C. 705(20)(C); 29 CFR 1630.3(a); 28 CFR 35.104; Labor Code 21.002(6)(A).*

Sec. 4.11.10.8. Qualification Standards*Sec. 4.11.10.8.1. Direct Threat to Health or Safety*

As a qualification standard, **ILTexas** may require that an individual not pose a direct threat to the health or safety of other individuals in the workplace. “Direct threat” means a significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation. *42 U.S.C. 12111(3); 29 CFR 1630.2(r); Labor Code 21.002(6)(B).*

Sec. 4.11.10.8.2. Vision Standards and Tests

ILTexas shall not use qualification standards, employment tests, or other selection criteria based on an individual’s uncorrected vision unless the standard, test, or other selection criteria, as used by **ILTexas**, is shown to be job-related for the position in question and consistent with business necessity. *42 U.S.C. 12113(c); Labor Code 21.115(b).*

Sec. 4.11.10.8.3. Communicable Diseases

ILTexas may refuse to assign or continue to assign an individual to a job involving food handling if the individual has an infectious or communicable disease that is transmitted to others through handling of food. *42 U.S.C. 12113(d); 29 U.S.C. 705(20)(D); 29 CFR 1630.16(e); Labor Code 21.002(6)(B).*

Sec. 4.11.11. SERVICE ANIMALS

ILTexas shall comply with the reasonable accommodation requirements of Title I of the ADA and/or Section 504 of the Rehabilitation Act with respect to service animals. *28 C.F.R. 35.140.*

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Sec. 4.11.12. MILITARY SERVICE

ILTexas shall not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment on the basis of membership in a uniformed service, performance in a uniformed service, application for uniformed service, or obligation to a uniformed service. **ILTexas** shall not take adverse employment action or discriminate against any person who takes action to enforce protections afforded by the Uniformed Services Employment and Re-employment Rights Act (USERRA). *38 U.S.C. 4311.*

Sec. 4.11.13. GRIEVANCE POLICIES

The Superintendent shall provide grievance procedure(s) concerning the following:

Sec. 4.11.13.1. Section 504

That incorporate appropriate due process standards and provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act. *34 CFR 104.7(b), 104.11.*

Sec. 4.11.13.2. Americans with Disabilities Act

Providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Americans with Disabilities Act. *28 CFR 35.107, 35.140.*

Sec. 4.11.13.3. Title IX

Providing for prompt and equitable resolution of employee complaints alleging any action prohibited by Title IX. *34 CFR 106.8(b); North Haven Board of Education v. Bell, 456 U.S. 512 (1982).*

Sec. 4.11.14. COMPLIANCE COORDINATOR

ILTexas shall designate at least one employee to coordinate its efforts to comply with Title IX, Section 504, the Age Act, and the ADA. The Superintendent shall notify all employees of the name, office address, and telephone number of the employee(s) so designated. *34 CFR 104.7(b), 104.11; 28 CFR 35.107, 35.140; 34 CFR 106.8(b).*

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Sec. 4.12.1. DEFINITIONS

For the purpose of the Genetic Information Nondiscrimination Act (GINA), “genetic information” means information about:

1. An individual’s genetic tests;
2. The genetic tests of that individual’s family members;
3. The manifestation of disease or disorder in family members of the individual (family medical history);
4. An individual’s request for or receipt of genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or
5. The genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

“Genetic information” **does not include** information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family members that is not derived from a genetic test.

29 CFR 1635.3(c).

“Genetic test” means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detects genotypes, mutations, or chromosomal changes. Genetic tests include, for example:

1. A test to determine whether someone has the BRCA1 or BRCA2 variant evidencing a predisposition to breast cancer, a test to determine whether someone has a genetic variant associated with hereditary nonpolyposis colon cancer, and a test for a genetic variant for Huntington’s Disease;
2. Carrier screening for adults using genetic analysis to determine the risk of conditions such as cystic fibrosis, sickle cell anemia, spinal muscular atrophy, or fragile X syndrome in future offspring;
3. Amniocentesis and other evaluations used to determine the presence of genetic abnormalities in a fetus during pregnancy;
4. Newborn screening analysis that uses DNA, RNA, protein, or metabolite analysis to detect or indicate genotypes, mutations, or chromosomal changes, such as a test for PKU performed so that treatment can begin before a disease manifests;
5. Pre-implantation genetic diagnosis performed on embryos created using in vitro fertilization;
6. Pharmacogenetic tests that detect genotypes, mutations, or chromosomal changes that indicate how an individual will react to a drug or a particular dosage of a drug;
7. DNA testing to detect genetic markers that are associated with information about ancestry; and

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8. DNA testing that reveals family relationships, such as paternity.

Examples of tests or procedures that are not genetic tests are:

1. An analysis of proteins or metabolites that does not detect genotypes, mutations, or chromosomal changes;
2. A medical examination that tests for the presence of a virus that is not composed of human DNA, RNA, chromosomes, proteins, or metabolites;
3. A test for infectious and communicable diseases that may be transmitted through food handling;
4. Complete blood counts, cholesterol tests, and liver-function tests.

A test for the presence of alcohol or illegal drugs is not a genetic test. However, a test to determine whether an individual has a genetic predisposition for alcoholism or drug use is a genetic test.

29 CFR 1635.3(f).

Sec. 4.12.2. NOTICES

The Superintendent or designee shall post in conspicuous places on school premises, where notices to employees and applicants for employment are customarily posted, a notice setting forth excerpts from or summaries of the pertinent provisions of the GINA regulation and information pertinent to the filing of a complaint. *29 CFR 1635.10(c).*

Sec. 4.12.3. PROHIBITED PRACTICES**Sec. 4.12.3.1. Discrimination**

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall not discriminate against an individual on the basis of genetic information in regard to hiring, discharge, compensation, or terms, conditions, or privileges of employment. *42 U.S.C. 2000ff-1(a); 29 CFR 1635.4.*

Sec. 4.12.3.2. Retaliation

ILTexas shall not discriminate against an individual because the individual has opposed any act or practice made unlawful by GINA or because the individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under GINA. *41 U.S.C. 2000ff-6(f); 29 CFR 1635.7.*

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Sec. 4.12.3.3. Acquisition

Except as set forth below or otherwise provided in the GINA regulations, **ILTexas** shall not request, require, or purchase genetic information of an individual or family member of the individual. *42 U.S.C. 2000ff-1(b); 29 CFR 1635.8(a)*.

“Request” includes:

1. Conducting an Internet search on an individual in a way that is likely to result in **ILTexas**'s obtaining genetic information;
2. Actively listening to third-party conversations or searching an individual's personal effects for the purpose of obtaining genetic information; and
3. Making requests for information about an individual's current health status in a way that is likely to result in **ILTexas**'s obtaining genetic information.

29 CFR 1635.8(a).

Sec. 4.12.3.4. Disclosure

Except as set forth in the GINA regulations, **ILTexas** shall not disclose the genetic information of an employee, regardless of how **ILTexas** obtained the information. *29 CFR 1635.9(b)*.

Sec. 4.12.4. MANIFESTED CONDITION

ILTexas shall not be considered to be in violation of the GINA regulations based on the use, acquisition, or disclosure of medical information about a manifested disease, disorder, or pathological condition of an employee, even if the disease, disorder, or pathological condition has or may have a genetic basis or component. However, genetic information about a manifested disease, disorder, or pathological condition is subject to the requirements and prohibitions of GINA. *29 CFR 1635.12*.

“Manifestation” or “manifested” means, with respect to a disease, disorder, or pathological condition, that an individual has been or could reasonably be diagnosed with the disease, disorder, or pathological condition by a health-care professional with appropriate training and expertise in the field of medicine involved. A disease, disorder, or pathological condition is not manifested if the diagnosis is based principally on genetic information. *29 CFR 1635.3(g)*.

Sec. 4.12.5. INADVERTENT ACQUISITION

The general prohibition against requesting, requiring, or purchasing genetic information does not apply where **ILTexas** inadvertently requests or requires genetic information of the individual or family member of the individual. This exception applies in situations where a manager or supervisor learns genetic information about an individual by:

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1. Overhearing a conversation between the individual and others;
2. Receiving the information during a casual conversation, including in response to an ordinary expression of concern that is the subject of the conversation. This exception does not apply where a supervisor follows up with questions that are probing in nature, such as whether other family members have the condition or whether the individual has been tested for the condition, because the supervisor or official should know that these questions are likely to result in the acquisition of genetic information;
3. Receiving unsolicited information (e.g., where a supervisor receives an unsolicited e-mail about the health of an employee's family member from a co-worker); or
4. Accessing a social media platform that the supervisor was given permission to access by the creator of the profile at issue (e.g., a supervisor and employee are connected on a social networking site and the employee provides family medical history on his page).

29 CFR 1635.8(b)(1)(ii).

Sec. 4.12.6. REQUESTS FOR MEDICAL INFORMATION

If **ILTexas** acquires genetic information in response to a lawful request for medical information, the acquisition of genetic information will not generally be considered inadvertent unless **ILTexas** directs the individual and/or health-care provider from whom it requested medical information not to provide genetic information. *29 CFR 1635.8(b)(1)(i)(A).*

Situations involving lawful requests for medical information include, for example:

1. Requests for documentation to support a request for reasonable accommodation under federal, state, or local law;
2. Requests for medical information as required, authorized, or permitted by federal, state, or local law, such as where an employee requests leave under the Family and Medical Leave Act (FMLA) to attend to the employee's own serious health condition or where an employee complies with the FMLA's employee return to work certification requirements; or
3. Requests for documentation to support leave that is not governed by federal, state, or local laws requiring leave, as long as the documentation required to support the request otherwise complies with the requirements of the Americans with Disabilities Act (ADA) and other laws limiting **ILTexas**'s access to medical information.

29 CFR 1635.8(b)(1)(i)(D).

Sec. 4.12.6.1. Safe Harbor

Any receipt of genetic information in response to a request for medical information shall be deemed inadvertent if **ILTexas** uses language such as the following:

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“The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.”

ILTexas’s failure to give such a notice or to use this or similar language will not prevent **ILTexas** from establishing that a particular receipt of genetic information was inadvertent if the request for medical information was not likely to result in **ILTexas**’s obtaining genetic information (for example, where an overly broad response is received in response to a tailored request for medical information).

29 CFR 1635.8(b)(1)(i)(B), (C).

Sec. 4.12.7. EMPLOYMENT EXAMINATIONS

The prohibition on acquisition of genetic information applies to medical examinations related to employment. **ILTexas** shall tell health-care providers not to collect genetic information, including family medical history, as part of a medical examination intended to determine the ability to perform a job. *29 CFR 1635.8(d).*

Sec. 4.12.7.1. Remedial Measures

ILTexas shall take additional reasonable measures within its control if it learns that genetic information is being requested or required in medical examinations related to employment. Such reasonable measures may depend on the facts and circumstances under which a request for genetic information was made, and may include no longer using the services of a health-care professional who continues to request or require genetic information during medical examinations after being informed not to do so. *29 CFR 1635.8(d).*

Sec. 4.12.8. HEALTH OR GENETIC SERVICES

The general prohibition against requesting, requiring, or purchasing genetic information does not apply where **ILTexas** offers health or genetic services, including services offered as part of a voluntary wellness program, if the conditions at 29 CFR 1635.8(b)(2) are met.

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ILTexas may not offer a financial inducement for individuals to provide genetic information but may offer financial inducements for completion of health risk assessments that include questions about family medical history or other genetic information. **ILTexas** shall make clear, in language reasonably likely to be understood by those completing the health risk assessment, that the inducement will be made available whether or not the participant answers questions regarding genetic information.

ILTexas may offer financial inducements to encourage individuals who have voluntarily provided genetic information (e.g., family medical history) that indicates that they are at increased risk of acquiring a health condition in the future to participate in disease management programs or other programs that promote healthy lifestyles, and/or to meet particular health goals as part of a health or genetic service. However, **ILTexas** must also offer these programs to individuals with current health conditions and/or to individuals whose lifestyle choices put them at increased risk of developing a condition.

29 CFR 1635.8(b)(2).

Sec. 4.12.9. LEAVE REQUESTS

The general prohibition against requesting, requiring, or purchasing genetic information does not apply where **ILTexas** requests family medical history to comply with the certification provisions of the FMLA or state or local family and medical leave laws, or pursuant to a policy (even in the absence of requirements of federal, state, or local leave laws) that permits the use of leave to care for a sick family member and that requires all employees to provide information about the health condition of the family member to substantiate the need for leave. *29 CFR 1635.8(b)(3).*

Sec. 4.12.10. PUBLICLY AVAILABLE INFORMATION

The general prohibition against requesting, requiring, or purchasing genetic information does not apply where **ILTexas** acquires genetic information from documents that are commercially and publicly available for review or purchase, including newspapers, magazines, periodicals, or books, or through electronic media, such as information communicated through television, movies, or the Internet, except that this exception does not apply to:

1. Medical databases, court records, or research databases available to scientists on a restricted basis;
2. Genetic information acquired through sources with limited access, such as social networking sites and other media sources which require access permission from a specific individual or where access is conditioned on membership in a particular group, unless **ILTexas** can show that access is routinely granted to all who request it;
3. Genetic information obtained through commercially and publicly available sources if **ILTexas** sought access to those sources with the intent of obtaining genetic information; or

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4. Genetic information obtained through media sources, whether or not commercially and publicly available, if **ILTexas** is likely to acquire genetic information by accessing those sources, such as Web sites and online discussion groups that focus on issues such as genetic testing of individuals and genetic discrimination.

29 CFR 1635.8(b)(4).

Sec. 4.12.11. WORKPLACE MONITORING

The general prohibition against requesting, requiring, or purchasing genetic information does not apply where **ILTexas** acquires genetic information for use in the genetic monitoring of the biological effects of toxic substances in the workplace. Such monitoring must meet the criteria at 29 CFR 1635.8(b)(5).

Sec. 4.12.12. INQUIRIES MADE OF FAMILY MEMBERS

ILTexas does not violate the GINA regulations when it requests, requires, or purchases information about a manifested disease, disorder, or pathological condition of an employee whose family member is also employed by **ILTexas** or who is receiving health or genetic services on a voluntary basis. For example, **ILTexas** does not violate the GINA regulations by asking someone whose sister also works for **ILTexas** to take a post-offer medical examination that does not include requests for genetic information. *29 CFR 1635.8(c).*

Sec. 4.12.13. CONFIDENTIALITY

The Superintendent or designee shall maintain genetic information in writing about an employee on forms and in medical files (including where the information exists in electronic forms and files) that are separate from personnel files. **ILTexas** must treat such information as a confidential medical record. **ILTexas** may maintain genetic information about an employee in the same file in which it maintains confidential medical information under the ADA.

Genetic information placed in personnel files before November 21, 2009, need not be removed. **ILTexas** will not be liable under the GINA regulations for the mere existence of the information in the file. However, the prohibitions on use and disclosure of genetic information apply to all genetic information that meets the statutory definition, including genetic information requested, required, or purchased before November 21, 2009.

Genetic information that **ILTexas** receives orally need not be reduced to writing but may not be disclosed, except as permitted by 29 CFR part 1635.

Genetic information that **ILTexas** acquires through sources that are commercially and publicly available, as provided by 29 CFR 1635.8(b)(4), is not considered confidential genetic information but may not be used to discriminate against an individual.

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29 CFR 1635.9(a).

Sec. 4.12.14. DISCLOSURE PERMITTED

ILTexas may disclose genetic information, regardless of how such information was obtained (except for genetic information acquired through commercially and publicly available sources), as follows:

1. To the employee (or family member if the family member is receiving genetic services) about whom the information pertains upon receipt of the employee's written request;
2. To an occupational or other health researcher if the research is conducted in compliance with the regulations and protections at 45 CFR part 46;
3. In response to an order of a court. **ILTexas** may disclose only the genetic information expressly authorized by the order. If the order was secured without the knowledge of the employee to whom the information refers, **ILTexas** shall inform the employee of the order and any genetic information that was disclosed pursuant to the order;
4. To government officials investigating compliance with Title II of GINA if the information is relevant to the investigation;
5. To the extent the information is disclosed in support of an employee's compliance with the certification provisions of the FMLA or certification requirements under state family and medical leave laws; or
6. To a federal, state, or local public health agency, only with regard to information about the manifestation of a disease or disorder that concerns a contagious disease that presents an imminent hazard of death or life-threatening illness, provided that the individual whose family member is the subject of the disclosure is notified of such disclosure.

29 CFR 1635.9(b).

Sec. 4.12.15. RELATIONSHIP TO HIPAA PRIVACY REGULATIONS

The GINA regulations do not apply to the use or disclosure of genetic information that is protected health information subject to regulation under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). *29 CFR 1635.9(c).*

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Sec. 4.13.1. PERSONAL LEAVE

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) does participate in the State Personal Leave Program under Education Code, Chapter 22.

Sec. 4.13.1.1. Local Leave

ILTexas grants all employees three (3) local leave days annually. The Superintendent shall adopt procedures to implement and control Local Leave benefits.

Sec. 4.13.1.2. Medical Certification

Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified health care 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.

Sec. 4.13.1.3. Forfeiture of Leave

Local Leave does not accumulate or roll forward from year to year, and is forfeited upon resignation, retirement, or termination from employment.

Sec. 4.13.2. EXTENDED SICK LEAVE

ILTexas shall also provide all employees who have worked for **ILTexas** for at least one-full year 25 days of extended sick leave. This leave may only be used if an employee has exhausted his or her earned Local Leave benefits and only for the employee’s personal illness or disability, including pregnancy-related disability or for a member of the employee’s immediate family. Immediate family is defined as husband, wife, child (including a biological, adopted, stepchild, a child for whom the employee stands in loco parentis, or foster child), father, mother, brother, sister, grandfather, grandmother, grandchildren, or any person who may be residing in the employee’s household at the time of illness or death.

Extended sick leave is to be used for single, long-term illnesses or conditions. “Single” is defined as one illness or condition; “long-term” is defined as an absence of ten or more consecutive days. An employee is eligible for extended sick leave once every three years.

A doctor’s written statement confirming the need for extended sick leave shall be required before leave is granted, and periodically thereafter as determined by **ILTexas**. Extended sick leave will stop on the date the doctor releases the employee or when all extended sick leave has been exhausted, whichever comes first.

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The daily rate of a substitute shall be deducted from an employee's daily pay during a period of extended sick leave, even if a substitute is not used. The Superintendent shall adopt procedures to implement and control Extended Sick Leave benefits.

Sec. 4.13.3. EMERGENCY LEAVE

Employees may be granted up to 5 days of emergency leave without loss of pay or accumulated Local Leave for destruction of their home or domicile due to flood, fire, or storm, other natural disasters or force majeure. Such leave is subject to the approval of the Superintendent or designee. Any further leave granted will result in a deduction of accumulated Local Leave, a deduction of the daily rate of pay, or unpaid leave, unless otherwise provided by **ILTexas**.

Sec. 4.13.4. BEREAVEMENT LEAVE

ILTexas employees may be absent, without loss of pay, in the event of the death of one of the following relatives of the employee or his or her spouse: husband, wife, child (including a biological, adopted, stepchild, a child for whom the employee stands in loco parentis, or foster child), father, mother, brother, sister, grandfather, grandmother, grandchildren, or any person who may be residing in the employee's household at the time of illness or death. No more than 3 paid local leave days will be used for this purpose in any one school year unless otherwise approved by the Superintendent or designee.

Sec. 4.13.5. RELIGIOUS OBSERVANCES

An employee requesting to attend a religious observance on a regularly scheduled school day may use Personal Leave. In the event that all Personal Leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay.

Sec. 4.13.6. JURY DUTY AND OTHER COURT APPEARANCES

ILTexas will pay a non-exempt employee his or her normal daily compensation for each regularly scheduled workday on which the employee serves in any phase of jury service. Any employee selected for jury duty must notify his or her supervisor within 48 hours of the court's notice. The employee must also present documentation of jury service to his or her supervisor.

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as local leave or leave without pay (if no local leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

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Sec. 4.13.7. VOTING LEAVE

Any employee who does not have two consecutive non-work hours while the polls are open on election day will be given up to two hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate supervisor before Election Day if time off is needed, so that the timing of the employee's absence can be pre-arranged.

Sec. 4.13.8. LIMITATIONS ON LEAVES OF ABSENCE

With the exception of leaves of absence for military duty or FMLA, no leave of absence, by itself or in combination with other periods of leave, may last longer than 3 months. Any employee who for any reason or combination of reasons misses a total of 3 months of work in a twelve-month period will be separated from employment due to unavailability for work, subject to any reasonable accommodation duties the company may have under the ADA or similar law. Any employee so separated will be eligible for rehire and will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.

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Sec. 4.14.1. SECTION I: GENERAL PROVISIONS**Sec. 4.14.1.1. Family and Medical Leave**

The Family and Medical Leave Act (FMLA) provides eligible employees with unpaid leave for certain family and medical reasons during a 12-month period. During this leave, employees are entitled to continue group health plan coverage as if they had continued to work. At the conclusion of the leave, subject to some exceptions, employees generally have the right to return to the same or an equivalent position, equivalent pay, benefits and working conditions.

Sec. 4.14.1.2. Employment Eligibility Criteria

An “eligible employee” is one who:

1. Has been employed by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** for at least 12 months (which need not be consecutive);
2. Has been employed by **ILTexas** for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and
3. Works at a **ILTexas** facility where at least 50 employees are employed within 75 miles.

Sec. 4.14.1.3. Events Entitling Employees to FMLA Leave

An eligible employee shall be entitled to FMLA leave for one or more of the following:

1. For the birth of a son or daughter of the employee and to care for the newborn child.
2. For placement of a son or daughter with the employee for adoption or foster care.
3. To care for the employee’s spouse, son or daughter, or parent with a serious health condition.
4. Because of a serious health condition that makes the employee unable to perform the functions of his or her position.
5. Because of any Qualified Exigency (defined below) arising out of the fact that the employee’s spouse, son or daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
6. To care for a covered servicemember with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Sec. 4.14.1.3.1. *Qualifying Exigency FMLA Leave*

An eligible employee may take FMLA leave for one or more of the following qualifying exigencies:

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1. Short-notice deployment.
2. Military events and related activities.
3. Childcare and school activities.
4. Financial and legal arrangements.
5. Counseling.
6. Rest and recuperation.
7. Post-deployment activities.
8. Parental care.
9. Additional activities, provided that **ILTexas** and the employee agree that the leave shall qualify as an exigency and agree to both the timing and duration.

Sec. 4.14.1.3.2. Pregnancy or Birth

Both parents are entitled to FMLA leave to be with a healthy newborn child (i.e., bonding time) during the 12-month period beginning on the date of birth. In addition, the expectant mother is entitled to FMLA leave for incapacity due to pregnancy, for prenatal care, or for her own serious health condition following the birth of the child. The expectant mother is entitled to leave for incapacity due to pregnancy even though she does not receive treatment from a health-care provider during the absence and even if the absence does not last for more than three consecutive calendar days. A spouse is entitled to FMLA leave if needed to care for a pregnant spouse who is incapacitated, during her prenatal care, or following the birth of a child if the spouse has a serious health condition.

Sec. 4.14.2. SECTION II: LEAVE ENTITLEMENT AND USE**Sec. 4.14.2.1. Maximum Amount of FMLA Leave Within a 12-Month Period**

Except in the case of military caregiver leave, an eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks of leave during a 12-month period for any one or more of the qualifying reasons.

Spouses who are employed by **ILTexas** may be limited to a combined total of 12 workweeks of leave during any 12-month period if the leave is taken for birth of a son or daughter, the placement of a child for adoption or foster care, or to care for a parent with a serious health condition. Each spouse may be entitled to additional FMLA leave for other FMLA-qualifying reasons, but not more than a total of 12 workweeks per person.

Sec. 4.14.2.2. Determining the 12-Month Period

Except with respect to military caregiver leave, **ILTexas** may choose any one of the following methods for determining the "12-month period" in which the 12 weeks of leave entitlement occurs:

1. The calendar year;

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2. Any fixed 12-month “leave year,” such as a fiscal year or a year starting on an employee’s “anniversary date”;
3. The 12-month period measured forward from the date any employee’s first FMLA leave begins; or
4. A “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

Sec. 4.14.2.2.1. Military Caregiver Leave

In the case of military caregiver leave, an eligible employee’s FMLA leave entitlement is limited to a total of 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” is measured forward from the date an employee’s first FMLA leave to care for the covered servicemember begins, regardless of the method used by **ILTexas** to determine the 12-month period for other FMLA leaves. During the “single 12-month period,” an eligible employee’s FMLA leave entitlement is limited to a combined total of 26 workweeks of FMLA leave for any qualifying reason.

Spouses who are employed by **ILTexas** may be limited to a combined total of 26 weeks of FMLA leave during the “single 12-month period” if leave is taken as military caregiver leave, for the birth of a son or daughter, for the placement of a child for adoption or foster care, or to care for a parent with a serious health condition.

Sec. 4.14.2.2.2. Summer Vacation and Other Extended Breaks

If **ILTexas**’s activity temporarily ceases and employees generally are not expected to report for work for one or more weeks – e.g., a school closing for Spring Break or for the Christmas/New Year holiday – those days do not count against an employee’s FMLA leave entitlement. Similarly, the time during summer vacation when the employee is not required to report to work does not count against the employee’s FMLA leave entitlement.

Sec. 4.14.2.3. Intermittent or Reduced Work Schedule Leave

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. “Intermittent leave” is FMLA leave taken in separate blocks of time due to a single qualifying reason. A “reduced leave schedule” is a leave schedule that reduces an employee’s usual number of working hours per workweek, or hours per workday.

For leave taken because of the employee’s own serious health condition, to care for a parent, son, or daughter with a serious health condition, or military caregiver leave, there must be a medical need for leave, and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. Leave due to a qualifying exigency may also be taken on an intermittent or reduced schedule basis.

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When leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, an employee may take leave intermittently, or on a reduced leave schedule, only if **ILTexas** agrees.

Sec. 4.14.2.3.1. Transfer to an Alternative Position

If an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, **ILTexas** may require the employee to transfer temporarily to an available alternative position for which the employee is qualified, and which better accommodates recurring periods of leave than does the employee's regular position.

Sec. 4.14.2.3.2. Calculating Leave Use

When an employee takes leave on an intermittent or reduced schedule, only the amount of leave actually taken may be counted toward the employee's leave entitlement. **ILTexas** must account for intermittent or reduced schedule leave using an increment no greater than the shortest period of time that **ILTexas** uses to account for use of other forms of leave, provided the increment is not greater than one hour.

Sec. 4.14.2.4. Special Rules for Instructional Employees

Special rules affect leave taken intermittently or on a reduced schedule, or taken near the end of an academic term (semester) by instructional employees.

“Instructional employees” are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Sec. 4.14.2.4.1. Failure to Provide Notice of Foreseeable Leave

If an instructional employee does not give required notice of foreseeable leave to be taken intermittently or on a reduced schedule, **ILTexas** may require the employee to take leave of a particular duration or to transfer temporarily to an alternative position. Alternatively, **ILTexas** may require the employee to delay the taking of leave until the notice provision is met.

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Sec. 4.14.2.4.2. Twenty Percent Rule

If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered servicemember, or for the employee’s own serious health condition; the leave is foreseeable based on planned medical treatment; and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, **ILTexas** may require the employee to choose:

1. To take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
2. To transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

“Periods of a particular duration” means a block or blocks of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed, and may include one uninterrupted period of leave. If an employee chooses to take leave for “periods of a particular duration” in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

Sec. 4.14.2.4.3. Leave at the End of a Semester

As a rule, **ILTexas** may not require an employee to take more FMLA leave than the employee needs. The FMLA recognizes exceptions where instructional employees begin leave near the end of a semester. As set forth below, **ILTexas** may in certain cases require the employee to take leave until the end of the semester.

The school semester, or “academic term,” typically ends near the end of the calendar year and the end of spring each school year. In no case may **ILTexas** have more than two academic terms or semesters each year for purposes of the FMLA.

If **ILTexas** requires the employee to take leave until the end of the semester, only the period of leave until the employee is ready and able to return to work shall be charged against the employee’s FMLA leave entitlement. Any additional leave required by **ILTexas** to the end of the semester is not counted as FMLA leave; however, **ILTexas** shall maintain the employee’s group health insurance and restore the employee to the same or equivalent job, including other benefits, at the end of the leave.

Sec. 4.14.2.4.4. More than Five Weeks Before the End of the Semester

ILTexas may require an instructional employee to continue taking leave until the end of the semester if:

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1. The employee begins leave more than five weeks before the end of the semester;
2. The leave will last at least three weeks; and
3. The employee would return to work during the three-week period before the end of the semester.

Sec. 4.14.2.4.5. During the Last Five Weeks of the Semester

ILTexas may require an instructional employee to continue taking leave until the end of the semester if:

1. The employee begins leave during the last five weeks of the semester for any reason other than the employee's own serious health condition or a qualifying exigency;
2. The leave will last more than two weeks; and
3. The employee would return to work during the two-week period before the end of the semester.

Sec. 4.14.2.4.6. During Last Three Weeks of the Semester

ILTexas may require an instructional employee to continue taking leave until the end of the semester if the employee begins leave during the three-week period before the end of the semester for any reason other than the employee's own serious health condition or a qualifying exigency.

Sec. 4.14.2.5. Substitution of Paid Leave Time

Generally, FMLA leave is unpaid leave. However, an employee may choose to substitute accrued paid leave for unpaid FMLA leave. If an employee does not choose to substitute accrued paid leave, **ILTexas** may require the employee to do so. The term "substitute" means that the paid leave provided by **ILTexas**, and accrued pursuant to established policies of **ILTexas**, will run concurrently with the unpaid FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of **ILTexas** normal leave policy.

Sec. 4.14.2.5.1. FMLA and Workers' Compensation

A serious health condition may result from injury to the employee "on or off" the job. If **ILTexas** designates the leave as FMLA leave, the leave counts against the employee's FMLA leave entitlement. Because the workers' compensation absence is not unpaid, neither the employee nor **ILTexas** may require the substitution of paid leave. However, **ILTexas** and an employee may agree, where state law permits, to have paid leave supplement workers' compensation benefits.

If the health-care provider treating the employee for the workers' compensation injury certifies that the employee is able to return to a "light duty job" but is unable to return to the same or equivalent job, the employee may decline **ILTexas**'s offer of a "light duty job." As a result, the

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employee may lose workers' compensation payments, but is entitled to remain on unpaid FMLA leave until the employee's FMLA leave entitlement is exhausted. As of the date workers' compensation benefits cease, the substitution provision becomes applicable and either the employee may elect or **ILTexas** may require the use of accrued paid leave.

Sec. 4.14.2.6. Maintenance of Health Benefits

During any FMLA leave, **ILTexas** must maintain the employee's coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.

An employee may choose not to retain group health plan coverage during FMLA leave. However, when the employee returns from leave, the employee is entitled to be reinstated on the same terms as before taking leave without any qualifying period, physical examination, exclusion of pre-existing conditions, and the like.

Sec. 4.14.2.6.1. Payment of Premiums

During FMLA leave, the employee must continue to pay his or her share of group health plan premiums. If premiums are raised or lowered, the employee would be required to pay the new premium rates.

Sec. 4.14.2.6.2. Failure to Pay Premiums

Unless **ILTexas** has an established policy providing a longer grace period, **ILTexas** obligations to maintain health insurance coverage cease if an employee's premium payment is more than 30 days late. In order to terminate the employee's coverage, **ILTexas** must provide written notice to the employee that the payment has not been received. Such notice must be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless the payment has been received by that date. Coverage for the employee may be terminated at the end of the 30-day grace period, if the required 15-day notice has been provided.

Upon the employee's return from FMLA leave, **ILTexas** must still restore the employee to coverage/benefits equivalent to those the employee would have had if leave had not been taken and the premium payment(s) had not been missed. The employee may not be required to meet any qualification requirements imposed by the plan, including any new preexisting condition waiting period, to wait for an open season, or to pass a medical examination to obtain reinstatement of coverage.

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Sec. 4.14.2.6.3. Recovery of Benefit Cost

If an employee fails to return to work after FMLA leave has been exhausted or expires, **ILTexas** may recover from the employee its share of health plan premiums during the employee's unpaid FMLA leave, unless the employee's failure to return is due to one of the reasons set forth in the regulations. **ILTexas** may not recover its share of health insurance premiums for any period of FMLA leave covered by paid leave.

Sec. 4.14.2.7. Right to Reinstatement

On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave began, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee is entitled to reinstatement even if the employee has been replaced or his or her position has been restructured to accommodate the employee's absence. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Sec. 4.14.2.7.1. Moonlighting During FMLA Leave

The Superintendent and/or designee may develop a uniformly applied policy governing outside or supplemental employment during FMLA leave. If the Superintendent/and or designee does not develop such a policy, **ILTexas** may not deny FMLA benefits on the basis of outside or supplemental employment unless the FMLA leave was fraudulently obtained.

*Sec. 4.14.2.7.2. Reinstatement of **ILTexas** Employees*

The Superintendent and/or designee shall develop a policy governing the determination of how an employee is to be restored to "an equivalent position" upon return from FMLA leave. Such a policy must be in writing, must be made known to the employee before the taking of FMLA leave, must clearly explain the employee's restoration rights upon return from leave, and must provide substantially the same protections as provided in the FMLA.

Sec. 4.14.2.7.3. Pay Increases and Bonuses

An employee is entitled to any unconditional pay increases that may have occurred during the FMLA leave period, such as cost of living increases. Pay increases conditioned upon seniority, length of service, or work performed must be granted in accordance with **ILTexas** policy or practice with respect to other employees on an equivalent leave status for a reason that does not qualify as FMLA leave.

Equivalent pay includes any bonus or payment, whether it is discretionary or non-discretionary. However, if a bonus or other payment is based on the achievement of a specified goal such as

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hours worked, products sold, or perfect attendance, and the employee has not met the goal due to FMLA leave, then the payment may be denied, unless otherwise paid to employees on an equivalent leave status for a reason that does not qualify as FMLA leave. For example, if an employee who used paid vacation leave for a non-FMLA purpose would receive the payment, then an employee who used paid vacation leave for an FMLA-protected purpose also must receive the payment.

Sec. 4.14.2.7.4. Key Employees

ILTexas may deny job restoration to a key employee, as that term is defined in law, if such denial is necessary to prevent substantial and grievous economic injury to the operations of **ILTexas**.

Sec. 4.14.3. SECTION III: NOTICES AND MEDICAL CERTIFICATION**Sec. 4.14.3.1. Required Notices**

The Superintendent shall insure that a notice explaining the FMLA and containing information regarding the procedures for filing complaints with the Department of Labor's Wage and Hour Division is posted prominently at each campus where it is readily visible to employees and applicants for employment. The Superintendent shall also insure that such notice is included in **ILTexas**'s Employee Handbook and distributed to each new employee upon hiring.

If a significant portion of **ILTexas**'s workforce is not literate in English, the Superintendent shall provide the general notice in a language in which the employees are literate.

The Superintendent may use Department of Labor form WHD 1420 or another form of notice, so long as the notice includes, at a minimum, all of the information contained in form WHD 1420.

Sec. 4.14.3.1.1. Eligibility Notice

When an employee requests FMLA leave, or when **ILTexas** learns that an employee's leave may be for an FMLA-qualifying reason, the employee's immediate supervisor shall notify the employee of his or her eligibility to take FMLA leave. For purposes of this policy, the immediate supervisor of a teacher and assistant principal shall be the Principal. If the employee is not eligible for FMLA leave, the notice must explain why the employee is not eligible.

The employee's immediate supervisor shall provide the eligibility notice within five business days, absent extenuating circumstances. **ILTexas** shall translate the notice in any situation in which it is required to translate the general notice.

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Sec. 4.14.3.1.2. Rights and Responsibilities Notice

ILTexas shall provide a written notice of rights and responsibilities each time an eligibility notice is provided to an employee. This notice must include the information required by 29 CFR 825.300(c)(1). The notice may be distributed electronically if it meets the other requirements of this section. **ILTexas** shall translate the notice in any situation in which it is required to translate the general notice.

Sec. 4.14.3.1.3. Designation Notice

When **ILTexas** has enough information to determine whether leave is being taken for an FMLA-qualifying reason, **ILTexas** must notify the employee whether the leave will be designated as FMLA leave. If **ILTexas** determines that the leave will not be designated as FMLA-qualifying, **ILTexas** must notify the employee of that determination. Absent extenuating circumstances, the designation notice must be provided within five business days. The notice must include the information required by 29 CFR 825.300(d)(1), (d)(3), and (d)(6). **ILTexas** shall translate the notice in any situation in which it is required to translate the general notice.

Sec. 4.14.3.1.4. Retroactive Designation

ILTexas may retroactively designate leave as FMLA leave, with appropriate notice to the employee, if **ILTexas**'s failure to timely designate leave does not cause harm or injury to the employee. **ILTexas** and an employee may also agree that leave will retroactively be designated as FMLA leave.

Sec. 4.14.3.2. Requests for FMLA Leave

An employee giving notice of the need for FMLA leave must state a qualifying reason for the leave and otherwise satisfy the requirements for notice of foreseeable and unforeseeable leave, as described below. The employee need not expressly assert rights under the Act or even mention the FMLA.

Employees should request FMLA leave by notifying the Director of Human Resources or designee, and must complete the Department of Labor's form WH-380-E (or WH-380-F as appropriate) made available from the Department of Labor or **ILTexas**'s administrative offices. Completed forms should be returned to the Director of Human Resources.

Sec. 4.14.3.2.1. Foreseeable Leave

An employee must provide his or her immediate supervisor at least 30 days' advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or

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illness of a covered service member. If 30 days' notice is not practicable, the employee must give notice as soon as practicable, generally on the same day as or next business day after the reason for the leave is known. For leave due to a qualifying exigency, the employee must provide notice as soon as practicable regardless of how far in advance the leave is foreseeable.

When planning medical treatment, the employee must consult with his or her immediate supervisor and make a reasonable effort to schedule the treatment so as not to disrupt unduly **ILTexas** operations, subject to the approval of the health-care provider.

Sec. 4.14.3.2.2. Unforeseeable Leave

When the approximate timing of leave is not foreseeable, an employee must provide notice to his or her immediate supervisor as soon as practicable under the facts and circumstances of the particular case. If an employee does not comply with usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA leave may be delayed or denied.

*Sec. 4.14.3.2.3. Compliance with **ILTexas** Requirements*

ILTexas may require an employee to comply with its usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. If an employee does not comply with usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA leave may be delayed or denied.

Sec. 4.14.3.3. Certification of Leave

ILTexas may require that an employee's FMLA leave be supported by certification, as described below. **ILTexas** shall give notice of a requirement for certification each time certification is required. At the time **ILTexas** requests certification, **ILTexas** must advise the employee of the consequences of failure to provide adequate certification.

Sec. 4.14.3.3.1. Timing

In most cases, the employee's immediate supervisor will request certification at the time the employee gives notice of the need for leave or within five business days thereafter or, in the case of unforeseen leave, within five business days after the leave commences. **ILTexas** may request certification at a later date if **ILTexas** later has reason to question the appropriateness of the leave or its duration. The employee must provide the requested certification to his or her immediate supervisor within 15 calendar days after **ILTexas**'s request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

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Sec. 4.14.3.3.2. Incomplete or Insufficient Certification

ILTexas shall advise an employee if it finds a certification incomplete or insufficient and shall state in writing what additional information is necessary to make the certification complete and sufficient. **ILTexas** must provide the employee with seven calendar days (unless not practicable under the particular circumstances despite the employee's diligent, good faith efforts) to cure any such deficiency.

A certification is “incomplete” if one or more of the applicable entries have not been completed. A certification is “insufficient” if it is complete, but the information provided is vague, ambiguous, or non-responsive. A certification that is not returned to **ILTexas** is not considered incomplete or insufficient, but constitutes a failure to provide certification.

Sec. 4.14.3.3.3. Medical Certification of Serious Health Condition

When leave is taken because of an employee's own serious health condition, or the serious health condition of a family member, **ILTexas** may require the employee to obtain medical certification from a health-care provider. **ILTexas** may use DOL optional form WH-380-E when the employee needs leave due to the employee's own serious health condition and optional form WH-380-F when the employee needs leave to care for a family member with a serious health condition. **ILTexas** may not require information beyond that specified in the FMLA regulations.

An employee may choose to comply with the certification requirement by providing **ILTexas** with an authorization, release, or waiver allowing **ILTexas** to communicate directly with the health-care provider.

For the definition of “health-care provider,” see 29 CFR 825.125.

Sec. 4.14.3.3.4. Genetic Information

When requesting medical certification, **ILTexas** shall comply with all requirements for requesting medical information under the Genetic Information Nondiscrimination Act (GINA) as contained in 29 CFR 1635.8(b)(1)(i)(A).

Sec. 4.14.3.3.5. Authentication and Clarification

If an employee submits a complete and sufficient certification signed by the health-care provider, **ILTexas** may not request additional information from the health-care provider. However, **ILTexas** may contact the health-care provider for purposes of clarification and authentication of the certification after **ILTexas** has given the employee an opportunity to cure any deficiencies, as set forth above. To make such contact, **ILTexas** must use a health-care provider, a human resources professional, a leave administrator, or a management official. Under no circumstances may the employee's direct supervisor contact the employee's health-care provider.

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“Authentication” means providing the health-care provider with a copy of the certification and requesting verification that the information on the form was completed and/or authorized by the health-care provider who signed the document; no additional medical information may be requested.

“Clarification” means contacting the health-care provider to understand the handwriting on the certification or to understand the meaning of a response. **ILTexas** may not ask the health-care provider for additional information beyond that required by the certification form. The requirements of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule must be satisfied when individually identifiable health information of an employee is shared with **ILTexas** by a HIPAA-covered health-care provider.

Sec. 4.14.3.3.6. Second and Third Opinions

If **ILTexas** has reason to doubt the validity of a medical certification, **ILTexas** may require the employee to obtain a second opinion at **ILTexas**'s expense. If the opinions of the employee's and **ILTexas**'s designated health-care providers differ, **ILTexas** may require the employee to obtain certification from a third health-care provider, again at **ILTexas**'s expense.

Sec. 4.14.3.3.7. Foreign Medical Certification

If the employee or a family member is visiting another country, or a family member resides in another country, and a serious health condition develops, **ILTexas** shall accept medical certification as well as second and third opinions from a health-care provider who practices in that country. If the certification is in a language other than English, the employee must provide **ILTexas** with a written translation of the certification upon request.

Sec. 4.14.3.3.8. Recertification

ILTexas may request recertification no more often than every 30 days and only in connection with an absence by the employee, except as set forth in the FMLA regulations. **ILTexas** must allow at least 15 calendar days for the employee to provide recertification.

As part of the recertification for leave taken because of a serious health condition, **ILTexas** may provide the health-care provider with a record of the employee's absence pattern and ask the health-care provider if the serious health condition and need for leave is consistent with such a pattern.

Sec. 4.14.3.3.9. Certification—Qualifying Exigency Leave

The first time an employee requests leave because of a qualifying exigency, **ILTexas** may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active

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duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

ILTexas may also require that the leave be supported by a certification that addresses the information at 29 CFR 825.309(b). **ILTexas** may use DOL optional form WH-384, or another form containing the same basic information, for this certification. **ILTexas** may not require information beyond that specified in the regulations.

Sec. 4.14.3.3.10. Certification—Military Caregiver Leave

When an employee takes military caregiver leave, **ILTexas** may require the employee to obtain a certification completed by an authorized health-care provider of the covered servicemember. In addition, **ILTexas** may request that the employee and/or covered servicemember address in the certification the information at 29 CFR 825.310(c). **ILTexas** may also require the employee to provide confirmation of a covered family relationship to the seriously injured or ill servicemember.

ILTexas may use DOL optional form WH-385, or another form containing the same basic information, for this certification. **ILTexas** may not require information beyond that specified in the regulations. **ILTexas** must accept as sufficient certification “invitational travel orders” (“ITOs”) or “invitational travel authorizations” (“ITAs”) issued to any family member to join an injured or ill servicemember at his or her bedside.

ILTexas may seek authentication and/or clarification of the certification under the procedures described above. Second and third opinions, and recertifications, are not permitted for leave to care for a covered servicemember.

Sec. 4.14.3.4. Intent to Return to Work

The Superintendent may develop a uniformly applied policy or practice that requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work. Such a policy may not be discriminatory and must take into account all of the relevant facts and circumstances related to the individual employee's leave situation.

Sec. 4.14.3.5. Fitness for Duty Certification

The Superintendent may develop a uniformly applied policy or practice that requires all similarly situated employees (i.e., same occupation, same serious health condition) who take leave for such conditions to obtain and present certification from the employee's health-care provider that the employee is able to resume work. The Superintendent may require that the certification specifically address the employee's ability to perform the essential functions of the employee's job.

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Sec. 4.14.3.5.1. *Failure to Provide Certification*

If the employee fails to provide **ILTexas** a complete and sufficient certification, despite the opportunity to cure, or fails to provide any certification, **ILTexas** may deny the taking of FMLA leave. This provision applies in any case where **ILTexas** requests a certification, including any clarifications necessary to determine if certifications are authentic and sufficient.

Sec. 4.14.4. SECTION IV: MISCELLANEOUS PROVISIONS**Sec. 4.14.4.1. Record Maintenance**

The Superintendent and/or designee shall make, keep, and preserve records pertaining to its obligations under the FMLA in accordance with the recordkeeping requirements of the Fair Labor Standards Act (FLSA) and the FMLA regulations. **ILTexas** shall keep these records for no less than three years and make them available for inspection, copying, and transcription by representatives of the Department of Labor upon request. Such records may be kept in computer form, so long as they are made available for transcription or copying.

If the Genetic Information Nondiscrimination Act (GINA) is applicable, records and documents created for purposes of FMLA leave that contain family medical history or genetic information shall be maintained in accordance with the confidentiality requirements of GINA, which permit such information to be disclosed consistent with the requirements of the FMLA. If the Americans with Disabilities Act (ADA) is also applicable, such records shall be maintained in conformance with ADA confidentiality requirements, except as excepted by the FMLA.

Sec. 4.14.4.2. Prohibition Against Discrimination and Retaliation

ILTexas shall not interfere with an employee's rights under the FMLA, or with legal proceedings or inquiries relating to an employee's rights. Specifically, **ILTexas** shall not:

1. Interfere with, restrain, or deny the exercise of (or attempts to exercise) any rights provided by the FMLA.
2. Discharge or in any other way discriminate against any person (whether or not an employee) for opposing or complaining about any unlawful practice under the FMLA.
3. Discharge or in any other way discriminate against any person (whether or not an employee) because that person has:
 - a. Filed any charge, or has instituted (or caused to be institute) any proceeding under or related to the FMLA;
 - b. Given, or is about to give, any information in connection with an inquiry or proceeding relating to a right under the FMLA; and/or
 - c. Testified, or is about to testify, in any inquiry or proceeding relating to a right under the FMLA.

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Sec. 4.15.1. FEDERAL MILITARY LEAVE

Any **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** employee who is absent from employment due to voluntary or involuntary service in the uniformed services is entitled to certain rights and benefits under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) if:

1. The employee (or an appropriate officer of the uniformed service in which the employee serves) has provided written or verbal notice of such military notice to **ILTexas** (unless notice cannot be given because of military necessity or is unreasonable or impossible to provide);
2. The cumulative length of the absence and all previous absences from employment with **ILTexas** does not exceed five years; and
3. The employee reports to or submits an application for reemployment to **ILTexas** and applies with all other applicable requirements.

For purposes of leave under USERRA, “uniformed service” means the Armed Forces; the Army National Guard, and the Air National Guard when an individual is engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Services; and any other category of persons designated by the President in time of war or emergency.

A person who is re-employed by **ILTexas** under USERRA is entitled to the seniority and other rights and benefits that he or she held on the date that uniformed service commenced, plus the additional seniority, rights, and benefits that would have been attained had he or she remained continuously employed.

Sec. 4.15.1.1. Exception

ILTexas is not required to re-employ an employee if:

1. Circumstances at **ILTexas** have changed so as to make re-employment impossible or unreasonable;
2. The re-employment of the employee would cause undue hardship for **ILTexas**; or
3. The employment with **ILTexas** from which the employee leaves to perform uniformed service is for a brief, nonrecurrent period and there is no reasonable expectation that employment with **ILTexas** will continue indefinitely or for a significant period.

38 U.S.C. 4301, et. seq.

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Sec. 4.16.1. NOTICE OF NONDISCRIMINATION

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) strictly prohibits discrimination, including harassment, against an employee on the basis of race, color, religion, gender, national origin, age, disability, genetic information, or any other legally protected classification. Retaliation against anyone involved in the complaint process is also a violation of **ILTexas** policy.

For purposes of this policy, “employee” includes current employees, volunteers and applicants for employment.

Sec. 4.16.2. DISCRIMINATION

Discrimination is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, genetic information or any other basis prohibited by law, that adversely affects his or her employment.

Sec. 4.16.3. HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on his or her race, color, religion, gender, national origin, age, disability, genetic information or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Adversely affects the employee’s performance, environment or employment in some other manner.

Sec. 4.16.3.1. Sexual Harassment Prohibited

ILTexas will not tolerate sexual harassment, nor will it tolerate reprisals against any employee who makes a sexual harassment complaint. All employees, Principals, supervisors, and others who violate this policy are subject to disciplinary action, including discharge.

Sec. 4.16.3.1.1. *Sexual Harassment Defined*

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For purposes of this policy, sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome verbal, visual or physical conduct, including sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

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1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
3. Such conduct has the purpose of affecting or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Sexual harassment may include a range of subtle and not so subtle behaviors, and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or request for sexual favors, sexual jokes and innuendo, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, catcalls, touching, insulting or obscene comments or gestures, display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment – that is harassment not involving sexual activity or language (example: male manager hollers only at female employees and not males) – may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Sec. 4.16.3.1.2. *Sexual Harassment of Students*

Sexual harassment of a student constitutes discrimination and is illegal under federal, state, and local laws. For purposes of this policy, sexual harassment of a student is defined by the U. S. Department of Education Office for Civil Rights Revised Sexual Harassment Guidance as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student occurs when, for example:

1. A teacher or other employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct.
2. A teacher or employee engages in sexually-oriented conversations for purposes of personal sexual gratification.
3. A teacher employee contacts students at home or elsewhere to solicit inappropriate social relationships.
4. A teacher or other employee engages in physical contact that would reasonably be construed as sexual in nature.
5. A teacher or other employee engages in conduct that is sufficiently serious to limit or deny a student's ability to participate in or benefit from the school's program(s) based on sex.

Sec. 4.16.4. RETALIATION

ILTexas expressly prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or an employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

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An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate or participate in an investigation regarding discrimination or harassment is subject to discipline, up to and including termination of employment.

Sec. 4.16.5. REPORTING PROHIBITED CONDUCT

An employee who believes that he or she has experienced prohibited conduct, or that another employee has experienced prohibited conduct, should immediately report the alleged conduct to the Principal or his or her supervisor, or to one of the school officials identified below.

In this policy, “prohibited conduct” includes discrimination, harassment, and/or retaliation, even if the behavior does not rise to the level of unlawful conduct.

Sec. 4.16.5.1. Title IX Coordinator

Reports of prohibited conduct based on gender, including sexual harassment, may be directed to the Title IX Coordinator:

Victor Cathey
Executive Director of Athletics and Physical Fitness
1820 N. Glenville Dr., Suite 100
Richardson, TX 75081
vcathey@ILTexas.org

Sec. 4.16.5.2. ADA/Section 504 Coordinator

Reports of prohibited conduct based on disability may be directed to the ADA/Section 504 Coordinator:

Angela Marcellus
Director of Student Services 1820 N. Glenville Dr., Suite 100
Richardson, TX 75081
amarcellus@ILTexas.org

Sec. 4.16.5.3. Title VII/Age Coordinator

Reports of prohibited conduct based on age and/or civil rights complaints, including sexual misconduct, may be directed to the Title VII/Age Coordinator:

Finn Simmens
Legal Services Coordinator 1820 N. Glenville Dr., Suite 100
Richardson, TX 75081
fsimmensen@ILTexas.org

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Reports concerning prohibited conduct against the Title IX Coordinator, ADA/Section 504 Coordinator, and/or Title VII/Age Coordinator may be made to the Superintendent.

Reports concerning prohibited conduct against the Superintendent may be directed to the Board.

Sec. 4.16.6. TIMELY REPORTING

Employees shall report prohibited conduct as soon as possible after the alleged act or knowledge of the alleged act.

Any supervisor who receives a report of prohibited conduct shall immediately inform the appropriate **ILTexas** official identified above.

Sec. 4.16.7. INVESTIGATING REPORTS OF PROHIBITED CONDUCT

ILTexas may request, but not insist upon, a written report describing any alleged prohibited conduct. If a report is made orally, the **ILTexas** official receiving the report shall reduce the report to writing.

After receiving a report or notice of a report, the appropriate **ILTexas** official shall determine if the allegations, if proven, would constitute prohibited conduct under this policy. If so, the **ILTexas** official shall immediately authorize or conduct an investigation, regardless of whether a criminal or regulatory investigation concerning the allegations is pending. The investigation may be conducted by the **ILTexas** official or designee, or by a third party authorized by **ILTexas**, such as an attorney. The employee's Principal or supervisor shall be notified of the investigation, if appropriate.

The investigation may consist of personal interviews of individuals with knowledge of the allegations, including the person making the report, and the person against whom the report is filed. The investigation may also include consideration of documents or other information concerning the allegations.

If appropriate, **ILTexas** shall take prompt action to prevent prohibited conduct from occurring during the course of the investigation.

Sec. 4.16.7.1. Concluding the Investigation

Investigations of prohibited conduct should be completed as soon as reasonably possible and appropriate under the circumstances. The investigator shall prepare a written report of the investigation, and provide the report to the **ILTexas** official overseeing the investigation.

Sec. 4.16.7.2. School Action

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If an investigation indicates that prohibited conduct occurred, **ILTexas** shall promptly take appropriate disciplinary or corrective action to address the conduct.

ILTexas may also take action following an investigation, even if the alleged conduct did not rise to the level of prohibited or unlawful conduct.

Sec. 4.16.7.3. Confidentiality

ILTexas shall respect the privacy of all individuals involved in a report or investigation of prohibited conduct. Limited disclosures may be necessary.

Sec. 4.16.7.4. Appeal

A complainant who is dissatisfied with the outcome of an investigation may appeal through Board Policy PG-4.6 (Employee Complaints and Grievances – General).

Sec. 4.16.8. RECORDS RETENTION

Copies of reports alleging prohibited conduct, investigation reports, and other related records shall be maintained at least three years.

Sec. 4.16.9. DISTRIBUTION OF POLICY

The Superintendent or designee shall ensure that this policy and accompanying procedures are made available to all employees through the **ILTexas** Employee Handbook.

Sec. 4.16.10. LIABILITY FOR HARASSMENT

ILTexas accepts no liability for harassment of any student or employee by another employee. Any **ILTexas** employee who is found to have engaged in prohibited conduct is subject to disciplinary action, up to and including termination.

ILTexas does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequences of the discharge of one's duties. Accordingly, to the extent permitted by law, **ILTexas** reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

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BOARD POLICY MANUAL

POLICY GROUP 4 – PERSONNEL

PSYCHOTROPIC DRUGS AND MEDICAL EVALUATIONS

PG-4.17

An **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** officer or employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest any particular diagnosis; or
3. Exclude a student from attending a class or participating in a school-related activity because of the parent’s refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of a student.

This policy does not prevent a **ILTexas** officer or employee from:

1. Making an appropriate referral under Child Find;
2. Recommending that a child be evaluated by an appropriate medical practitioner, if the employee is a registered nurse, advanced nurse practitioner, physician, or certified or appropriately credentialed mental health professional; or
3. Discussing any aspect of a child’s behavior or academic progress with the child’s parent or other **ILTexas** officer or employee, as appropriate.

Education Code 38.016.

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****REPORTING CHILD ABUSE AND NEGLECT**

PG-4.18

Sec. 4.18.1. REPORTING CHILD ABUSE OR NEGLECT

Any **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** officer, employee, or volunteer having cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse, maltreatment or neglect by any person shall **immediately** make a report as required by law.

If a professional has cause to believe that a child has been abused, maltreated or neglected or may be abused, maltreated or neglected, or that a child is a victim of an offense under Penal Code 21.11 (Indecency with a Child), and the professional has cause to believe that the child has been abused as defined by law, the professional shall make a report **not later than the 48th hour** after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Penal Code 21.11. A professional **may not delegate to or rely on** another person to make the report. For purposes of this policy, “professional” means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children.

A report should reflect the reporter’s belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:

1. The name and address of the child;
2. The name and address of the person responsible for the care, custody, or welfare of the child; and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

If the suspected abuse or neglect involves a person responsible for the custody, care or welfare of the child, the report must generally be made to the Texas Department of Family and Protective Services (DFPS). All other reports should be made to any local or state law enforcement agency, the DFPS, the Texas Education Agency (if abuse or neglect occurred at school), another state agency where the abuse or neglect occurred, or an agency designated by a court responsible for protection of children.

Texas Family Code, Chapter 261; 19 TAC 100.1211.

Sec. 4.18.2. TRAINING

The Superintendent or designee shall ensure that employees, volunteers and parents receive training on child abuse and neglect as required by law.

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REPORTING CHILD ABUSE AND NEGLECT

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Sec. 4.18.3. COMPUTER TECHNICIAN REPORTS OF CHILD PORNOGRAPHY

Any computer technician employed by **ILTexas** who, in the course and scope of employment or business with **ILTexas**, views an image on a computer that is or appears to be child pornography must immediately report the discovery to a local or state law enforcement agency or the Cyber Tipline at the National Center for Missing and Exploited Children. The report must include the name and address of the owner or person claiming a right to possession of the computer, if known, and as permitted by federal law.

Except in a case of willful or wanton misconduct, a computer technician may not be civilly liable for reporting or failing to report the discovery of an image. A computer technician who intentionally fails to report an image may be subject to criminal prosecution. *Business & Commerce Code 110.002.*

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****COMPENSATION AND BENEFITS: WAGE AND HOUR LAWS**

PG-4.19

Sec. 4.19.1. FAIR LABOR STANDARDS ACT**Sec. 4.19.1.1. Classification of Positions**

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Sec. 4.19.1.2. Exempt

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and **ILTexas** shall not make deductions that are prohibited under the FLSA or state law.

Exempt employees (excluding teachers) are paid on a salaried basis, and their salary is not reduced for absences of less than one full day.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to **ILTexas**’s attention, through the **ILTexas** complaint process. If improper deductions are confirmed, **ILTexas** will reimburse the employee and take steps to ensure future compliance with the FLSA.

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the FLSA, as needed. The employee may be compensated for these assignments according to **ILTexas**’s compensation plans.

Sec. 4.19.1.3. Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline, up to and including termination, but shall be compensated in accordance with the FLSA.

Sec. 4.19.1.4. Minimum Wage and Overtime

Unless an exemption applies, **ILTexas** shall pay each of its employees not less than minimum wage for all hours worked and for exempt employees, in accordance with the minimum salary basis requirements (except for instructional employees as defined in the FLSA).

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Unless an exemption applies, **ILTexas** shall pay a non-exempt employee not less than one and one-half times the employee's regular rate of pay for all actual hours worked in excess of forty in any workweek.

Sec. 4.19.1.5. Workweek Defined

For purposes of FLSA compliance, the workweek for school employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.

Sec. 4.19.2. WAGE AND HOUR RECORDS

ILTexas shall maintain and preserve payroll or other records for nonexempt employees containing the information required by the regulations under the Fair Labor Standards Act. Records shall also be kept in accordance with applicable State record retention schedules.

Sec. 4.19.3. COMPLIANCE WITH FEDERAL AND STATE WAGE AND HOUR LAWS

ILTexas shall take all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays and in accordance with Federal and State Wage and Hour Laws including the Fair Labor Standards Act (FLSA) and the Texas Payday Act. The Superintendent shall adopt procedures to ensure that **ILTexas** complies with applicable Federal and State Wage and Hour Laws.

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****COMPENSATION AND BENEFITS: WORKERS' COMPENSATION**

PG-4.20

As permitted by state law, **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** provides workers’ compensation benefits to employees who suffer a work-related illness or personal injury due to accidents arising out of their employment with **ILTexas**. These benefits are paid for entirely by **ILTexas** and help pay for medical treatment and may make up for part of the income lost while recovering. All work-related illnesses, accidents, or injuries should be reported immediately to the employee’s supervisor and the Superintendent.

Employees who suffer a work-related injury or illness, and who must be off work due to such injury or illness, shall be governed by applicable provisions of the Workers’ Compensation Act (the “WCA”) and the federal Family and Medical Leave Act (the “FMLA”) where applicable.

The Superintendent shall develop procedures to implement **ILTexas’s** Workers Compensation program, including procedures for requesting and use of leave benefits, injury reporting requirements, return to work and reinstatement procedures, absence control procedures, and any other procedure necessary to effectuate the WCA as required by law

Sec. 4.20.1. MANDATORY REQUIREMENTS

Workers’ Compensation Insurance covers all employees during the time they are on the job.

1. Covered injuries and illnesses may be physical or mental and specific or cumulative.
2. An injury is considered job-related when it arises out of and in the course and scope of employment.
3. The activity that caused the injury must also be an activity that is in the course and scope of employment.

Sec. 4.20.2. DENIAL OF WORKERS’ COMPENSATION INSURANCE BENEFITS

Except as otherwise required by state law, injuries not covered by Workers’ Compensation Insurance include those where the employee:

1. Was intoxicated on alcohol or drugs.
2. Was in the process of committing a felony (and has been convicted).
3. Was participating in a social or recreational activity off-duty that was not directly related to his or her work.
4. Was commuting to or from work unless doing so under the direct control/orders of **ILTexas** on school-related business.
5. Caused the injury intentionally, or committed suicide.
6. Was “horsing around” or fighting on the job.
7. Violated a school safety policy or procedure.

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If **ILTexas** denies a Workers' Compensation Insurance claim:

1. The employee may contest the decision in accordance with the provisions of the Workers' Compensation laws of the State of Texas.
2. All costs incurred by the employee in contesting a denial of the claim shall be the sole responsibility of the employee.
3. **ILTexas** is not obligated to make any commitments or statements pertaining to its liability concerning an employee's injury or illness.

Sec. 4.20.3. FRAUDULENT CLAIMS FOR WORKERS' COMPENSATION

Filing a false or fraudulent claim is a violation of law and **ILTexas**'s policy, and can result in disciplinary employment actions, including termination of employment.

Sec. 4.20.4. PROHIBITED DISCRIMINATION

ILTexas may not discharge or in any other manner discriminate against an employee because the employee has:

1. Filed a workers' compensation claim in good faith.
2. Hired a lawyer to represent the employee in a claim.
3. Instituted or caused to be instituted in good faith a proceeding under the Texas Workers' Compensation Act.
4. Testified or is about to testify in a proceeding under the Texas Workers' Compensation Act.

Labor Code 451.001.

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****INTELLECTUAL PROPERTY**

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Sec. 4.21.1. COPYRIGHTED MATERIAL

United States Copyright Law (Copyright Law) establishes copyright protection in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include the following categories:

1. Literary works;
2. Musical works, including any accompanying words;
3. Dramatic works, including any accompanying music;
4. Pantomimes and choreographic works;
5. Pictorial, graphic, and sculptural works;
6. Motion pictures and other audiovisual works;
7. Sound recordings; and
8. Architectural works.

In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work.

Sec. 4.21.2. OWNERSHIP OF COPYRIGHT

Copyright in a work protected under Copyright Law vests initially in the author or authors of the work. The authors of a joint work are co-owners of copyright in the work.

Sec. 4.21.2.1. Work for Hire

In the case of a work made for hire, the employer or other person for whom the work was prepared is considered the author under Copyright Law and, unless the parties have expressly agreed otherwise in a written instrument signed by them, owns all of the rights comprised in the copyright.

A “work made for hire” is:

1. A work prepared by an employee within the scope of his or her employment; or
2. A work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

A “supplementary work” is a work prepared for publication as a secondary adjunct to a work by another author for the purpose of introducing, concluding, illustrating, explaining, revising, commentating upon, or assisting in the use of the other work, such as forewords, afterwards,

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pictorial illustrations, maps, charts, tables, editorial notes, musical arrangements, answer material for tests, bibliographies, appendixes, and indexes.

An “instructional text” is a literary, pictorial, or graphic work prepared for publication and with the purpose of use in systematic instructional activities.

Sec. 4.21.3. EXCLUSIVE RIGHTS

Under Copyright Law, the owner of a copyright has the exclusive rights:

1. To reproduce the copyrighted work in copies or phonorecords;
2. To prepare derivative works based upon the copyrighted work;
3. To distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
4. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly;
5. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly; and
6. In the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

Sec. 4.21.3.1. Fair Use

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by Copyright Law, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Sec. 4.21.3.2. Performances and Displays

Additional exceptions related to performances and displays include performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images,

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is given by means of a copy that was not lawfully made under Copyright Law, and that the person responsible for the performance knew or had reason to believe was not lawfully made.

Sec. 4.21.3.3. Guidelines

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) employees who wish to use copyrighted print material and sheet music shall follow the guidelines set forth in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions” and “Guidelines for Educational Uses of Music.” Those guidelines establish a minimum guaranteed fair use, not a maximum. Any use that falls within those guidelines is a fair use; any use that exceeds these guidelines shall be judged by the four factors stated above and may be subject to challenge. Any determination regarding whether a use that exceeds the guidelines is a fair use shall rest with an appropriate court of law.

Sec. 4.21.3.4. Prohibitions

Notwithstanding the fair use guidelines, the following shall be prohibited:

1. Copying of print materials and sheet music to create or replace or substitute for anthologies, compilations, or collective works. This prohibition against replacement or substitution applies whether copies of various works or excerpts are accumulated, or reproduced and used separately.
2. Copying of or from works intended to be “consumable” in the course of study or teaching. These works include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.

Copying shall not substitute for the purchase of books, publishers’ reprints, or periodicals; be directed by higher authority; or be repeated with respect to the same item by the same teacher from term to term.

No charge shall be made to the student beyond the actual cost of the photocopying.

Additional prohibitions regarding the use of music are:

1. Copying for the purpose of performance, except as permitted under the “Guidelines for Educational Use of Music.”
2. Copying for the purpose of substituting for the purchase of music, except as permitted under the “Guidelines for Educational Use of Music.”
3. Copying without inclusion of the copyright notice that appears on the printed copy.

Sec. 4.21.4. BROADCAST PROGRAMS

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Broadcast programs, including commercial and public television and radio, shall not be videotaped or tape-recorded for reuse without permission, except within the following guidelines:

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission) and retained by **ILTexas** for a period not to exceed the first 45 consecutive calendar days after date of recording. At the end of that retention period, off-air recordings shall be erased or destroyed.
2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary during the first ten consecutive school days within the 45-calendar-day retention period. “School days” are actual days of instruction, excluding examination periods.
3. Off-air recordings shall be made at the request of and used by individual teachers and shall not be regularly recorded in anticipation of requests. No broadcast program shall be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program is broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording. All copies of off-air recordings shall include the copyright notice on the broadcast program as recorded.
5. After the first ten consecutive school days, off-air recordings may be used up to the end of the 45-calendar-day retention period only to determine whether or not to include the broadcast program in the teaching curriculum and shall not be used in **ILTexas** for student exhibition or any other nonevaluative purpose without authorization.
6. Off-air recordings need not be used in their entirety, but the recorded programs shall not be altered from their original content. Off-air recordings shall not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

Sec. 4.21.5. COPYRIGHT INFRINGEMENT

Anyone who violates any of the exclusive rights of the copyright owner or of the author is an infringer of the copyright or right of the author. The legal or beneficial owner of an exclusive right under a copyright is entitled, subject to the requirements of Copyright Law, to institute an action for any infringement of that particular right committed while he or she is the owner of it.

Sec. 4.21.6. ONLINE COPYRIGHT INFRINGEMENT**Sec. 4.21.6.1. Limitation of Liability**

To the extent that **ILTexas** is a “service provider” (regarding online services) under 17 U.S.C. 512(k) and meets other conditions in 17 U.S.C. 512, **ILTexas** shall not be liable for monetary relief or certain injunctive or other equitable relief, except as allowed under 17 U.S.C. 512(j), for copyright infringement in certain online services (transitory communications, system caching,

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storage of information on systems or networks at the instruction of users, and information location tools) provided by **ILTexas**.

Sec. 4.21.6.2. Eligibility for Limitations on Liability

The limitations on liability referenced above shall apply to **ILTexas** only if **ILTexas**:

1. Has adopted and reasonably implemented, and informs subscribers and account holders of **ILTexas**'s system or network of, a policy that provides for the termination in appropriate circumstances of subscribers and account holders of the service provider's system or network who are repeat infringers; and
2. Accommodates and does not interfere with standard technical measures. The term "standard technical measures" means technical measures that are used by copyright owners to identify or protect copyrighted works and:
 - a. Have been developed pursuant to a broad consensus of copyright owners and service providers in an open, fair, voluntary, multi-industry standards process;
 - b. Are available to any person on reasonable and nondiscriminatory terms; and
 - c. Do not impose substantial costs on service providers or substantial burdens on their systems or networks.

Sec. 4.21.7. TRADEMARKED MATERIAL

The term "trademark" includes any word, name, symbol, or device, or any combination thereof, used by a person or which a person has a bona fide intention to use in commerce and applies to register on the principal register to identify and distinguish his or her goods, including a unique product, from those manufactured or sold by others and to indicate the source of the goods, even if that source is unknown.

Sec. 4.21.7.1. Service Mark

The term "service mark" means any word, name, symbol, or device, or any combination thereof, used by a person or which a person has a bona fide intention to use in commerce and applies to register on the principal register to identify and distinguish the services of one person, including a unique service, from the services of others and to indicate the source of the services, even if that source is unknown. Titles, character names, and other distinctive features of radio or television programs may be registered as service marks notwithstanding that they, or the programs, may advertise the goods of the sponsor.

Sec. 4.21.7.2. Certification Mark

The term "certification mark" means any word, name, symbol, or device, or any combination thereof, used by a person other than its owner or which its owner has a bona fide intention to permit a person other than the owner to use in commerce and files an application to register on the

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principal register to certify regional or other origin, material, mode of manufacture, quality, accuracy, or other characteristics of such person's goods or services or that the work or labor on the goods or services was performed by members of a union or other organization.

Sec. 4.21.7.3. Collective Mark

The term "collective mark" means a trademark or service mark used by the members of a cooperative, an association, or other collective group or organization or which such cooperative, association, or other collective group or organization has a bona fide intention to use in commerce and applies to register on the principal register and includes marks indicating membership in a union, an association, or other organization.

Sec. 4.21.7.4. Liability

A person may be liable in a civil action by the registrant for the remedies provided in law if the person, without the consent of the registrant:

1. Uses in commerce any reproduction, counterfeit, copy, or colorable imitation of a registered mark in connection with the sale, offering for sale, distribution, or advertising of any goods or services on or in connection with which such use is likely to cause confusion, or to cause mistake, or to deceive; or
2. Reproduces, counterfeits, copies or colorably imitates a registered mark and applies such reproduction, counterfeit, copy or colorable imitation to labels, signs, prints, packages, wrappers, receptacles or advertisements intended to be used in commerce upon or in connection with the sale, offering for sale, distribution, or advertising of goods or services on or in connection with which such use is likely to cause confusion, or to cause mistake, or to deceive.

Sec. 4.21.8. PATENT INFRINGEMENT

Except as otherwise provided in applicable law, whoever without authority makes, uses, offers to sell, or sells any patented invention, within the United States, or imports into the United States any patented invention during the term of the patent, infringes the patent.

Whoever actively induces infringement of a patent shall be liable as an infringer.

Whoever offers to sell or sells within the United States or imports into the United States a component of a patented machine, manufacture, combination, or composition, or a material or apparatus for use in practicing a patented process, constituting a material part of the invention, knowing the same to be especially made or especially adapted for use in an infringement of such patent, and not a staple article or commodity of commerce suitable for substantial non-infringing use, shall be liable as a contributory infringer.

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Sec. 4.21.9. INTELLECTUAL PROPERTY

All copyrights, trademarks, and other intellectual property rights shall remain with **ILTexas** at all times.

Sec. 4.21.9.1. Students

A student shall retain all rights to work created as part of instruction or using **ILTexas** technology resources.

Sec. 4.21.9.2. Employees

As an agent of **ILTexas**, an employee, including a student employee, shall not have rights to work he or she creates on **ILTexas** time or using **ILTexas** technology resources. **ILTexas** shall own any work or work product created by a **ILTexas** employee in the course and scope of his or her employment, including the right to obtain copyrights.

If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, district-wide license to **ILTexas** for use of the patented work. A **ILTexas** employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

A **ILTexas** employee may apply to the Superintendent or designee to use **ILTexas** materials and equipment in his or her creative projects, provided the employee agrees either to grant to **ILTexas** a non-exclusive, non-transferable, perpetual, royalty-free, district-wide license to use the work, or permits **ILTexas** to be listed as co-author or co-inventor if **ILTexas** contribution to the work is substantial. **ILTexas** materials do not include student work, all rights to which are retained by the student.

Sec. 4.21.9.3. Works Made for Hire

ILTexas may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that **ILTexas** shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.

Sec. 4.21.9.4. Return of Intellectual Property

Upon the termination of any person's association with **ILTexas**, all permission to possess, receive, or modify **ILTexas**'s intellectual property shall also immediately terminate. All such persons shall return to **ILTexas** all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

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Sec. 4.21.10. USE OF COPYRIGHTED MATERIAL

Unless the proposed use of a copyrighted work is an exception under the “fair use” guidelines maintained by the Superintendent or designee, **ILTexas** shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder’s work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Sec. 4.21.10.1. Technology Use

All persons are prohibited from using **ILTexas** technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with **ILTexas** technology resources. No person shall use **ILTexas**’s technology resources to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the Superintendent or designee to employ all reasonable measures to prevent the use of **ILTexas** technology resources in violation of the law. All persons using **ILTexas** technology resources in violation of law shall lose user privileges in addition to other sanctions.

Sec. 4.21.10.2. Electronic Media

Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law.

Sec. 4.21.11. TRADEMARK USE

ILTexas protects all **ILTexas** and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

Sec. 4.21.11.1. School-Related Use

ILTexas grants permission to students, student organizations, parent organizations and other **ILTexas** affiliated school-support or booster organizations to use, without charge, **ILTexas** and campus trademarks to promote a group of students, an activity or event, a campus, or **ILTexas**, if the use is in furtherance of school-related business or activity. The Superintendent or designee shall determine what constitutes use in furtherance of school-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

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Sec. 4.21.11.2. Public Use

Members of the general public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use **ILTexas** trademarks without the written permission of the Superintendent or designee. Any production of merchandise with **ILTexas** trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties. Any individual, organization, or business that uses **ILTexas** trademarks without appropriate authorization shall be subject to legal action.

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SOLICITATION AND DISTRIBUTION

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Sec. 4.22.1. PROHIBITION ON SOLICITATION AND DISTRIBUTION OF PROMOTIONAL MATERIALS

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) prohibits solicitation of employees by salespersons or other employees on **ILTexas** property.

ILTexas further prohibits the distribution of promotional or sales literature on **ILTexas** property by salespersons or employees at all times.

Commercial advertisements or sales for personal profit are also prohibited.

Sec. 4.22.2. PROHIBITION ON DIETARY SUPPLEMENTS

Employees of **ILTexas** may not:

1. Knowingly sell, market, or distribute a dietary supplement that contains performance enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee’s school duties; or
2. Knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance enhancing compounds by a primary or secondary education student with whom the employee has contact as part of the employee’s school duties.

ILTexas employees are not prohibited from:

1. Providing or endorsing a dietary supplement that contains performance enhancing compounds to, or suggesting the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance enhancing compounds by, the employee’s child; or
2. Selling, marketing, or distributing a dietary supplement that contains performance enhancing compounds to, or endorsing or suggesting the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance enhancing compounds by, a primary or secondary education student as part of activities that:
 - a. Do not occur on **ILTexas** property or at a school-related function;
 - b. Are entirely separate from any aspect of the employee’s employment with **ILTexas**; and
 - c. Do not in any way involve information about or contacts with students that the employee has had access to, directly or indirectly, through any aspect of the employee’s employment with **ILTexas**.

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Sec. 4.22.2.1. Definitions

For purposes of this policy:

1. “Dietary supplement” means a product (other than tobacco) intended to supplement the diet that bears or contains one or more of the following dietary ingredients:
 - a. A vitamin;
 - b. A mineral;
 - c. An herb or other botanical;
 - d. An amino acid;
 - e. A dietary substance for use by man to supplement the diet by increasing the total dietary intake; or
 - f. A concentrate, metabolite, constituent, extract, or combination of any ingredient described in items (a)-(e).
2. “Performance enhancing compound” means a manufactured product for oral ingestion, intranasal application, or inhalation that:
 - a. Contains a stimulant, amino acid, hormone precursor, herb or other botanical, or any other substance other than an essential vitamin or mineral; and
 - b. Is intended to increase athletic or intellectual performance, promote muscle growth, or increase an individual’s endurance or capacity for exercise.

Education Code 38.011.

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ACCEPTABLE USE POLICY**

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Sec. 4.23.1. COMPUTERS

INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)’s electronic communications systems, including its network and access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- 1) Does not result in any direct cost paid with State funds, or if **ILTexas** is reimbursed for any direct costs involved;
- 2) Does not relate to private commercial purposes; and
- 3) Involves only incidental amounts of employee time, comparable to reasonable coffee breaks during the day.

Some employees are given access to the Internet to assist them in the performance of their jobs. Employees may only access the Internet through **ILTexas**’s approved Internet firewall.

All **ILTexas** computer resources are **ILTexas** property, and any information located in or on computers and e-mail/voice mail systems is also **ILTexas** property and will be subject to inspection by **ILTexas**.

Sec. 4.23.2. E-MAIL AND VOICE MAIL SYSTEMS

All messages sent, received, composed and/or stored on these systems are the property of **ILTexas**. E-mail transmissions and other use of **ILTexas**’s electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Sec. 4.23.3. CONFIDENTIALITY

Employees shall not use a password, access a file, or retrieve any stored information unless authorized to do so. Employees may not attempt to gain access to another employee’s files/messages.

Sec. 4.23.4. PRIVACY

All files and messages on **ILTexas** computers are **ILTexas** property. They are not the property of any employee, even if created by an employee. Anything created on the computer or Internet may, and likely will, be reviewed by others. If necessary, employees shall take steps to help protect the security of documents. **ILTexas** has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees visit on the Internet. Employees have no expectation of privacy in anything they create, store, send, or receive on their workplace computer, the **ILTexas** network, or Internet resources.

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Sec. 4.23.5. RESTRICTIONS

- 1) Employees are not allowed to use **ILTexas** computer resource for any reason other than official school business.
- 2) Employees may not use e-mail or the Internet to send or receive materials, proprietary financial information, or other similar materials that violate copyright law.
- 3) The e-mail system may not be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages that contain sexual implications, racial or gender-specific slurs, or any other comment that offensively addresses an individual's age, sexual orientation, religious or political beliefs, national origin, disability, or anything that could be construed as harassment or disparaging of others.
- 4) Employees should refrain from sending non-business-related e-mails to other **ILTexas** employees or persons outside the **ILTexas** system.
- 5) **ILTexas** is responsible for maintaining records of software licensing agreements for **ILTexas**. In order to ensure compliance with copyright laws and software licensing agreements, and help prevent computer viruses from being transmitted through the system, employees are not permitted to install or download any software or content, such as music, videos, or non-work related "zipped" files onto **ILTexas**'s computer system without prior approval from the Principal or designee.
- 6) Unauthorized duplication of software, often referred to as "piracy," is a federal crime. Employees are not permitted to make, acquire, or use unauthorized copies of computer software.

Employees who are authorized to use **ILTexas**'s electronic communications systems are required to abide by the provisions of this policy and any related administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action, up to and including termination of employment. Employees should notify their immediate supervisor(s) or the Technology Department upon learning of violations of this policy.

Sec. 4.23.6. ACCEPTABLE USE POLICY

With the use of technology, including the Internet, Intranet, hardware and software, **ILTexas** is expanding learning access for students, staff, and parents. With this opportunity comes the responsibility for appropriate use. The **ILTexas** Acceptable Use Policy explains and defines responsible and ethical use of educational and administrative technology for all employees. All rules embodied herein are designed to guide employees in appropriate and acceptable use of **ILTexas** technology, and are designed to protect both the employee and **ILTexas**. This policy also governs the use of the electronic mail accounts issued by **ILTexas**, and **ILTexas** and employee-owned personal electronic devices, including laptops, portable and handheld computing devices, and cellular telephones.

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Sec. 4.23.6.1. Computers

ILTexas's electronic communications systems, including its network and access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

1. Does not result in any direct cost paid with State funds, or if the **ILTexas** charter holder is reimbursed for any direct costs involved;
2. Does not relate to private commercial purposes; and
3. Involves only incidental amounts of employee time, comparable to reasonable coffee breaks during the day.

Sec. 4.23.6.2. Electronic Network Use Guidelines and Safety Policy

The operation of technology in the **ILTexas** system relies heavily on the proper conduct of users. Every **ILTexas** user has the responsibility to respect and protect the rights of every other user. **ILTexas** users are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the school.

ILTexas's computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Use of any network or computing resources must be consistent with the rules appropriate to that network.

All network users are expected to use moral and ethical guidelines in making appropriate decisions regarding network use. Use of the **ILTexas** network is a privilege, not a right, and inappropriate use will result in cancellation of that privilege, disciplinary action, and/or prosecution. Prior to participation, a potential network user will receive information pertaining to the proper use of the network and sign a user agreement. **ILTexas** administrators will decide what constitutes inappropriate use of the network; their decision is final. Violations will be dealt with in accordance with the **ILTexas** Student Code of Conduct or Employee Handbook, or local, state, or federal law.

Unacceptable conduct on the **ILTexas** network includes, but is not limited to:

1. Using the network for any illegal activity including, but not limited to, "hacking," copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering.
2. Transmitting material in violation of any federal, state, or local law or **ILTexas** policy.
3. Using **ILTexas** technology for financial or commercial or personal gain.
4. Degrading or disrupting equipment or system performance.
5. Vandalizing hardware.

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6. Viewing, copying, altering, or destroying data, software, documentation, or data communications belonging to **ILTexas** or another individual without authorized permission.
7. Unauthorized use of **ILTexas** resources, including hardware (*i.e.*, digital camera, projector, etc.) and printers for reasons other than job-related duties or school business.
8. Adding personal computers, printers, and software to the **ILTexas** network.
9. Gaining unauthorized access to resources or entities.
10. Invading the privacy of individuals.
11. Using another individual's user-name and password.
12. Disclosing a system password to another employee or student, or attempting to disclose another employee's or student's password.
13. Placing of unlawful information on a system.
14. Using the **ILTexas** network for political lobbying.
15. Intentionally accessing pornographic, inappropriate, or unauthorized material either directly or in proxy.
16. Intentionally bypassing **ILTexas**'s network systems and/or policies.
17. Intentionally transmitting viruses or making changes that may result in the loss of an individual's work or access to the **ILTexas** network.
18. Chain letters of any type that would cause congestion of the **ILTexas** network or otherwise interfere with the work of others.
19. Installing software onto computers without appropriate approval.
20. Paying access fees or committing **ILTexas** financial resources without formal authorization.

Security – Security is a high priority due to the number of users. Computer security cannot be made perfect, and it is likely that a determined user could access computer resources for inappropriate purposes or that an inquisitive user could encounter unacceptable material. Identified security problems should be reported to a system administrator or appropriate supervisor immediately and not shared with other users. Attempts to log on as another user may result in cancellation of user privileges. Any user identified as a security risk will be denied access to the system.

Vandalism – Vandalism is defined as any deliberate attempt to harm or destroy data or property of **ILTexas** or another network user, the Internet/Intranet, or other networks. This includes the creation of or uploading of computer viruses to the Internet/Intranet or host site and destruction of hardware. Vandalism will result in cancellation of user privileges.

Online Harassment – Online harassment is defined as using the name or persona of another individual to create a web page on or to post one or more messages on a commercial networking site without obtaining the other individual's consent with the intent to harm, defraud, intimidate, or threaten any person. Online harassment also includes sending an electronic mail, instant message, text message, or similar communication that references a name, domain address, phone number, or other item of identifying information belonging to any individual without obtaining the

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individual's consent with the intent to harm or defraud any person and to cause the recipient of the communication to reasonably believe that the other individual authorized or transmitted the intention.

Cyberbullying – Cyberbullying is defined as a situation where a child, preteen, or teen is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another individual using the Internet, interactive and digital technologies, or mobile phones. Users of the **ILTexas** network are expected to refrain from such conduct.

Installing Software – Use of computer software is governed by copyright laws and network configurations. Care must be taken to avoid copyright violations and disruptions of the network related to incompatible or corrupted software; therefore, installation of any program or application onto any computer with access to **ILTexas**'s electronic network must be approved by the Principal or designee.

Monitoring – All computers are the property of **ILTexas** and are subject to searches or removal at any time. There is no privacy on the **ILTexas** network. **ILTexas** will monitor any e-mail, network, and Internet activity occurring on **ILTexas** equipment or accounts. Anyone using the **ILTexas** network expressly consents to such monitoring. **ILTexas** currently employs filtering software to limit access to sites on the Internet. If **ILTexas** discovers activities that do not comply with applicable law or school policy, prosecution and/or termination of user privileges will occur without warning.

E-mail Retention – Employees are required by law to retain certain e-mails, including communications referring to students made to parents, administrators, or law enforcement officials. Employees are responsible for archiving such communications.

Internet Safety – It shall be the responsibility of all **ILTexas** staff to educate, supervise, and monitor appropriate usage of the **ILTexas** network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Use of the Internet and other telecommunication activities must be in support of education and research that is consistent with the educational goals, objectives, and policies of **ILTexas**.

In the classroom, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. However, it is impossible to control all materials on a global network and users may encounter inappropriate or objectionable information. Even with filtering, **ILTexas** cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school.

Each **ILTexas** computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, child pornography, inappropriate for students, or to

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any material deemed harmful to minors as defined by the Children’s Internet Protection Act and as determined by the Principal or designee.

Sec. 4.23.6.3. The ILTexas Electronic Mail System

Electronic mail is a critical mechanism for communications at **ILTexas**. However, use of the **ILTexas** network, Internet, and electronic mails systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of **ILTexas**.

The objectives of this policy are to outline appropriate and inappropriate use of **ILTexas**’s electronic mail systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

Electronic mail access at **ILTexas** is controlled through individual accounts and passwords. Each user of **ILTexas**’s electronic mail system is required to read and sign a copy of the Acceptable Use Policy prior to receiving an electronic mail account and password. Employees are responsible for protecting the confidentiality of their account and password information.

Electronic mail access will be terminated when the employee or third party terminates their association with **ILTexas**, unless other arrangements are made. **ILTexas** is under no obligation to store or forward the contents of an individual’s electronic mail inbox/outbox after the term of his or her employment has ceased.

Important official communications are often delivered via electronic mail. As a result, **ILTexas** employees with electronic mail accounts are expected to check their accounts in a consistent and timely manner so that they are aware of important announcements and updates, as well as for fulfilling business and role-oriented tasks. Employees are responsible for mailbox management, including organization and cleaning. Employees are also expected to comply with normal standards of professional and personal courtesy and conduct.

ILTexas’s electronic mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual use must not interfere with others’ use and enjoyment of **ILTexas**’s electronic mail system and services. Employees will comply with all applicable laws, **ILTexas** policies, and **ILTexas** contracts.

The following activities are deemed inappropriate uses of **ILTexas**’s electronic mail systems and are prohibited:

1. Use of electronic mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading of computer viruses).

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2. Use of electronic mail in any way that violates **ILTexas** policies, rules, or administrative orders.
3. Viewing, copying, altering, or deletion of electronic mail accounts or files belonging to **ILTexas** or another individual without authorized permission.
4. Sending of unreasonably large electronic mail attachments. The total size of an individual electronic mail message sent (including attachment) should be 10 MB or less.
5. Opening electronic mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
6. Sharing electronic mail account passwords with another person, or attempting to obtain another person's password. Accounts are to be used only by the registered user.
7. Excessive personal use of **ILTexas**'s electronic mail resources. **ILTexas** allows limited personal use for communication with family and friends, independent learning, and public services so long as it does not interfere with staff productivity, preempt any business activity, or consume more than a trivial amount of resources. **ILTexas** prohibits personal use of its electronic mail systems and services for unsolicited mass mailings, non-**ILTexas** commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Sec. 4.23.6.4. Use of Personal Electronic Devices

Employees are restricted in their usage of employee-owned personal electronic devices on **ILTexas** property and at school-sponsored events. Personal electronic devices include but are not limited to employee-owned desktop, laptop, tablet, and handheld computing devices (whether wired or wireless), USB drives, and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

1. Employees are prohibited from using a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates **ILTexas** policies, including illicit and illegal use.
2. Employees may not use personal electronic devices or media including but not limited to CD/DVD burners and USB drives to illegally duplicate and/or distribute copyrighted materials.
3. Employees may not load a bootable, alternate operating system on any **ILTexas**-owned computer from any employee-owned source or media.
4. Employees are prohibited from using any portable wired, USB IP-telephone devices or wireless Wi-Fi IP telephone devices (such as Vonage, V-phone, or MagicJack) that can make or place calls to or from a private phone number on **ILTexas** networks at any time.
5. Employees may not acquire, through wired or wireless connection, **ILTexas**-provided network or Internet access from any employee-owned computing device without the prior permission of the Principal.

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Sec. 4.23.6.5. Disclaimer

ILTexas shall not be liable for any employee's inappropriate use of electronic communication resources, violations of copyright restrictions, user mistakes or negligence, or costs incurred by users. **ILTexas** shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

Electronic mail transmissions, faxes, and program or data files sent, received, created, or accessed by employees are not considered confidential and may be monitored at any time by designated staff to insure appropriate use of educational and administrative technology.

ILTexas reserves the right to restrict or terminate Internet, network, or computer access at any time for any reason. **ILTexas** also reserves the right to monitor Internet, network, and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Sec. 4.23.6.6. Consequences for Violations of the Employee Acceptable Use Policy

Violations of this policy will be treated like other allegations of wrongdoing at **ILTexas**. The use or installation of any software or device onto any computer or network for the purpose of controlling, collecting logins, or accessing any data or systems without written permission will result in disciplinary action. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for violations of this policy may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities.
2. Disciplinary action, up to and including termination.
3. Legal action according to applicable laws and contractual agreements.

**Sec. 4.23.7. ACCESS TO CELLULAR AND/OR WIRELESS TELEPHONE EQUIPMENT AND
ACCOUNTS**

Access to cellular and/or wireless telephone equipment and accounts is made available exclusively for instructional and administrative purposes in accordance with guidelines and regulations developed by **ILTexas**. Access to this equipment is a privilege, not a right, and can be revoked at any time.

The Superintendent or designee shall develop and define guidelines for the responsible and ethical use of **ILTexas**-supplied telephone equipment and accounts. Such guidelines shall be distributed to all **ILTexas** employees.

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Sec. 4.23.7.1. Consequences for Violations

Violations of **ILTexas**'s guidelines for access to cellular and/or wireless telephone equipment and accounts will be treated like other allegations of wrongdoing. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for violations of these guidelines may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all cellular or wireless telephone resources.
2. Disciplinary action, up to and including termination.
3. Legal action according to applicable laws and contractual agreements.

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DRESS AND GROOMING STANDARDS

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An employee’s dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by the Superintendent or designee.

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USE OF BUILDINGS AND FACILITIES

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INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”) employees seeking to schedule use of **ILTexas** buildings and facilities must submit to the Principal and Superintendent a request for such use.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****ELECTRONIC MEDIA**

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Sec. 4.26.1. ELECTRONIC MEDIA

Electronic media includes text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as land lines, cell phones, and web-based applications.

Sec. 4.26.2. USE WITH STUDENTS

The Superintendent or designee shall issue guidelines under which a certified or licensed employee—or any other employee designated in writing by the Superintendent or designee—may use electronic media to communicate with currently enrolled students about matters within the scope of the employee’s professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)**.

The guidelines developed by the Superintendent or designee shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which employees may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

ILTexas employees shall comply with **ILTexas**’s requirements for records retention and destruction to the extent those requirements apply to electronic media.

Sec. 4.26.3. PERSONAL USE

Employees shall 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 violates state or federal law or **ILTexas** policy, or 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.

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Sec. 4.27.1. RATIONALE

Employees of **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** are expected to avoid apparent or actual conflicts of interest, favoritism, or bias in their workplace relationships. Consensual romantic relationships can give rise to such realities or perceptions and are thus potentially exploitative, especially when they involve supervisor/subordinate relationships. In addition, such relationships can and often do create an uncomfortable work or educational environment for students and staff.

Sec. 4.27.2. DEFINITION OF ROMANTIC RELATIONSHIPS

A “romantic relationship” is one that involves or is a prelude to sexual intimacy. A romantic relationship may be manifest through, but is not limited to, one or more of the following workplace behaviors: a pattern of exclusivity between two persons; consensual physical touching that implies a romantic intention or desire; the sharing of personal information appropriate for a romantic relationship but beyond the boundaries of a professional workplace relationship; actual physical intimacy; written communications or other actions that demonstrate or imply a romantic interest.

Sec. 4.27.3. RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

Employees shall never form romantic relationships with students. Any sexual relationship between a student and an employee is prohibited and unlawful, even if consensual.

Sec. 4.27.4. REPORTABLE ROMANTIC RELATIONSHIPS BETWEEN EMPLOYEES

Romantic relationships are generally discouraged between a **ILTexas** employee and that employee’s immediate or distant supervisor. The power differential makes such relationships open to abuse and to charges of sexual harassment or unprofessional conduct.

This policy is not intended to prohibit romantic or outside relationships among peers or colleagues; however, employees involved in such relationships are cautioned to avoid situations that may contribute to an uncomfortable work or educational environment for other employees or students.

Sec. 4.27.5. REPORTING REQUIREMENTS

In the event that consensual romantic relationships exist or begin to develop between an employee and supervisor, the supervisor is charged with the responsibility of notifying his or her immediate supervisor of the relationship. The reporting supervisor shall cooperate in making appropriate workplace arrangements and adjustments, which may include but are not limited to reassignments of duties, departments and/or locations.

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Sec. 4.27.6. FAILURE TO REPORT OR COOPERATE

Employees in positions of authority who fail to report a romantic relationship with a subordinate or fail to cooperate in efforts to reduce the potential for workplace conflicts as directed will be subject to disciplinary action, up to and including termination.

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INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****INTERNET SAFETY**

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Sec. 4.28.1. INTRODUCTION

It is the policy of **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) Prevent unauthorized access and other unlawful online activity;
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) **Comply with the Children’s Internet Protection Act (“CIPA”), the Neighborhood Children’s Internet Protection Act (“NCIPA”), and the Protecting Children in the 21st Century Act, to the extent such laws are applicable to ILTexas.**

It is the goal of this policy not only to prevent and protect, but also to educate employees, students, parents and the **ILTexas** community in Internet safety. The CIPA guidelines for an Internet Safety Policy have also been incorporated by **ILTexas** into its Acceptable Use Policy and/or Acceptable Use Agreement(s). All limitations and penalties set forth in the Acceptable Use Policy and/or Acceptable Use Agreement(s) are deemed to be incorporated into this policy. Terms used in this policy and that also appear in CIPA have the meanings defined in CIPA.

Sec. 4.28.2. COMPLIANCE WITH THE REQUIREMENTS OF CIPA**Sec. 4.28.2.1. Technology Protection Measures**

A Technology Protection Measure is a specific technology that blocks or filters Internet access.¹ It must protect against access by adults and minors to visual depictions that are obscene, involve

¹ As defined by CIPA, the term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2256 of title 18, United States Code.

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child pornography, or are harmful to minors. **ILTexas** utilizes a sophisticated content filtering system that is compliant with CIPA and NCIPA on all computers that access the Internet.

Sec. 4.28.2.2. Access to Inappropriate Material

To the extent practical, Technology Protection Measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual and textual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to administrative approval, technology protection measures may be disabled or, in the case of minors, minimalized only for bona fide research or other lawful purposes.

Any attempt to bypass, defeat, or circumvent the Technology Prevention Measures is punishable as a violating of this policy and of the Acceptable Use Policies.

Sec. 4.28.2.3. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of **ILTexas**’s online computer network when using electronic mail, chat rooms, blogging, instant messaging, online discussions and other forms of direct electronic communications. Without limiting the foregoing, access to such means of communication is strictly limited by the Acceptable Use Policies.

Specifically, as required by CIPA, prevention of inappropriate network usage includes:

1. unauthorized access, including so-called “hacking” and other unlawful activities; and
2. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Sec. 4.28.2.4. Supervision and Monitoring

It shall be the responsibility of all professional employees (pedagogical and administrative staff) to supervise and monitor usage of **ILTexas**’s computers, computer network and access to the Internet in accordance with this policy, the Acceptable Use Policies, and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of each Principal or designee.

Sec. 4.28.2.5. Education

ILTexas will advocate and education employees, students, parents and **ILTexas** community on Internet safety and “cyber-bullying.” Education will be provided through such means as professional development training and materials to employees, PTO/PTA presentations, and the **ILTexas** website.

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Additionally, the Principal or designee will provide age-appropriate training for students who use **ILTexas**'s Internet facilities. The training provided will be designed to promote **ILTexas**'s commitment to:

1. The standards and acceptable use of Internet services as set forth in the Acceptable Use Policies.
2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
3. Compliance with the E-rate requirements of CIPA.

Following receipt of this training, the student will acknowledge that he/she has received the training, understood it, and will follow the provisions of the Acceptable Use Policy and/or Acceptable Use Agreement(s).

Sec. 4.28.2.6. Cyberbullying

The Acceptable Use Policies include provisions intended to prohibit and establish penalties for inappropriate and oppressive conduct, including cyber-bullying.

ILTexas is a place of tolerance and good manners. Students may not use the network or any **ILTexas** computer facilities for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

Network users may not use vulgar, derogatory, or obscene language. Network users also may not post inappropriate anonymous messages or forge e-mail or other messages.

Furthermore, **ILTexas** computers and network facilities may not be used for any activity, or to transmit any material, that violates United States, State of Texas, or local laws. This includes, but is not limited to, any threat or act of intimidation or harassment against another person.

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Sec. 4.29.1. INTRODUCTION

In this policy, “electronic communication” means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.

Sec. 4.29.2. ELECTRONIC COMMUNICATIONS WITH STUDENTS

A certified or licensed educator or any other employee designated in writing by the Principal may engage in electronic communications with students who are currently enrolled in **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** for academic purposes only. All other employees are prohibited communicating electronically with a student who is enrolled in **ILTexas** unless express authorization is provided by the Superintendent. An employee is not subject to these provisions to the extent he or she has a social or family relationship with a student.

Sec. 4.29.2.1. Inappropriate Communications

Educators or other employees authorized to communicate electronically with students shall refrain from inappropriate communications with students and minors. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- The nature, purpose, timing, and amount of the communication;
- The subject matter of the communication;
- whether the communication was made openly or the educator attempted to conceal the communication;
- whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship
- whether the communication was sexually explicit; and
- 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.

Sec. 4.29.3. EMPLOYEE’S PERSONAL TELEPHONE NUMBER OR E-MAIL ADDRESS

A **ILTexas** employee may elect to not disclose to students the employee’s personal telephone number or e-mail address.

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Sec. 4.29.4. INCIDENT NOTIFICATION

A **ILTexas** employee shall report to the Principal of any incident in which a student engages in improper communications with the employee. Such reports should include a summary of the student's communication, as well as the time, date, and method of communication.

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**REPORTING EDUCATOR MISCONDUCT TO
PARENT OR GUARDIAN**

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Sec. 4.30.1. REPORT REQUIRED

The Superintendent shall provide notice to the parent or guardian of a student if there is evidence that an educator:

1. Abused or otherwise committed an unlawful act with a student or minor; or
2. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

The notice must inform the parent or guardian:

1. That the alleged misconduct occurred;
2. Whether the educator was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the State Board for Educator Certification concerning the alleged misconduct.

The Superintendent shall provide such notice as soon as feasible after **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** becomes aware that alleged misconduct may have occurred.

Cover Sheet

Discuss Real Estate Issues (Section 551.071 Texas Government Code)

Section: VI. Executive Session
Item: B. Discuss Real Estate Issues (Section 551.071 Texas Government Code)
Purpose: Discuss
Submitted by:
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Discuss Personnel Matters (Section 551.074 Texas Government Code)

Section: VI. Executive Session
Item: C. Discuss Personnel Matters (Section 551.074 Texas Government Code)
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Consider and take possible action on real estate items discussed in Executive Session

Section: VII. Action Items from Executive Session
Item: A. Consider and take possible action on real estate items discussed in
Executive Session
Purpose: Vote
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Consider/Act on Personnel Items discussed in Executive Session

Section: VII. Action Items from Executive Session
Item: B. Consider/Act on Personnel Items discussed in Executive Session
Purpose: Vote
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Adjourn Meeting

Section: VIII. Closing Items
Item: A. Adjourn Meeting
Purpose: Vote
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