



# Having a hard time staying on top of laws, policies, documents, protocols...

## We have just the right solution for you!

**IT IS HARD** to stay on top of state and federal laws, as well as school board policies, but it is expected of you. Can you even be certain you are working with information that is up to date?

Region 10 is proud to introduce its latest partner, **Texas School Procedures, LLC (TxSP)**. Created specifically to save you valuable time and effort, **TxSP** offers an extensive online repository of document templates and resources that are current, accurate, and vetted to align with required legislation, policies, and protocols; a critical benefit to your campus and district processes. Why take a risk, if **TxSP** takes the guesswork out of how to comply with law and implement policies and implement best practices?

**TxSP** can support you by:

- ◆ Developing material for practitioners, by practitioners.
- ◆ Having everything in one place, web-based, and easily assessable.
- ◆ Providing electronic documents, letters, and notifications with user flexibility.
- ◆ Offering home letters and documents in both English and Spanish.
- ◆ Keeping current on all protocols and documents when changes are made at the state and federal levels.
- ◆ Adding new protocols and documents regularly.
- ◆ Providing unlimited users per district.

To learn more about this affordable solution, contact Region 10. We can help you stay on top of these important responsibilities through our partner, **Texas School Procedures, LLC**.

### Demonstrations and Product Information

[tlaborde@txschoolprocedures.com](mailto:tlaborde@txschoolprocedures.com)

1-855-367-8977 (toll free)

### Quotes and Purchasing

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Texas School Procedures, LLC



Region 10 ESC

# Texas School Procedures Highlights

[txschoolprocedures.com](http://txschoolprocedures.com)

## Campus Operational

Some of the sections for campus administrators and office staff include guidelines and documents for activities including concussion oversight, extracurricular sponsorships, field trips, fundraising, patriotic society presentations, social media, etc.; attendance including guidelines and documents on the 90% rule and compulsory attendance, full day and partial day laws, etc.; complaints including processes, scripts and document for an informal process and level 1 complaints; dealing with a crisis; a guide dealing with custody issues; a comprehensive section on discipline from general issues to expulsion; a comprehensive section on enrollment including procedures for special circumstances; knowing the 10 prohibited student conducts, how to investigate and how to protect the district for OCR hearing; safety concerns such as bomb threats, campus safety plans, drills, playground rules, table-top exercises, visitor management, suicide, and student threat inquiries; etc.

## Counseling Section

The section provides an overview of a counseling program that meets state law and the needs of students and all guidelines and documents such as program development including evaluation tools, hiring guidelines and tools, trainings, etc.; program documents including agendas for administrative meetings, annual reports, lesson planning, parent permissions, counseling evaluation, etc; responsibilities including abuse, confidentiality, data collection, records, social skills, sole possession notes, etc.; statutes including school board policies, and the ethical code; and student work including activities dealing with behavior, bullying and harassment, crisis response, dating violence, drugs and alcohol, self-injury, strategies for counseling, suicide ideation, teen pregnancy, truancy and lessons on the mandated prevention student requirements.

## District Operational Section

This section deals with such topics as administrator leadership training, challenging instructional material, level 2 and 3 complaints, processes for course action, crisis response, discipline, drones in schools, facilities, food services, foreign exchange waivers, retention guidelines, transfers, etc.

## Nursing Section

This section deals with everything required to run a compliant clinic such as procedures for in the clinic, diabetes, emergency treatment, Epi Pens, food allergies, health care plans, immunization, medication guidelines, lice, records, etc.

## Personnel Section

This section deals with such topics as ADA/AA, benefits and compensation, employee complaints, contracts, directives, employee separations, hiring, investigations (including inappropriate relationships), requirements and restrictions, staff development, etc.

## District Operational Section

This section deals with general topics as administrator leadership training; attendance; challenging instructional materials; level 2 and 3 complaints; and additional processes and documents for course action, crisis response, discipline, drones in schools, facilities, food services, foreign exchange waivers, retention guidelines, technology, transfers, etc.

## Student Support Section

One of our most popular sections includes guidelines and documents that deal with the following topics including 504 and RtI protocols and documents; a model for a K-2 alternative program provided under the 85th legislature; a comprehensive section on strategies for behavior and instruction practices; updated guidelines and documents insuring a compliant DAEP program; homeless and foster care; PRS section; SSI for grades 5 & 8; a compliant volunteer program, etc

**New sections coming this summer including federal programs.**