

DISCLAIMER

Texas School Procedures (TxSP)

Purpose of Materials

The protocols, documents, templates, and guidance materials published by Texas School Procedures (TxSP) are developed in accordance with applicable Texas and federal law — including the *Texas Education Code (TEC)*, *Title 19 of the Texas Administrative Code (TAC)*, the *Individuals with Disabilities Education Act (IDEA)*, *Section 504 of the Rehabilitation Act of 1973*, the *Family Educational Rights and Privacy Act (FERPA)*, *Title IX of the Education Amendments of 1972*, and other relevant statutes and regulations — as well as research-based best practices in school administration and operations.

These materials are intended to provide general guidance and practical resources to help Texas public school districts develop and maintain compliant policies and procedures. **They do not constitute legal advice and should not be relied upon as a substitute for the advice of qualified legal counsel.**

When Legal Counsel Should Be Sought

School districts are strongly encouraged to consult their district's attorney or legal counsel when addressing specific circumstances that may require legal interpretation, including but not limited to:

- Situations involving potential litigation or formal complaints;
- Disciplinary matters with significant legal consequences, including expulsion proceedings or placements in a Disciplinary Alternative Education Program (DAEP);
- Special education disputes, due process hearings, or matters governed by the IDEA or Section 504;
- Employment decisions involving potential discrimination, termination, or educator certification implications under the Texas Education Code, Chapter 21;
- Matters involving student or staff privacy rights under FERPA (20 U.S.C. § 1232g) or state law;
- Investigations under Title IX (20 U.S.C. § 1681) or allegations of educator misconduct reportable to the Texas Education Agency (TEA) under TEC § 21.006;
- Any circumstance in which the application of law to specific facts is uncertain or contested.

Currency of Materials

TxSP makes every reasonable effort to ensure its materials reflect current law and best practices; however, laws and regulations change, and no document or protocol should be applied without consideration of the most current legal requirements and the specific facts of the situation.

Legislative Session Updates: The Texas Legislature convenes in regular session every two years, and these sessions often result in new or amended statutes that affect public school operations. After each session, TxSP conducts a comprehensive review of all enacted legislation and diligently updates affected protocols, documents, and guidance materials. However, due to the volume of legislative changes that may occur in a single session, updating all materials may take additional time. Districts should be aware that documents published before or during an active legislative session may not yet reflect the most recently enacted laws. TxSP will communicate updates through the TxSP newsletter as they are completed and will prioritize materials most likely to impact day-to-day district operations.

Stay Informed — Subscribe to the TxSP Newsletter: To ensure your district receives timely notice of legal updates, newly released materials, and important compliance changes, all users are strongly encouraged to subscribe to the TxSP newsletter. The newsletter is TxSP's primary channel for communicating legislative developments, document revisions, and emerging issues affecting Texas public schools. Subscribing ensures your district is among the first to know when updates are available.

If you have not already subscribed, please [sign up here](#).

For questions about TxSP resources, [contact us here](#).
For district-specific legal guidance, please contact your district's legal counsel.