## Regular

Monday, July 21, 2003 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order at 6:00 p.m.**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government codes, Chapter 551.074 - personnel matters, 551.072 - purchase, exchange, lease or value of real property and 551.071 - private consultation with the Board's attorney**

a. Appointments, leaves and resignations
b. Consider Level III Grievance - Dale Taylor

3. **Reconvene in open session at 7:00 p.m.**
4. **Invocation**
5. **Pledge**
6. **Superintendent's report - Goals 2,4,7**

a. Recognition
b. Employee recognition
c. Financial statements for period ending 05/31/03 and 06/30/03
d. Hood County Appraisal District 2004 proposed budget
e. Update 70
f. GEA/7

7. **Public comments/audience participation**
8. **Board members special reports**
9. **Consent agenda - Goals 3,4**

a. Consider approval of the minutes of the June 16, 2003 regular board meeting
b. Consider approval of budget amendments
c. Consider approval of list of acute teacher shortage areas
d. Consider approval of donation of carpet from Lee's Carpet for GHS choir room
e. Consider approval of changes in Deaf Ed shared services arrangement
f. Consider bids:

1. Remanufactured transmissions bid no. 2001-35 - renewal
2. Beverage services bid no. 2002-38 - renewal
3. Music, band & choir supplies bid no. 2003-17
4. Accelerated Reader RFP 2003-22
5. Workers comp renewal

10. **Consider approval of 2003-2004 student handbook**
11. **Discuss 2003-2004 teacher salary schedule**
12. **Convene in closed session under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.071 - private consultation with Board's attorney**

a. Consider Level III Grievance - Dale Taylor

13. **Reconvene in open session**
14. **Personnel**

a. Consider appointments, leaves and resignations - Goal 7
b. Consider Level III grievance - Dale Taylor

15. **Adjourn**

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 21, 2003
For: Information

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 15, 2003
**RE**: 5/31/03 Financial Statements

**SUMMARY:**

Attached are the financial statements for the period ended May 31, 2003 for the general operating fund.

The statements for the period ended May 31, 2003 include only those transactions that occurred between the period of September 1, 2002 and May 31, 2003. Revenue collected to date equal 87.68% of the budgeted amount compared to 78.77% last year. Expenditures to date represent 71.38% of the budget compared to 69.13% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: July 15, 2003

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED MAY 31, 2003

| | ANNUAL BUDGET | YTD ACTUAL | REMAINING BALANCE | YTD PERCENT |
|---|---|---|---|---|
| **REVENUES** | | | | |
| 5700 LOCAL SOURCES | 28,924,819 | 27,708,059 | 1,216,760 | 95.79% |
| 5800 STATE SOURCES | 9,458,896 | 5,924,487 | 3,534,409 | 62.63% |
| 5900 FEDERAL SOURCES | 150,000 | 153,693 | -3,693 | 102.46% |
| **TOTAL REVENUES** | **38,533,715** | **33,786,241** | **4,747,475** | **87.68%** |
| **EXPENDITURES** | | | | |
| 6100 PAYROLL COSTS | 31,036,817 | 21,806,021 | 9,230,796 | 70.26% |
| 6200 PROFESSIONAL & CONTRACTED SERVICES | 3,519,272 | 2,466,763 | 1,052,509 | 70.09% |
| 6300 SUPPLIES/MATERIALS | 2,206,884 | 1,622,969 | 583,915 | 73.54% |
| 6400 OTHER OPERATING | 998,095 | 810,835 | 187,261 | 81.24% |
| 6500 DEBT SERVICE | 0 | 0 | 0 | #DIV/0! |
| 6600 CAPITAL OUTLAY | 1,906,759 | 1,609,876 | 296,884 | 84.43% |
| **TOTAL EXPENDITURES** | **39,667,828** | **28,316,463** | **11,351,365** | **71.38%** |
| **OTHER SOURCES AND USES** | | | | |
| 7900 OTHER RESOURCES | 0 | 0 | 0 | 0.00% |
| 8900 OTHER USES | 0 | 0 | 0 | 0.00% |
| **OTHER SOURCES(USES)** | **0** | **0** | **0** | **0.00%** |
| **EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES** | **(1,134,113)** | **5,469,776** | **(6,603,890)** | |

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED MAY 31, 2003

| | | ANNUAL BUDGET | YTD ACTUAL | REMAINING BALANCE | YTD PERCENT | PRIOR YTD PERCENT |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| 5700 | LOCAL | | | | | |
| | PROPERTY TAXES | 27,900,000 | 26,985,675 | 914,325 | 96.72% | 97.80% |
| | INVESTMENT INCOME | 350,000 | 210,129 | 139,871 | 60.04% | 39.19% |
| | OTHER LOCAL INCOME | 674,819 | 512,255 | 162,564 | 75.91% | 79.03% |
| 5800 | STATE | | | | | |
| | STATE FUNDING | 9,458,896 | 5,924,487 | 3,534,409 | 62.63% | 34.68% |
| 5900 | FEDERAL | | | | | |
| | FEDERAL PROJECTS | 150,000 | 153,693 | -3,693 | 102.46% | 130.95% |
| | **TOTAL REVENUES** | **38,533,715** | **33,786,240** | **4,747,475** | **87.68%** | **78.77%** |
| **EXPENDITURES** | | | | | | |
| 11 | INSTRUCTION | 21,973,396 | 15,368,373 | 6,605,023 | 69.94% | 71.14% |
| 12 | INSTRUCTIONAL RESOURCES & MEDIA | 1,504,042 | 1,138,002 | 366,039 | 75.66% | 71.12% |
| 13 | CURRICULUM & STAFF DEVELOPMENT | 521,647 | 338,880 | 182,768 | 64.96% | 59.58% |
| 21 | INSTRUCTIONAL LEADERSHIP | 472,722 | 232,827 | 239,895 | 49.25% | 90.45% |
| 23 | SCHOOL LEADERSHIP | 2,271,562 | 1,630,451 | 641,111 | 71.78% | 72.29% |
| 31 | GUIDANCE/COUNSELING | 1,255,088 | 924,715 | 330,373 | 73.68% | 68.17% |
| 33 | HEALTH SERVICES | 344,400 | 220,196 | 124,203 | 63.94% | 73.24% |
| 34 | TRANSPORTATION | 1,828,658 | 1,631,047 | 197,610 | 89.19% | 76.15% |
| 36 | CO-CURRICULAR/EXTRACURRICULAR | 1,386,338 | 1,119,629 | 266,709 | 80.76% | 77.48% |
| 41 | GENERAL ADMINISTRATION | 1,856,231 | 1,323,704 | 532,526 | 71.31% | 58.51% |
| 51 | PLANT MAINTENANCE | 5,370,843 | 3,724,995 | 1,645,848 | 69.36% | 60.26% |
| 52 | SECURITY & MONITORING SERVICES | 132,173 | 105,826 | 26,347 | 80.07% | 58.99% |
| 53 | DATA PROCESSING | 56,000 | 37,242 | 18,758 | 66.50% | 86.92% |
| 61 | COMMUNITY EDUCATION | 153,935 | 96,934 | 57,001 | 62.97% | 42.36% |
| 71 | DEBT SERVICE | 0 | 0 | 0 | #DIV/0! | |
| 81 | FACILITIES CONSTRUCTION & ACQUISITION | 540,794 | 423,641 | 117,153 | 78.34% | 13.78% |
| 93 | PAYMENTS TO FISCAL AGENT | | | | | |
| | **TOTAL EXPENDITURES** | **39,667,828** | **28,316,463** | **11,351,365** | **71.38%** | **69.13%** |
| | OTHER SOURCES (USES) | 0 | 0 | 0 | 0.00% | 0.00% |
| | **EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES** | **(1,134,113)** | **5,469,776** | **(6,603,890)** | | |

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 21, 2003
For: Information

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 15, 2003
**RE**: 6/30/03 Financial Statements

**SUMMARY:**

Attached are the financial statements for the period ended June 30, 2003 for the general operating fund.

The statements for the period ended June 30, 2003 include only those transactions that occurred between the period of September 1, 2002 and June 30, 2003. Revenue collected to date equal 89.48% of the budgeted amount compared to 80.63% last year. Expenditures to date represent 78.91% of the budget compared to 76.73% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: July 15, 2003

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JUNE 30, 2003

| | ANNUAL BUDGET | YTD ACTUAL | REMAINING BALANCE | YTD PERCENT |
|---|---|---|---|---|
| **REVENUES** | | | | |
| 5700 LOCAL SOURCES | 28,929,728 | 28,191,619 | 738,109 | 97.45% |
| 5800 STATE SOURCES | 9,458,896 | 6,123,551 | 3,335,345 | 64.74% |
| 5900 FEDERAL SOURCES | 150,000 | 167,823 | -17,823 | 111.88% |
| **TOTAL REVENUES** | **38,538,624** | **34,482,994** | **4,055,631** | **89.48%** |
| **EXPENDITURES** | | | | |
| 6100 PAYROLL COSTS | 31,036,817 | 24,264,183 | 6,772,634 | 78.18% |
| 6200 PROFESSIONAL & CONTRACTED SERVICES | 3,545,126 | 2,809,150 | 735,977 | 79.24% |
| 6300 SUPPLIES/MATERIALS | 2,163,990 | 1,731,709 | 432,281 | 80.02% |
| 6400 OTHER OPERATING | 1,006,341 | 830,761 | 175,580 | 82.55% |
| 6500 DEBT SERVICE | 0 | 0 | 0 | #DIV/0! |
| 6600 CAPITAL OUTLAY | 1,922,934 | 1,673,886 | 249,049 | 87.05% |
| **TOTAL EXPENDITURES** | **39,675,209** | **31,309,689** | **8,365,521** | **78.91%** |
| **OTHER SOURCES AND USES** | | | | |
| 7900 OTHER RESOURCES | 0 | 0 | 0 | 0.00% |
| 8900 OTHER USES | 0 | 0 | 0 | 0.00% |
| **OTHER SOURCES(USES)** | **0** | **0** | **0** | **0.00%** |
| **EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES** | **(1,136,585)** | **3,173,304** | **(4,309,890)** | |

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JUNE 30, 2003

| | | ANNUAL BUDGET | YTD ACTUAL | REMAINING BALANCE | YTD PERCENT | PRIOR YTD PERCENT |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| 5700 | LOCAL | | | | | |
| | PROPERTY TAXES | 27,900,000 | 27,384,973 | 515,027 | 98.15% | 99.27% |
| | INVESTMENT INCOME | 350,000 | 214,384 | 135,616 | 61.25% | 49.16% |
| | OTHER LOCAL INCOME | 679,728 | 592,262 | 87,466 | 87.13% | 85.92% |
| 5800 | STATE | | | | | |
| | STATE FUNDING | 9,458,896 | 6,123,551 | 3,335,345 | 64.74% | 36.69% |
| 5900 | FEDERAL | | | | | |
| | FEDERAL PROJECTS | 150,000 | 167,823 | -17,823 | 111.88% | 89.63% |
| | **TOTAL REVENUES** | **38,538,624** | **34,482,993** | **4,055,631** | **89.48%** | **80.63%** |
| **EXPENDITURES** | | | | | | |
| 11 | INSTRUCTION | 21,941,325 | 17,036,100 | 4,905,225 | 77.64% | 77.82% |
| 12 | INSTRUCTIONAL RESOURCES & MEDIA | 1,502,689 | 1,228,740 | 273,948 | 81.77% | 81.94% |
| 13 | CURRICULUM & STAFF DEVELOPMENT | 521,647 | 401,014 | 120,633 | 76.87% | 67.32% |
| 21 | INSTRUCTIONAL LEADERSHIP | 472,722 | 264,498 | 208,224 | 55.95% | 78.64% |
| 23 | SCHOOL LEADERSHIP | 2,274,918 | 1,814,606 | 460,312 | 79.77% | 77.60% |
| 31 | GUIDANCE/COUNSELING | 1,254,580 | 1,017,008 | 237,572 | 81.06% | 76.43% |
| 33 | HEALTH SERVICES | 344,400 | 257,321 | 87,078 | 74.72% | 78.93% |
| 34 | TRANSPORTATION | 1,831,130 | 1,757,978 | 73,152 | 96.01% | 78.49% |
| 36 | CO-CURRICULAR/EXTRACURRICULAR | 1,386,338 | 1,196,339 | 189,999 | 86.29% | 82.43% |
| 41 | GENERAL ADMINISTRATION | 1,891,599 | 1,550,952 | 340,647 | 81.99% | 70.04% |
| 51 | PLANT MAINTENANCE | 5,370,959 | 4,082,307 | 1,288,652 | 76.01% | 69.26% |
| 52 | SECURITY & MONITORING SERVICES | 132,173 | 118,678 | 13,495 | 89.79% | 62.94% |
| 53 | DATA PROCESSING | 56,000 | 37,242 | 18,758 | 66.50% | 177.96% |
| 61 | COMMUNITY EDUCATION | 153,935 | 123,263 | 30,672 | 80.07% | 52.51% |
| 71 | DEBT SERVICE | 0 | 0 | 0 | #DIV/0! | |
| 81 | FACILITIES CONSTRUCTION & ACQUISITION | 540,794 | 423,641 | 117,153 | 78.34% | 82.15% |
| 93 | PAYMENTS TO FISCAL AGENT | | | | | |
| | **TOTAL EXPENDITURES** | **39,675,209** | **31,309,689** | **8,365,521** | **78.91%** | **76.73%** |
| | OTHER SOURCES (USES) | 0 | 0 | 0 | 0.00% | 0.00% |
| | **EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES** | **(1,136,585)** | **3,173,304** | **(4,309,890)** | | |

# HOOD COUNTY APPRAISAL DISTRICT

1902 WEST PEARL STREET • P.O. BOX 819
GRANBURY, TEXAS 76048
PHONE: 817-573-2471 • FAX: 817-579-8155

JEFF LAW, CHIEF APPRAISER


June 16, 2003

JUN 17 2003

ATTN: William Harris, Superintendent
Granbury I.S.D.
600 West Pearl St.
Granbury, TX 76048

Dear Mr. Harris:

Enclosed is the 2004 proposed budget for the Hood County Appraisal District. The proposed budget was presented to the Appraisal District Board of Directors for their review on June 12, 2003. I am sending you a copy in accordance with Sec. 6.06 (a) of the Texas Property Tax Code

If you have any questions concerning the budget, please feel free to give me a call.

Sincerely,
Hood County Appraisal District

Jeffery D. Law
Chief Appraiser

JDL/lh

Enclosure

# HOOD COUNTY

# APPRAISAL DISTRICT

## 2004 PRELIMINARY PROPOSED BUDGET

SUBMITTED TO THE

BOARD OF DIRECTORS

JUNE 12, 2003

# HOOD COUNTY APPRAISAL DISTRICT

## 2004 PROPOSED BUDGET

| ACCT NUMBER | ACCOUNT NAME | 2002 ACTUAL | 2003 BUDGET | 2004 PROPOSED |
|---|---|---|---|---|
| 4040 | GRANBURY ISD | $ 589,588.03 | $486,500.11 | $517,890.12 |
| 4050 | LIPAN ISD | $ 24,341.83 | $ 20,491.31 | $21,937.09 |
| 4060 | TOLAR ISD | $ 23,239.13 | $ 19,060.50 | $21,777.04 |
| 4010 | CITY OF GRANBURY | $ 41,652.97 | $ 34,575.89 | $37,068.93 |
| 4020 | CITY OF LIPAN | $ 1,999.43 | $ 1,649.73 | $1,760.49 |
| 4030 | CITY OF TOLAR | $ 2,440.45 | $ 2,013.80 | $2,227.64 |
| 4070 | HOOD COUNTY | $ 315,587.15 | $260,196.58 | $276,577.88 |
| 4000 | ACTON MUD | $ 52,238.52 | $ 42,902.08 | $43,900.81 |
| 4120 | INTEREST ALL ACCOUNTS | $ 34,276.37 | $ 40,000.00 | $25,000.00 |
| 4080 | REVENUE ATTORNEYS | - | - | $4,000.00 |
| 4090 | REVENUE PRINT-OUTS | $ 1,177.91 | $ 750.00 | $750.00 |
| 4100 | REVENUE MAPS | $ 2,921.50 | $ 1,500.00 | $1,500.00 |
| 4110 | REVENUE DATA SALES | $ 11,230.00 | $ 2,500.00 | $2,500.00 |
| 4130 | MISC REVENUE | $ 305.11 | - | - |
| 4115 | REVENUE GOING OUT OF BUSINESS | $ 20.00 | - | - |
| 4118 | REVENUE MH TAX STATUS | $ 730.00 | - | - |
| | TOTAL REVENUES | $ 1,101,748.40 | $912,140.00 | $956,890.00 |
| 6100 | APPRAISAL SERVICES P/A | $ 18,000.00 | $ 20,000.00 | $20,000.00 |
| 6240 | LEGAL SERVICES | $ 14,664.00 | $ 7,500.00 | $7,500.00 |
| 6110 | AUDIT SERVICES | $ 11,800.00 | $ 12,000.00 | $12,000.00 |
| 6170 | DEED RECORD SERVICES | $ 1,204.00 | $ 2,400.00 | $2,400.00 |
| 6230 | JANITORIAL SERVICES | $ 3,225.00 | $ 3,250.00 | $3,250.00 |
| | EXPENDITURES-SERVICES | $ 48,893.00 | $ 45,150.00 | $45,150.00 |
| 6120 | BUILDING MAINTENANCE | $ 1,375.00 | $ 2,000.00 | $2,000.00 |
| 6190 | INS BLDG./CONTENTS | $ 2,872.00 | $ 3,000.00 | $3,100.00 |
| 6180 | EQUIP REPAIR/MAINTENANCE | $ 3,314.00 | $ 5,500.00 | $5,500.00 |
| | EXPENDITURE-MAINTENANCE | $ 7,561.00 | $ 10,500.00 | $10,600.00 |
| 6330 | SOFTWARE MAINTENANCE MAPPING | $ 12,239.00 | $ 5,000.00 | $5,000.00 |
| 6320 | SOFTWARE MAINTENANCE FINANCIAL | $ 992.00 | $ 1,000.00 | $1,000.00 |
| 6160 | DATA PROCESSING SUPPLIES | $ 11,850.00 | $ 12,000.00 | $13,000.00 |
| 6140 | COMPUTER HARDWARE MAINTENANCE | $ 41,400.00 | $ 41,500.00 | $44,800.00 |
| | EXPENDITURES -DATA PROCESSING | $ 66,481.00 | $ 59,500.00 | $63,800.00 |

# HOOD COUNTY APPRAISAL DISTRICT

## 2004 PROPOSED BUDGET

| ACCT NUMBER | ACCOUNT NAME | 2002 ACTUAL | 2003 BUDGET | 2004 PROPOSED |
|---|---|---|---|---|
| 6000 | SALARIES | $ 472,949.00 | $502,000.00 | $535,000.00 |
| 6040 | WORKMENS COMPENSATION | $ 2,198.00 | $ 3,000.00 | $2,500.00 |
| 6030 | GROUP HEALTH INSURANCE | $ 75,113.00 | $ 87,000.00 | $90,000.00 |
| 6010 | PAYROLL TAXES | $ 40,706.00 | $ 43,000.00 | $46,000.00 |
| 6050 | RETIREMENT/PEBSCO | $ 26,770.00 | $ 30,000.00 | $30,500.00 |
| | EXPENDITURES-SALARIES | $ 617,736.00 | $665,000.00 | $704,000.00 |
| 6350 | UTILITIES-ELECTRICITY | $ 5,982.00 | $ 7,000.00 | $7,000.00 |
| 6380 | UTILITIES-WATER | $ 657.00 | $ 1,500.00 | $1,500.00 |
| 6360 | UTILITIES-SEWER | $ 379.00 | $ 800.00 | $800.00 |
| 6370 | UTILITIES-TELEPHONE | $ 5,151.00 | $ 5,000.00 | $5,500.00 |
| | EXPENDITURES-UTILITIES | $ 12,169.00 | $ 14,300.00 | $14,800.00 |
| 6340 | TRAVEL TRAINING & TUITION | $ 6,211.00 | $ 9,000.00 | $9,000.00 |
| 6345 | MEMBERSHIP/SUBSCRIPTIONS | $ 2,994.00 | $ 3,000.00 | $3,850.00 |
| 6300 | PUBLIC & LEGAL NOTICES | $ 2,838.00 | $ 3,000.00 | $3,000.00 |
| 6070 | APPRAISAL REVIEW BOARD | $ 5,543.00 | $ 7,500.00 | $7,500.00 |
| 6060 | AUTO ALLOWANCE | $ 30,063.00 | $ 30,840.00 | $30,840.00 |
| 6200 | INSURANCE-C/A HONESTY BOND/NTRY | $ 350.00 | $ 450.00 | $450.00 |
| 6220 | INSURANCE-PUBLIC EMP CRIME | $ 881.00 | $ 900.00 | $900.00 |
| 6210 | INSURANCE-DIRECTORS LIABILITY | $ 2,788.00 | $ 3,200.00 | $3,200.00 |
| 6250 | MAPPING PROJECT | $ 1,464.00 | $ 1,500.00 | $1,500.00 |
| 6260 | MICROFICHE/IMAGE | $ 1,188.00 | $ 1,300.00 | $1,300.00 |
| 6280 | OFFICE SUPPLIES | $ 8,994.00 | $ 10,000.00 | $10,000.00 |
| 6290 | POSTAGE | $ 29,923.00 | $ 33,000.00 | $33,000.00 |
| 6270 | MISC SUPPLIES | $ 2,456.00 | $ 2,500.00 | $2,500.00 |
| 6150 | CONTINGENCY FUND | - | $ 6,500.00 | $6,500.00 |
| 6130 | CAPITAL OUTLAY | $ 42,330.00 | $ 5,000.00 | $5,000.00 |
| | EXPENDITURES-OTHER | $ 138,023.00 | $117,690.00 | $118,540.00 |
| | TOTAL EXPENDITURES | $ 890,863.00 | $912,140.00 | $956,890.00 |
| | *** Total Portion of Budget Allocated to Entities*** | | $ 923,140.00 | |

# 2004 Proposed Salaries of the Hood County Appraisal District

| Title / Position | Date of Employment | Present 2003 Salary | Proposed 2004 Salary | Car Allowance |
|---|---|---|---|---|
| Chief Appraiser | 03/16/98 | 59950 | 64950 | 5040 |
| Deputy Chief Appraiser | 09/02/81 | 44950 | 49950 | 5040 |
| Administrative Assistant | 05/03/93 | 28730 | 29567 | 600 |
| Staff Appraiser | 11/09/98 | 28999 | 30583 | 5040 |
| Staff Appraiser | 11/03/95 | 23112 | 26092 | 5040 |
| Staff Appraiser | 08/24/92 | 24640 | 26092 | 5040 |
| Staff Appraiser | 12/03/01 | 23100 | 25476 | 5040 |
| Collections Manager | 11/13/84 | 31401 | 32337 | |
| Collections Clerk | 06/21/01 | 21008 | 21644 | |
| Collections Clerk | 06/21/01 | 18928 | 19564 | |
| Collections Clerk | Part Time | 16640 | 16640 | |
| Data Processing Manager | 10/21/81 | 31759 | 32707 | |
| Data Processing Clerk | 08/17/82 | 25091 | 25847 | |
| Data Processing Clerk | 11/04/98 | 19977 | 20577 | |
| Mapping Manager | 04/28/97 | 25484 | 28652 | |
| Mapping Clerk | 09/02/98 | 22686 | 26970 | |
| Mapping Clerk | 03/29/99 | 22044 | 22944 | |
| Mapping Clerk | 04/16/02 | 17139 | 18039 | |

All full time employees receive major medical and dental coverage.
All full time employees receive a 6% retirement benefit from the Appraisal District

# June 12, 2003
# 2004 Budget Allocation
# $923,140 / 108,788 = 8.48567856 Cents Per Parcel

### 50% Parcel Allocation

| | 2002 Parcel | | Cost Per Parcel | | | |
|---|---|---|---|---|---|---|
| GRANBURY ISD | 43,206 | X | 8.48567857 | X | 50% = | $183,316.11 |
| LIPAN ISD | 3,002 | X | 8.48567857 | X | 50% = | $12,737.00 |
| TOLAR ISD | 2,545 | X | 8.48567857 | X | 50% = | $10,798.03 |
| GRANBURY CITY | 4,319 | X | 8.48567857 | X | 50% = | $18,324.82 |
| LIPAN CITY | 338 | X | 8.48567857 | X | 50% = | $1,434.08 |
| TOLAR CITY | 392 | X | 8.48567857 | X | 50% = | $1,663.19 |
| HOOD COUNTY | 46,834 | X | 8.48567857 | X | 50% = | $198,709.14 |
| ACTON MUD | 8,152 | X | 8.48567857 | X | 50% = | $34,587.63 |
| | **108,788** | | | | | **$461,570.00** |

### 50% Levy Allocation

| | 2002 Levy | Percentage Of Levy | | 50% of Budget | | Levy Allocation |
|---|---|---|---|---|---|---|
| GRANBURY ISD | $33,209,441.17 | 0.72486082 | X | $461,570 | = | $334,574.01 |
| LIPAN ISD | $913,190.74 | 0.01993217 | X | $461,570 | = | $9,200.09 |
| TOLAR ISD | $1,089,764.62 | 0.02378624 | X | $461,570 | = | $10,979.01 |
| GRANBURY CITY | $1,860,518.65 | 0.04060945 | X | $461,570 | = | $18,744.10 |
| LIPAN CITY | $32,399.05 | 0.00070717 | X | $461,570 | = | $326.41 |
| TOLAR CITY | $56,025.93 | 0.00122288 | X | $461,570 | = | $564.44 |
| HOOD COUNTY | $7,729,164.41 | 0.16870409 | X | $461,570 | = | $77,868.75 |
| ACTON MUD | $924,416.40 | 0.02017719 | X | $461,570 | = | $9,313.19 |
| | **$45,814,920.97** | **1.00000** | | | | **$461,570.00** |

## Budget Allocation Comparison

| | 2003 Budget Allocation | 2004 Budget Allocation | Change | %Change |
|---|---|---|---|---|
| GRANBURY ISD | $486,500.11 | $517,890.12 | $31,390.01 | 6.45% |
| LIPAN ISD | $20,491.31 | $21,937.09 | $1,445.78 | 7.06% |
| TOLAR ISD | $19,060.50 | $21,777.04 | $2,716.54 | 14.25% |
| GRANBURY CITY | $34,575.89 | $37,068.93 | $2,493.04 | 7.21% |
| LIPAN CITY | $1,649.73 | $1,760.49 | $110.76 | 6.71% |
| TOLAR CITY | $2,013.80 | $2,227.64 | $213.84 | 10.62% |
| HOOD COUNTY | $260,196.58 | $276,577.88 | $16,381.30 | 6.30% |
| ACTON MUD | $42,902.08 | $43,900.81 | $998.73 | 2.33% |
| | $867,390.00 | $923,140.00 | $55,750.00 | 6.43% |

## HOOD COUNTY APPRAISAL DISTRICT

## 2004 PROPOSED BUDGED
## ALLOCATED FOR COLLECTIONS

| ACCOUNT NUMBER | ACCOUNT NAME | 2004 PROPOSED |
|---|---|---|
| 4040 | Granbury ISD | $55,080 |
| 4050 | Lipan ISD | $2,230 |
| 4060 | Tolar ISD | $2,497 |
| 4010 | City of Granbury | $3,726 |
| 4020 | City of Lipan | $178 |
| 4030 | City of Tolar | $209 |
| 4070 | Hood County | $30,146 |
| 4000 | Acton MUD | $5,034 |
| 4120 | Interest All Accounts | $20,000 |
| | TOTAL REVENUE | $119,100 |
| 6110 | Audit Services | $4,800 |
| 6310 | Software Maint Collections | $9,600 |
| 6340 | Travel, Training & Tuition | $1,000 |
| 6300 | Public & Legal Notices | $2,500 |
| 6200 | C/A Honesty Bond/Notary | $500 |
| 6220 | Public Employees Crime | $800 |
| 6000 | Salaries | $60,000 |
| 6040 | Workmens Compensation | $300 |
| 6030 | Group Health Insurance | $10,200 |
| 6025 | Unemployment Compensation | $300 |
| 6010 | FICA/Medicare Tax | $4,600 |
| 6050 | Retirement/NACO | $3,500 |
| 6280 | Office Supplies | $3,000 |
| 6290 | Postage | $18,000 |
| | TOTAL | $119,100 |

*The total amount for collections is included in the total Appraisal District budget. No additional money will be required from the taxing entities to pay for collection services.*

Texas Association
of School Boards

# Localized Policy Manual

# *Update 70*

Mr. William Harris
Granbury ISD

Localized Policy Manual Update 70 is almost entirely a "housekeeping update," mainly designed to incorporate into your District's manuals new categories, terms, and relationships established by statutory and case law and to reflect refinements in the structure of the policies and the manual itself. **The one exception, however, is policy BBB(LEGAL)**, on BOARD MEMBER ELECTIONS, which is been revised for reasons explained below.

Update 70 consists of . . .

### An updated INTRODUCTION and CROSS-INDEX

We have updated the introduction to more accurately describe the contents of the manual and to clarify that the editorial choices TASB makes in creating localized policy manuals do not constitute legal advice. We have revised the index to cross-reference new concepts, to reflect structural changes within the manual, and to remove obsolete terminology.

### Selected (LEGAL) policies

- Except as noted below, the enclosed (LEGAL) policies are unchanged but for citations revised to reflect current statutory codification. None of the changes are substantive, and none involve (LOCAL) policies that would require Board action.
- At BBB(LEGAL), provisions at BILINGUAL MATERIALS, midway through the policy, have been separated into two components: **federal requirements** applicable to districts where more than five percent (or 10,000) of the voting-age citizens are members of a single-language minority and are limited-English proficient, and **state requirements** triggered when five percent or more of the inhabitants of a county are of Spanish origin/descent. This state requirement also contains an exemption for precincts in which less than five percent of inhabitants meet this threshold.

**PLEASE NOTE:** This Update does not require Board review or action and may be incorporated into your District's Localized Policy Manual immediately as specified in the INSTRUCTION SHEET

that follows this page. If your District is one of the more than 500 Policy On Line districts, you will find enclosed a Policy On Line action sheet containing information about installation of Update 70.

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Update 70 materials can be identified by the DATE ISSUED—5/15/2003—located in the lower left corner of each page. If you have any questions concerning this Update, please call your Policy Consultant/Analyst at 800-580-7529 or 512-467-0222.

# Instruction Sheet

## TASB Localized Policy Manual Update 70

District Granbury ISD

| Code | | Action To Be Taken | Note |
|---|---|---|---|
| A18 | (LEGAL) | Replace introduction | Revised introduction |
| A25 | (LEGAL) | Replace cross-index | Revised cross-index |
| AA | (LEGAL) | Replace policy | Revised policy |
| BA | (LEGAL) | Replace policy | Revised policy |
| BAA | (LEGAL) | Replace policy | Revised policy |
| BBB | (LEGAL) | Replace policy | Revised policy |
| BBE | (LEGAL) | Replace policy | Revised policy |
| BBG | (LEGAL) | Replace policy | Revised policy |
| BDAF | (LEGAL) | Replace policy | Revised policy |
| BEC | (LEGAL) | Replace policy | Revised policy |
| BJC | (LEGAL) | Replace policy | Revised policy |
| BJCB | (LEGAL) | Replace policy | Revised policy |
| BJCE | (LEGAL) | Replace policy | Revised policy |
| CBB | (LEGAL) | Replace policy | Revised policy |
| CCA | (LEGAL) | Replace policy | Revised policy |
| CCB | (LEGAL) | Replace policy | Revised policy |
| CCC | (LEGAL) | Replace policy | Revised policy |
| CCD | (LEGAL) | Replace policy | Revised policy |
| CKA | (LEGAL) | Replace policy | Revised policy |
| CLB | (LEGAL) | Replace policy | Revised policy |
| CNA | (LEGAL) | Replace policy | Revised policy |
| COA | (LEGAL) | Replace policy | Revised policy |
| CR | (LEGAL) | Replace policy | Revised policy |
| CRE | (LEGAL) | Replace policy | Revised policy |
| CV | (LEGAL) | Replace policy | Revised policy |
| CVB | (LEGAL) | Replace policy | Revised policy |
| CVC | (LEGAL) | Replace policy | Revised policy |
| CVD | (LEGAL) | Replace policy | Revised policy |
| CVE | (LEGAL) | Replace policy | Revised policy |
| CVF | (LEGAL) | Replace policy | Revised policy |
| DBE | (LEGAL) | Replace policy | Revised policy |

# Instruction Sheet

## TASB Localized Policy Manual Update 70

| Code | | Action To Be Taken | Note |
|---|---|---|---|
| DHC | (LEGAL) | Replace policy | Revised policy |
| DHE | (LEGAL) | Replace policy | Revised policy |
| DI | (LEGAL) | Replace policy | Revised policy |
| EEJB | (LEGAL) | Replace policy | Revised policy |
| EFAA | (LEGAL) | Replace policy | Revised policy |
| EHA | (LEGAL) | Replace policy | Revised policy |
| FB | (LEGAL) | Replace policy | Revised policy |
| FD | (LEGAL) | Replace policy | Revised policy |
| FM | (LEGAL) | Replace policy | Revised policy |
| GB | (LEGAL) | Replace policy | Revised policy |
| GND | (LEGAL) | Replace policy | Revised policy |

# INTRODUCTION

This manual contains policies governing the operation of this District.

The policies are included because they are required by law or by the Texas Education Agency; because they are recommended by the Texas Association of School Boards as essential to effective District governance and management; or because the Board wishes to make a statement in a particular policy area.

This Localized Policy Manual was created with the assistance of TASB Policy Service and adheres to certain structural conventions. The most visible of these conventions is the presence of separate (LEGAL) and (LOCAL) policies at many policy codes. This separation, described in greater detail below, serves to help all users—whether members of the public or members of the Board—distinguish between the requirements of an extensive body of school law and the policy determinations of the local Board. Policy BE(LEGAL), for instance, recites statutes and case law governing meetings of the Board, while policy BE(LOCAL) adds a local dimension (agenda preparation, meeting time/place, and the like). To fully understand policy regarding Board meetings, therefore, the manual user should consider both the (LEGAL) and the (LOCAL) policies together.

This policy manual, though it contains an extensive collection of legal materials relevant to school districts, does not constitute legal advice. Districts should obtain legal advice about policy decisions or any other particular legal matter from their legal counsel.

## LEGALLY REFERENCED POLICIES

The (LEGAL) policies track the language of the U.S. and Texas Constitutions, federal and state statutes including the Texas Education Code, Texas attorney general opinions, State Board of Education rules, the Texas Administrative Code and other regulations, as well as other sources of legal authority defining local school district governance.

Policy statements that cite court cases or attorney general opinions stand only for the specific statements in the policy and do not encompass any other statements, inferences, or conclusions in the cited authority. Such citations are provided only for reference and no other meaning is implied or intended.

The (LEGAL) policies within this manual represent the working core of legal provisions, critical to day-to-day, month-to-month decision making, regarding District governance and management. The absence of a (LEGAL) policy at a given policy code in this manual may mean either that the law is silent regarding this topic or that the law bearing on such topic will be found only in the ***TASB Policy Reference Manual***.

All legally referenced policies have the designation (LEGAL) in the upper right corner of each page directly below the alphabetical code. This code is repeated in the lower left corner where it is followed by the (LEGAL) designation and a “version” identifier as described below.

VERSIONS

The (LEGAL) policies found in this manual derive from (LEGAL) policies found in corresponding codes in the ***TASB Policy Reference Manual***. While the ***TASB Policy Reference Manual*** spans the entire legal landscape and contains provisions applicable to all districts as well as mutually exclusive provisions designed for districts of different types, sizes, and geographical locations, the Localized Policy Manual contains legal provisions specific to the District and included to inform local action.

The (LEGAL) "versions" developed by TASB Policy Service include only the legal provisions relevant to a particular district and are identified by a letter (or letter/number combination) other than "–P" in the lower left corner of the page. To review the full range of options within a (LEGAL) policy, refer to the same code in the ***TASB Policy Reference Manual***.

NO ADOPTION

Please note that (LEGAL) policies are NOT adopted by the Board. These documents are snapshots of often rapidly evolving law and are intended to inform decision makers and others of the legal context. Some lag will occur between the enactment of new law and its reflection in the manual. Current law will supersede any out-of-date (LEGAL) policy, in accordance with BF(LOCAL) in this manual.

LOCAL POLICIES

Local policies are identified by the designation (LOCAL) directly below the alphabetical code, in the upper right corner of each page and again in the lower left corner.

Local policies that are preceded by a (LEGAL) policy in the same code generally expand on, or qualify, the legally referenced provisions. Other (LOCAL) policies stand alone, portraying the Board's stated intentions in areas not otherwise addressed by law.

VERSIONS

Local policy versions have been created to reflect language common to many districts and determined by the Board to be appropriate for the District. Local versions have the code in the lower left corner with the designation (LOCAL) followed by a letter (or letter/number combination) that identifies the version.

UNIQUE LOCAL POLICIES

A unique local policy developed by the District can be distinguished from the standard local versions by the designation (LOCAL)–X or –W in the lower left corner of the page.

REGULATIONS

Some districts have chosen to supplement their manuals with pages defining administrative procedures to assist in implementation of policy. These will be identified by the designation (REGULATION) directly below the code in the upper right corner.

EXHIBITS

Exhibits are pages with forms, notices, and the like, that are used by the District; some exhibits are promulgated by legal authority. While not formally adopted by the Board, they are included in the District's manual to assist in the implementation of policy. Exhibits have the designation (EXHIBIT) directly below the code, in the upper right corner. Multiple exhibits under the same code are usually preceded by a cover page listing the various exhibits.

The usual sequence of materials, should all four documents be found at a given code, is (LEGAL), followed by (LOCAL), followed by (REGULATION), and then by (EXHIBIT).

ORGANIZATION

The District's manual is organized on the same basis as the ***TASB Policy Reference Manual***. There are seven sections, each devoted to a separate area of District governance:

A — Basic District Foundations
B — Local District Governance
C — Business and Support Services
D — Personnel
E — Instruction
F — Students
G — Community and Governmental Relations

CROSS-INDEX

A comprehensive cross-index at the beginning of the manual is designed to accommodate expansion into new areas. Because the cross-index is used also for the ***TASB Policy Reference Manual*** and the ***Regulations Resource Manual***, it contains some references to codes and topics more appropriate for a local administrative procedures manual than Board policy. For districts with *Policy On Line* manuals, the cross-index contains active links to the identified policy codes where materials on a given topic may be found.

TABLES OF CONTENTS

Each section of the manual is preceded by a table of contents that lists the policy topics in that section with their respective codes. The tables of contents, like the cross-index, are designed for expansion and may contain topics that do not have a corresponding page in the manual. In the *Policy On Line* manual, the table of contents for a particular section contains a list of documents—each an active link—that appear in that section.

MARGIN NOTES

Margin notes provide a key to the content of the paragraph(s) they introduce and are usually listed in the cross-index. Margin notes also provide a useful way to organize or map the information: margin notes aligning on the left margin reflect generally independent topics. Indented margin notes are used to mark information within a topic area introduced by the major, nonindented margin note.

BOTTOM NOTES

The following bottom notes appear on policies and exhibits in the manual:

DATE ISSUED: Found in the lower left corner of each policy page, this indicates the date on which the entire policy was last issued.

On the line beneath the DATE ISSUED, each policy will show the numbered TASB update or the Local District Update in which that policy was most recently revised.

ADOPTED: At the center, bottom of a one-page policy or on the last page of a multi-page policy is the word “ADOPTED” followed by the date on which the Board last acted upon the policy. This bottom note appears only on (LOCAL) policies.

PAGE NUMBERING

Pages are numbered consecutively within the document (e.g., 1 of 2, 2 of 2). In the *Policy On Line* manual, pages of a multipage document are collapsed into a single, scrollable document.

ABBREVIATIONS

The following abbreviations are used in the italicized legal citations in the manual:

| | |
|---|---|
| Art. | Article |
| Atty. Gen. L.A. | Attorney General Letter Advisory |
| Atty. Gen. L.O. | Attorney General Letter Opinion |
| Atty. Gen. Op. | Attorney General Opinion |
| Atty. Gen. ORD | Attorney General Open Records Decision |
| CFR | Code of Federal Regulations |
| Civ. Prac. & Rem. Code | Texas Civil Practices and Remedies Code |
| Education Code | Texas Education Code |
| Election Code | Texas Election Code |
| F.Supp. | Federal Supplement |
| F.2d | Federal Reporter, Second Series |
| Family Code | Texas Family Code |
| Gov’t Code | Texas Government Code |
| Health Code | Texas Health and Safety Code |
| Human Resources Code | Texas Human Resources Code |
| Insurance Code | Texas Insurance Code |
| Labor Code | Texas Labor Code |
| Local Gov’t Code | Texas Local Government Code |
| Occupations Code | Texas Occupations Code |
| Penal Code | Texas Penal Code |
| S.Ct. | Supreme Court Reporter |
| S.W. | Southwestern Reporter |
| S.W.2d | Southwestern Reporter, Second Series |

| | |
|---|---|
| 19 TAC | Title 19 of Texas Administrative Code (State Board of Education rules) |
| 25 TAC | Title 25 of Texas Administrative Code (Health Department regulations) |
| 28 TAC | Title 28 of Texas Administrative Code (State Board of Insurance) |
| Tax Code | Texas Tax Code |
| TEA | Texas Education Agency |
| Tex. Const. | Texas Constitution |
| Tex. Jur 3d | Texas Jur, Third Edition |
| Trans. Code | Texas Transportation Code |
| U.S. | United States Reporter |
| U.S.C. | United States Code |
| U.S. Const. | Constitution of the United States |
| V.A.T.S. | Vernon's Annotated Texas Statutes |

CITATIONS

Citations that are attached to a provision or paragraph apply only to that text. Citations that are separated from the policy text by a double line space govern all material above the citation or up to a previous citation.

OFFICIAL MANUAL

The official manual of the District has been designated in accordance with BF(LOCAL). No other manuals shall be considered authoritative or binding.

Revisions and amendments to the policy manual occur in two basic ways:

1. TASB periodically issues ***TASB Policy Reference Manual*** and Localized Policy Manual updates in response to changes effected by legal authority governing school districts. TASB updates, which are numbered sequentially, present to the local Board (LEGAL) policies for its review and (LOCAL) policies for its consideration and adoption. Through these updates, the manual remains consistent with evolving statutory and regulatory requirements.

2. Policy revisions may be initiated by the District at any time. The Board may revise policy in response to a TASB-initiated update by adjusting local text presented for its consideration; or the Board may adopt or revise policy on its own initiative in response to changing local circumstances.

   In every case, local policy revision initiated by the District must be submitted to TASB as a Local District Update for review by Policy Service consultant/analysts and TASB attorneys, who will alert the District if the changes are potentially troublesome or increase the legal exposure of the District. The revisions are processed into the computerized file main-

tained for each district and copies are sent to the District for incorporation into its localized policy manuals. For *Policy On Line* districts, the updated text is incorporated into the on-line manual once the District notifies Policy Service that the revisions have been adopted by the Board. The effectiveness of the updating system depends on the accuracy of TASB records; for this reason it is critical that revisions be promptly submitted to TASB Policy Service.

TASB USE OF DISTRICT RECORDS

Participating districts agree to allow TASB Policy Service to use District policy records maintained by Policy Service in statistical studies or projects aimed at achieving TASB's goal of supporting public education in the state of Texas. In no event shall TASB or TASB, Inc. act as custodian of District records within the meaning of that term in the public information law (formerly styled the Texas Open Records Act).

## – A –


Abbreviated School Day EC
Absences and Excuses, Student FEB, FEC
Absences, Personnel DEC, DED, DMD
Abstention from Voting, Board Members BBFA
Academic Excellence Indicator System (AEIS) BQ series, GND
Academic Freedom EMA, EMB
Academic Guidance EJ
Academic Load EED
Accelerated Instruction EHBC
Acceleration, Exams for EEJB
Acceleration, Kindergarten EEJB
**ACCIDENTS**
- first aid FFAC
- prevention CK, CKB, CKC
- reports CK, CKB

Accountability BQ series, EHBD, GND
**ACCOUNTING**
- attendance FEA
- reporting and statements CFA
- system CF series

Accreditation Agency Relations GND
Activities and Awards BBG, DJ, FG
**ACTIVITIES, SCHOOL-RELATED**
- extracurricular FM, FMF
- fees FP
- field trips EFD
- organizations, clubs FM, FNAB, FNCC
- social events FMD
- sponsors, clubs DEA, DK, FM
- student government FMB
- transportation to FMF, FMG
- use of District vehicles CNB

Activity Funds Management CFD, GE
Adequate Yearly Progress (AYP) EHBD
Administering Medication FFAC
**ADMINISTRATION**
- goals and objectives BI
- line and staff relations BKB
- organization charts BKA

Administrative Council, Cabinets, and Committees BM
Administrative Personnel (see PROFESSIONAL PERSONNEL and PARAPROFESSIONAL PERSONNEL)
Administrative Regulations BP
**ADMISSION OF STUDENTS**
- children of nonresident staff DEB, FDA
- eligibility FD, FDAA
- exchange students FD
- expelled students FD, FDA, FOAC, FOD, FOE
- home-school transfers FDA, FEA
- interdistrict transfers FDA
- intradistrict transfers FDB
- nonresident students FD, FDA
- requirements FD, FDA, FFAB, FFAC
- transfers FDA, FDAA, FDB
- tuition FDA

**ADOPTION, BOARD ACTION**
- assessment instruments BEC
- budget CE
- curriculum EG
- discipline management program FNC
- District and campus plans BQ series
- library, audio-visual materials EFA
- policies BF
- sex education instructional materials EHAA
- student code of conduct FNC, FO
- supplementary materials EFA, EFAA
- tax rate CCG
- textbooks EFAA

Adoption Leave DEC
Adult Education Program EHBI
Advanced Placement Courses EIC, EIF (see also EEJB)
**ADVERTISING**
- on school buses CNB
- in schools GKB
- in student publications FMA

Advisory Committees/Councils BDF, BQ series, DGB
Affirmative Action DAA
Agenda, Board Meetings BE, BEC, BED
Agents, Solicitors, Vendors CHE, GKC
AHERA (Asbestos Hazard Emergency Response Act) CKA
AIDS/HIV and Other Communicable Diseases DAA, DBB, EHAA, FFAD, FL
**ALCOHOL USE**
- by Board members BBC
- by employees DFBB, DH, DHE, DI
- by students FNCF, FOAB, FOD, FOE
- by Superintendent BJCF
- by visitors GKA, GKD

Alternate Assessment EIE
Alternative Education Program (AEP) FOA series
**AMENDMENT**
- Board policy BF
- budget CE
- regulations BP

**AMERICANS WITH DISABILITIES ACT (ADA)**
- access to facilities GA
- employment procedures DAA
- grievance procedures DGBA, GF
- medical examinations DBB
- participation at Board meetings BE

Animals in the School EMG
**ANNUAL OPERATING BUDGET**
- Board responsibility BAA
- preparation CE
- process/deadlines CE
- public hearings BDAA, CE
- Superintendent's responsibility BJA

Annual Reports (see REPORTS)
Annuities, Salary Deductions/Reductions CFEA, CRG
**APPEALS**
- employee complaints DGBA, DHC
- parent complaints FNG, GF
- public complaints EFA, GF
- student complaints EFA, FB, FNCJ, FNG, FOAA, FOAB, FOD

**APPRAISAL**
- personnel DN series
- Superintendent BJCD

Appraisal District BDAF, CCH
Architects and Engineers BEC, CS, CV
ARD (Admission, Review, and Dismissal) Committee EHBA series, EIE, EIF, EKB, EKD, FOE
Arrest of Students FO series, GRA
Asbestos CKA
Assault DEC, DI, FNCH, FOAB, FOD, GRA
Assault (Recuperative) Leave DEC
Assemblies EC
Assignment of Personnel BJA, DK, DP
**ASSIGNMENT OF STUDENTS**
- alternative education programs FOA series

attendance zones FC, FDB
from home schools FD
intradistrict FDB
parental request FDB, FNG
residence requirements FD, FDA, FDB
special education EHBA series
Assistance and Counseling, Students FFB, FFE series
**ATHLETICS**
awards FG
facilities CCE, CX, GKD
insurance FFD
passes BBG, DEB
program FM, FMF
stadium authority CCE
At-Risk Students EHBC, EIE
**ATTENDANCE**
employees DEC
records and reports DEC, FEC, FED
students FE series
accounting (ADA) FEB
attendance officer FED
compulsory FEA
for credit FEC
open/closed campus FEE
release time FEF
zones FC
Attorney, Board BDD
At-Will Employment DC, DCD
Audio-Visual Materials EF series
Auditors, Independent CFC
**AUDITS**
fiscal accounts CFC
school activity funds CFD
Authority, Line of BKB
Automobile Use by Students CLC, FFFD
Available School Fund CBA
Average Daily Attendance FEB
Award of Credit EI, FEC
**AWARDS**
Board members BBG
employees DJ
students FG
AYP (see Adequate Yearly Progress)


**– B –**


Band Program EHAD, FM, FMF
Bank Depository BDAE
Basic Instructional Program EHAA
Before/After-School Activities FM, FNAB
Benefits, Employment CRD, CRE, DE series
Bicycle Use FFFD
**BIDDING**
bus leases CH
competitive CH, CV, CVA
emergency repairs CH, CV
maintenance CH, CV
personal property CH
professional services CH, CV
Bids, School Depository BDAE
Bilingual Instruction EHBE
Birth Certificate DBA, FD
Block Schedules EEC, EED, FM
**BOARD OF TRUSTEES**
agenda for meetings BE
authority, exercise of BBE
campaigning on school grounds DGA, GKA
candidate qualifications BBA
committees BDB
conflict of interest BBFA
conventions, conferences, workshops BBD, BBG, BE
duties, general and specific BAA, BDAA
election campaign funds BBBA
election date BBB
election filing information BBB
election of officers BDAA
employment, former Board member BBC, DC
ethics BBD, BBF
evaluation of Superintendent BJCD
goals BBD
hearings (see HEARINGS)
internal organization BDAA
legal status BA
liability insurance CRB
meetings (see MEETINGS)
memberships BC
oaths BBB
policies, development/amendment of BF
powers (see duties, above)
public information program GB series
quorum for Board meetings BE
quorum for canvassing election results BBB
reimbursement of expenses BBG
reorganization of officers BDAA
resignation, removal from office BBC
self-evaluation BG
term of office BBB
training and orientation BBD
travel BBG
vacancy BBC
Bomb Threats CKC
Bonded Employees CG
**BONDS**
bonds and bond taxes CCA
campaigns CCA
for insured loss CV
payment and performance CV
proceeds CDA
recreational facilities CCD, CCE
referenda CCA
refunding CCA
revenue CDBA
Booster Organizations GE
Borrowing Funds CCF
Boy Scouts of America GKD
BPC (see Building and Procurement Commission)
Breakfast Program (see FOOD SERVICE)
**BROADCASTING AND TAPING**
school Board meetings BE
sports and special events GBB, GBBA
Budget (see ANNUAL OPERATING BUDGET)
**BUDGET AND FINANCE**
accounting system CF
data management CPC
depository, bank BDAE
payroll procedures CFE
Building and Procurement Commission CH, CNB, GBA
**BUILDINGS, EQUIPMENT, GROUNDS**
ADA compliance GA
evaluation CS
insurance program CR series
leasing and renting CX, GKD

maintenance CLB
operations CL series, CM series
playgrounds GRA
records CLD
responsibility of principal CL series, DP
safety CK series
security program CKE, CLA
structural pest control CLB, DI, FD
Burglary and Vandalism CLA, FNCB
Burglary Damage Report CLD
**BUSES** (see also TRANSPORTATION)
conduct, student FFFF, FO
drivers, commercial driver's license DBA, DHE
drug/alcohol testing of drivers DHE
leases CH, CNB
maintenance CNBA
routes CNA
special use CNB
video cameras FFFF
Businesses, Relations with GKE
Bylaws (see POLICY SYSTEM)


## – C –


Cafeteria Plan Deductions/Reductions CFEA
Cafeteria, School CLB, CO series
Cafeteria Workers (see SUPPORT STAFF)
**CALENDAR**
annual, school year EB
appraisal/evaluation of employees DN series
budget CE
payroll CFE
Campaign Funds BBBA
Campus Improvement Plans and Objectives BQ series
Campus, Open or Closed FEE
Campus Program Charter EL
Campus Ratings GND
Capital Equipment Purchasing CHD
Capitalization Planning CU
Career and Technology Education CNA, EEL, EHBF, EIF
Care of School Property CLA, FNCB
Cash in School Buildings CFG
Cellular Phones CPAC, FNCE
Censorship (see First Amendment)
Ceremonies and Observances CLE, EMD
Certificate of Coursework Completion EI, EIF
Certificate of Indebtedness CCC, CDA
**CERTIFICATION**
lack of DBA, DK, DPB
paraprofessional DBA
professional DBA
Certified Agenda BEC, GBA
Certified Personnel (see Educator Certification)
Chain of Command BKB
Change Orders CV
Channel One EFA
Chapter 1 (see Title I)
Character Education EHBK
Charter Schools AG, AH, EL
Checking Accounts CFF
Check-Writing Procedures CFF, CHF
Cheerleaders FM, FMF
Chemicals, Hazardous CKA, CLB, DI, GB
Child Abuse DHC, FFG, FNCJ, GRA
Child Care, Public School FFC
Child Support CFEA
Choir and Choral Program EHAD, FM, FMF
Church, Use of School Facilities GKD
City Government GRA
City Tax Assessor-Collector BDAF
City Tax Office BDAF
Civic Organizations GKE
Civil Defense Agency Relations CKC, GKA, GKD, GRA
Civil Defense and Fire Drills CKC
Civil Rights DAA, FB, GA
Civil Rights of Minors FB, FN, GRA
Class Gifts CDC, FJ
Classification of Students by Grade EIE
Class Interruptions EC
Class Rankings EIC
Class Size EEB
Cleanup Procedures, Bodily Fluids FFAC
Closed Board Meetings BE, BEC
Closed Campus FEE
Closed-Circuit Television EFF
Closing of School, Emergencies CKC, GKD
Clubs FM, FNAB, FNCC
**CODE OF ETHICS**
Board members BBD, BBF
personnel DBD, DH
Collections, Contributions, and Membership Fees DHA, FJ, FP
College-Bound Students EJ
**COLLEGE COURSE WORK**
personnel DMC
student EHDD
College Preparatory Program EIF, EJ
Colleges and Universities, Relations with GNC
Commencement FMH
Commercial Sponsorship GKB
**COMMITTEES**
admission, review, dismissal (ARD) EHBA series
attendance FEC
Board BDB
Board advisory BDF
councils, cabinets, committees BM
curriculum development EG
faculty advisory council BQA, BQB
food service advisory CO
for selection of architects and engineers CV
grade placement EIE
language proficiency assessment EHBE
local adoption of textbooks EFAA
local health advisory council EHAA
official textbook selection EFAA
parent advisory BDF, EHAA, EHBD, GE
placement review FOAA
planning and decision-making BQ series
special education advisory EHBA series, EHBH
Communicable Diseases DAA, DBB, FFAD, FL
Communication Disorders Screening FFAA
**COMMUNITY**
organizations, relations with GKE, GKF
press, relations with GBB, GBBA
resource persons EFC, GKC
school-community cooperation GE, GK series
school-community guidance FFC
use of school facilities GKD
welfare organizations GRA
Community Instructional Resources EFC

**COMMUNITY INVOLVEMENT**
in Board meetings BED
budget planning CE
business and industry BQ series, GKE
facility expansion CT
guidance program FFC
health education advisory council EHAA
parent-teacher organizations GE
planning and decision-making BQ series
policy development BF
site-based decision making BQ series
staff participation in community activities DGA
volunteers in public schools GKG
Comparability Assurances EHBD
**COMPENSATION AND BENEFITS**
Board members BBG
employees DE series
Superintendent BJCA
Compensation for Extra Duties DEA, DK
Compensatory Instruction EHBC, EIE
Compensatory Time/Pay, Nonexempt Employees DEA
Competency Testing, Student EIF, EKB
Competition, Student FG, FM, FMF
Competitive Bidding CH, CV, CVA
Competitive Sealed Proposals CVB
**COMPLAINTS/GRIEVANCES**
against peace officers CKE
by personnel DAA, DGBA, DHC
by public EFA, GA, GF, GKD
by student/parent FB, FNAA, FNCJ, FNG
whistleblower complaints DG, DGBA
Comprehensive Guidance Program FFEA
Compulsory Attendance FEA, FED
Computer Purchasing CH
Computer Use CQ
Concessions CDG
Concurrent College Enrollment EHDD
**CONDITIONS OF EMPLOYMENT**
credentials and records DBA
medical examination DAA, DBB, DEC
residence requirements DB
restrictions on employing/assigning relatives of personnel DBE, DC, DK
restrictions on employing relatives of Board members DBE
restrictions on moonlighting DBD, DBF
**CONDUCT**
on buses FFFF
personnel DH
on school premises, public GKA
students FFFF, FN series, FO
**CONFERENCES**
Board meeting videoconference calls BE
Board member attendance BBH
parent EIA, FFC, FOAA
Confinement (see Restraint of Students)
**CONFLICT OF INTEREST**
Board members BBFA, EFAA
personnel DBD, DGA, DH, EFAA
Conflict Resolution DMA
Construction Plans and Specifications CS, CV series
**CONSULTANTS**
Board, external BDE
facility expansion CT
outside consulting by staff DBF
special education EHBA
Consultation Agreements DGB
Contagious Diseases (see Communicable Diseases)
Contests for Students FG, FM, FMF
**CONTINUING CONTRACTS**
employment practices DC, DCC
hearings before hearing examiner DFD
reduction in force DFCA
resignation DFE
return to probationary status DFAC
suspension/termination DFCA
Contracted Bus Service CNA
Contracting for Instruction with Outside Agencies EEL, FFC, GN
**CONTRACTS**
administrators DC series, DF series
bidding, construction CH, CV series
career and technology EEL, GN
continuing DC, DCC, DFC series
depository BDAE
dual DCB, DK
educator
continuing DCC
probationary DCA
term (Chapter 21) DCB
noncertified professional employees DC, DCE
not under Chapter 21 DCE
probationary DC, DCA, DFA series
professionals (lawyer, engineer, auditor) CH
Superintendent BJC
teacher (see educator, above)
term contracts DC, DCB, DFB series
Controlled Substances DH, DHE, DI, FNCF, FNF, FO series
Controversial Issues EFA, EFC, EMB
Controversial Speakers EFC, EMB
**CONVENTIONS, CONFERENCES, AND WORKSHOPS**
Board members BBH
personnel DMA, DMD
Cooperative Purchasing Agreements CH
Coordination of Paid Benefits CRE, DEC
Copyrighted Material EFE
Corporal Punishment FO
Correspondence Courses EEJC
Councils, Cabinets, Committees BM
Counseling and Guidance Programs EJ, FFE
County Government GRB
County Juvenile Board FOAC
Countywide Appraisal District BDAF, CCH
Course Credit Requirements EHA series, EI, EIF, FEC
**COURSE OFFERINGS**
electives EHAD
elementary EHAB
secondary EHAC
graduation requirements EIF
Course Outlines EEP, EG
**COURT-RELATED STUDENTS**
admission FD
liaison officer FFC
CPR Instruction DBA, EHBK
Credit, Award of EI, FEC
Credit by Correspondence EEJC
**CREDIT BY EXAM**
without prior instruction EEJB
with prior instruction EEJA
Criminal Activity, Reports of BJA, DH, DI, FL, FOD, GRA
Criminal History Record CH, CNA, CV, DC, GKG
Crisis Management/Intervention CKC, FFB, FFE
Crossing Guards GRA
Crowd Control GKA

Cultural Institutions Relations GKF
Curfew, Students FFF
**CURRICULUM**
- design EH series
- development EG
- elective instruction EHAD
- enrichment EHAA
- essential knowledge and skills EHAA
- experimental courses EGA
- extended instructional programs EHD series
  - college course work EHDD
  - distance learning EHDE
  - honors program EHDC
  - summer school EHDA
  - travel study EHDB
- foundation EHAA
- guides and course outlines EG
- magnet schools and programs EGA
- pilot projects EGA
- planning EG
- required instructional program EHA series
  - all levels EHAA
  - elementary EHAB
  - secondary EHAC
- research EG
- sex education EHAA
- special programs EHB series
  - adult education EHBI
  - at-risk students EHBC
  - bilingual education EHBE
  - career and technology education EHBF
  - character education EHBK
  - community education EHBI
  - compensatory education EHBC, EIE
  - deaf, or hearing-impaired EHBH
  - dual language program EHBJ
  - English as a second language EHBE
  - gifted and talented students EHBB
  - homebound instruction EHBA
  - life skills EHAA
  - remedial instruction/tutorials EHBC
  - special education EHBA series

Custodial Services CLB, GKD
Custodian of Records CPC, FL, GBA

**– D –**

Daily Register of Student Attendance FEB
Dairy Products, Purchase of COA
Damage Reporting CLD
Dances, Student FMD
Data Management CPC, CQ, GBA
Days of Service DC
Deaf or Hearing-Impaired BE, EHBA series, EHBH
Debt Limitation CCA
**DEBT SERVICE**
- bonds CCA
- certificates CCC
- revenue bonds CCD
- tax rate CCG
- warrants CCB

Deductions/Reductions, Salary CFEA
Deferred Compensation CFEA, CRG
Defibrillators, Public Access CKC
Delinquent Taxes CCG
Demonstrations and Strikes DGA, FNCI, GKA
**DEPOSITORY**
- of funds BDAE
- student activity funds CFD

Deputy Voter Registrar DP
Design and Construction of School Facilities CS, CV series
Destruction of Records CPC, FL, GBA
Detention FO
Dietary Supplements DH, FFAC
Diplomas EIF, FMH
Directory Information FL
**DISABILITIES**
- ADA (see AMERICANS WITH DISABILITIES ACT)
- learning EHB, EHBA series
- students with EHBA series, EHBH, FB
- temporary (of employees) DEC

Disaster Drills CKC
**DISCIPLINARY ACTION, EMPLOYEES**
- continuing contract DFCA
- noncontract DCD
- probationary contract DFAA
- suspension with or without pay DCD, DFAA, DFBA, DFCA
- term contract DFBA

**DISCIPLINE OF STUDENTS**
- alternative education program FOAB
- alternative setting, placement in FOA
- code of conduct FN, FNC, FO
- corporal punishment FO
- detention FO
- discipline management program FNC, FO series
- discipline management techniques FO
- disruptions and interference with the education process FNCI, FOAA, GKA
- emergency placement FOC
- excessive absence or tardiness FEC
- expulsion FOD
- extracurricular standards of behavior FO
- fraternities, gangs, sororities, and other secret organizations FNCC
- juvenile justice system FOAC
- notice to parents FO, FOAA, FOD
- placement review committee FOAA
- possession and use of narcotics, dangerous drugs, and alcohol FNCF, FOAB, FOD
- records FL, FO
- removal by teacher FOAA
- reports by teacher FO
- suspension FOB
- unauthorized student assembly on school premises FNCI
- unexcused absences FEA, FEC
- videotaping FFFF, FNG, FO

Discretionary Personal Leave DEC
**DISCRIMINATION**
- employment DAA, DAB
- programs and services CS, DAA, GA
- student EHBA, FB, FD, FDAA

Dismissal, Early (of school day) EC
**DISMISSAL, EMPLOYEES**
- continuing contract DFCA
- noncontract DCD
- probationary contract DFAA
- term contract BJCE, DFBA

Disorderly Student Conduct FNCH, FNCI, FOAA

**DISPOSAL**
of personal property/surplus CI
of real property CDB
**DISRUPTIONS**
of Board meetings BED
of classes by outsiders GKA
of instruction EC
student FNCI, FOAA
Distance Learning EHDE
Distinguished Achievement Program EIF
Distribution of Equipment CM
Distribution of Printed Material CPAB, FMA, FNAA, GKD
District-Level Decision Process BQ, BQA
District Teaching Permit DBA
Dogs, Searches by Trained DHE, FNF
**DONATIONS**
by District CE
to District CDC
of leave DEC
**DRESS AND PERSONAL GROOMING**
personnel DH
student FNCA
uniforms FNCA
Drill Squads FMF
Driver Education EHAD
Dropout Prevention/Reduction EHBC, EHBD
Drug-Free Schools Act DH, DI, FNCF
Drug-Free Workplace Act DH, DI
**DRUG SCREENING/TESTING**
athletes/students FNF
bus drivers DHE
employees DHE
Drug Searches by Trained Dogs DHE, FNF
Drug Use DH, DHE, DI, FFAC, FNCF, FOAB, FOD
Dual Contracts DCB, DK
Dual Language Program EHBJ
**DUE PROCESS**
regarding complaints alleging violation of constitutional rights DGBA, FNG, GF
under continuing contracts DFCA
hearings by hearing examiner DFD
under probationary contracts DFAA
for students FOAA, FOD, FOE
under term contracts BJCE, BJCF, DFBA, DFBB
Dues, Membership for Professional Organizations CFEA
Duplicating and Printing CPAA, FL, GBA
Duty-Free Lunch DL
Duty Schedule DK
Dyslexia EHB, EIE

**– E –**

Early Graduation EIC, EIF, FMH
**EDUCATION AGENCY RELATIONS**
regional service center GNB
state agency GND
voluntary accreditation agency GNE
Education Media and Service Centers GNB
Educational Philosophy AE
Educational Program Access EHA
Educational Specifications, Facilities CS
Educational Television EFF
Educator Certification DBA, DC series, DK
Election of Board Members BBB
Elective Instruction EHAD
Electronic Communication CQ, FNCE
Electronic Textbook CMD, CQ, EFAA
Elementary Instruction, Required EHAB
**EMERGENCY**
Board meetings BE
expulsion FOC
first aid care FFAC
placement (or expulsion) FOC
plans and procedures, drills CKC
repairs CH, CLB
school closings CKC
suicide attempts/threats FFB, FFE
Emotionally Disturbed Students EHBA series, FFE series, FFB
**EMPLOYEES**
organizations CFEA, CPAB, DGA, DGB, GKD
qualifications BJA, DBA, DP
relations with students DH, DHC, FNCJ
**EMPLOYMENT**
application DC
architects and engineers CV series
Board members, former BBC, DC
conflict of interest DBD
criminal history record DC
medical examinations, screenings DBB, DEC
nepotism restrictions DBE, DK
outside consultants BDE
practices DC
requirements
bus driver annual physical DBA
residence DB
restrictions on moonlighting DBF
after retirement DC, DPB
status
at-will DCD
continuing contract DC, DCC
non-Chapter 21 contract DCE
noncontract DC, DCD
probationary DC, DCA
reasonable assurance CRF, DCE
return to probationary status DFAC
temporary teacher contract DC, DCB, DPB
term contract (educator) DC, DCB
Energy Conservation CH, CL
Engineers and Architects Selection CV
English as a Second Language EHBE
Enrichment Curriculum EHAA
**ENROLLMENT**
age requirements FD, FDA
by attendance zone FC
exemptions from health requirements FFAA, FFAB
expelled transfer students FD, FOD
health requirements FD, FFAA, FFAB
immunizations FFAB
projections CT
residence requirements FD
transfers from other districts FDA
tuition and exemptions DEB, FDA
Environmental Authorities GRA
Equal Access FNAB, GKD
Equal Educational Opportunities EHBA, FB
Equal Employment Opportunities DAA, DAB
Equalization Allotment, State CBA
**EQUIPMENT AND SUPPLIES**
borrowing/loaning DH, GKD
distribution CMB, CMD

equipment maintenance CLB
insurance program CR series
inventory CFB, CMA
loan of (to the public) CMB, GKD
receiving/warehousing CMA
repair CLB
Essential Knowledge and Skills (TEKS) EHAA, EIE
**ETHICS**
Board members BBD, BBF
personnel DH
Evacuation Diagrams CKC
**EVALUATION**
administrative goals and objectives BIA
Board self-evaluation BG
campus charter and program charter schools EL
existing facilities CS
fiscal management CA
personnel DN series
Superintendent BJCD
Evening Sessions EC
**EXAMINATIONS**
for acceleration EEJB
credit by exam EEJA, EEJB
final EIAA
state-mandated EKB
Exceptional Students (see STUDENTS, with disabilities)
Exchange Students FD
Executive Session (see Closed Board Meetings)
Exempt/Nonexempt Personnel DEA
Exit Interviews DC, DCD, DF
Exit-Level Test EIF, EKB, FMH
Expenditures of Funds CE, CFD, CHD
**EXPENSE REIMBURSEMENT**
Board members BBG
personnel DEE
Superintendent BJCA
Experimental Courses EGA
**EXPULSION OF STUDENTS**
disciplinary FOD, FOE
immediate/emergency FOC
Extended Instructional Programs EHD
Extended Instructional Year (see Year-Round Schools)
Extended Year Program EHBC, EIE
Extended Year Services EHBA series
**EXTRACURRICULAR ACTIVITIES**
eligibility FM, FOAA, FOAB
limits per semester FM
related absences FEB, FM
standards of behavior FNC, FO
suspension and reinstatement FM
transportation to CNB, FMG
Eye-Protective Devices CKB


**– F –**


**FACILITIES**
climate control CL, CLB
community use of GKD
conduct on school premises GKA, GKC
naming CW
planning and construction CS, CT, CV series
Faculty Advisory Council BQA, BQB, DGB
Fair Employment CV, DAA, DAB
Falsification of Records DFBB, FD
FAPE (Free Appropriate Public Education) EHBA series, FB
Federal Funds CBB, EHBD
**FEES, FINES, AND DUES**
cap and gown rental FP
copies of records FL, GBA
driver education laboratory EHAD
extracurricular activities FM, FP
instrument rental FP
library FP
required/prohibited/waiver FP
science laboratory FP
senior class activities FMD
transcript FL
tuition FDA
FERPA (Family Educational Rights and Privacy Act) FL
Festival, School FJ
Field Trips EFD
Filling Employment Vacancies DC
Final Examinations EIAA
Financial Reports and Statements CFA
Firearms DH, EHAD, FNCG, FOD, FOE, GKA
Fire Authorities GRA
Fire Drills and Civil Defense CKC, GKD
Fire Escapes CKC
Fire Insurance CRA
Fireworks FNCG, GKA
First Aid FFAC
First Amendment BED, CPAB, EFA, EMB, EMI, FMA, FNAA, GKD
Fiscal Management CA
Fiscal Year CE
Fixed Assets CFB
Flag Regulations CLE
FLSA (Fair Labor Standards Act) DEA
FMLA (Family and Medical Leave Act) CRD, DEC
**FOOD SERVICE**
breakfast program COB
free and reduced-price meals program COB
“junk food,” sale restricted CO
purchasing COA
Summer Food Service Program COB
surplus commodities CO
vending/food dispensing machines COC
Foreign Exchange Students FD
Foster care FD
Foundation Curriculum EHAA
Foundation School Program CBA, CNB, CQ
Free and Reduced-Price Meals Program (see FOOD SERVICE)
Freedom of Association DGA
Free Materials Distribution in Schools FMA, FNAA, GKB
Free Passes, Athletics BBG, DEB
Free Speech (see First Amendment)
Fringe Benefits DEB, DEC
Fund Balance CE
Fund-Raising Activities DHA, FJ, GKB
**FUNDS**
and accounts CFA
activity, management of CFD
depository BDAE
investment, liquidity/diversification CDA

## – G –


Gangs, Gang-Related Activities FNCC
Gate Receipts CDG
GED (General Equivalency Diploma) DPB, EK, FD
General Educational Development EHBC, EIE, EK
General Services Commission (see Building and Procurement Commission)
Geographic Boundaries AC
Gifted and Talented Student Programs EHBB
**GIFTS**
- bequests to the District BAA, CDC
- Board members BAA, BBFA, BBG
- employees DBD, DHA
- instructional materials CDC, CMD, EFA
- public CDC
- student CFD, FJ

**GOALS AND OBJECTIVES**
- administration BI
- Board BG
- District AF
- facility standards CS
- fiscal management CA
- employment DAA, DAB
- programs BQ series

Government, Student FMB
GPA (Grade Point Average) EIC
Grade Advancement Requirements (GAR) EIE
Grade Placement Committee (GPC) EIE
**GRADES**
- average required for credit EI
- computation of averages EIA, EIC
- dyslexic students EHB, EIE
- grade point average (GPA) EIC
- penalties EIAB
- recording/reporting to parents EIA

**GRADUATION**
- early EIF, FMH
- exercises FMH
- honor graduates EIC
- prayer FMH
- ranking of graduates EIC
- requirements EIF
- special education students EIF

Grants CDC
Grievance procedures (see COMPLAINTS/GRIEVANCES)
Grooming Standards DH, FNCA
Grounds Management CLB
Group Health and Life Insurance CRD
Grouping for Instruction EEA
Guest Speakers EFC, GKC
**GUIDANCE PROGRAM**
- academic EJ
- student assistance/counseling FFE series

Guns DH, EHAD, FNCG, FOD, GKA


## – H –


**HANDBOOKS**
- administrative BP
- student FN, FNC

Handicapped Employees (see AMERICANS WITH DISABILITIES ACT)
Handicapped Students (see STUDENTS, with disabilities)
**HARASSMENT**
- employees DAA, DHB, DHC
- students DHC, FB, FNCJ, FNCL

Hatch Amendment EF
Hate Literature FNAA, GKD
Hazard Communications Act DI
Hazardous Routes CNA
Hazing DH, FNCC
Head Lice FFAD
**HEALTH**
- examinations/screenings
  - drug/alcohol DHE, FNF
  - dyslexia EHB
  - hearing and vision, scoliosis FFAA
  - personnel DBB, DHE
  - students FFAA
  - tuberculosis DBB, FFAA
- immunizations FFAB
- insurance CRD, FFD
- relations with health authorities GRA
- requirements for enrollment FFAB
- services DBB, FFA, FFAA, FFAC

Health Education Advisory Council EFAA, EHAA
Hearing Examiners BJCE, BJCF, DFAA, DFBA, DFBB, DFCA, DFD
**HEARINGS**
- budget CE
- challenging content of student records FL
- due process
  - employees DF series, DGBA
  - students FOAA, FOD
- expulsion of students FOD
- nonrenewal BJCF, DFBB

HIPAA (Health Information Portability Accountability Act) CRD
**HIRING**
- at-will (noncontractual) DC, DCD
- authority BJA, DC
- contractual DC, DCA, DCB, DCC, DCE
- practices DC
- Superintendent BJB

HIV (see AIDS/HIV)
**HOLIDAYS**
- personnel DED
- school EB
- religious DEC, FEA, FEB

Homebound Instruction EHBA series
Homeless Students EHBC, EHBD, FD
Home-Rule School District AG
Home-School Instruction FDA, FEA
Homework EIB
Honor Graduates EIC
Honor Rolls EID
Honors Courses EHDC, EIF
Hospitalization Insurance CRD
Hours of School Day EC
Housing Authorities Relations GRA
Human Sexuality Education EFAA, EHAA
Hunter Safety Education EHAD
Hurricane Warnings CKC

**– I –**


Identification (students) FD
Identification Card CLA
**ILLNESS**
personnel DBB, DEC
student FEC, FFAC, FFAD
Immunity (see LIABILITY)
Immunizations FD, FFAB
Inclement Weather Procedures CKC
Income Tax, Salary Deductions for CFEA
Increments, Salary DEA
Independent Auditors CFC
**INDIVIDUALIZED LEARNING**
correspondence course EEJC
credit by examination EEJA, EEJB
distance learning EHDE
exams for acceleration EEJB
remedial instruction EHBC
special education EHBA series
tutorial program EHBC
Industrial Development Authorities GRA
**INFORMATION**
access to District records BBE, GBA
access to employee records BBE, DBA, DN, GBA
access to student records FL
demographic data CQ, GBA, GND
Innovative Programs EGA
Inoculations FFAB
**INSPECTIONS**
facility CS, CV
purchasing CHD
safety CKA
Instructional Arrangements EE series
Instructional Contracts with Outside Agencies EEL
Instructional Day EC, EED
Instructional Facilities Allotment CCA
Instructional Goals and Objectives EA
**INSTRUCTIONAL MATERIALS**
advertising materials, use of FMA
complaints concerning EFA
control of CMD
copyrighted material EFE
curriculum guides EG
library, media center EFB
selection of EFA, EHAA
selection of library materials EFA
teaching plans EEP
textbook selection process EFAA
**INSTRUCTIONAL PROGRAM** (see also SPECIAL PROGRAMS)
alternative education program FOAB
distance learning EHDE
elective instruction EHAD
evaluation of BQ, BQA, BQB, EHBD, GND
extended instructional program EHD series
college course work EHDD
honors courses EIC, EIF
summer school EHDA
travel study EHDB
innovative and magnet programs EGA
organization of instruction ED
required instructional program
all levels EHAA
elementary EHAB
secondary EHAC
**INSTRUCTIONAL RESOURCES**
community EFC, GKE, GKF
field trips EFD
interactive television EFF
libraries/media centers EFB
**INSTRUCTIONAL SUPPORT SERVICES**
guidance program EJ, FFE
health services FFA
library, audio-visual center EFB
school-community guidance program FFC
special education programs EHBA series
Instructional Television EFF
**INSURANCE**
adjustor and carrier CR
change of coverage CR
Consolidated Omnibus Budget Reconciliation Act (COBRA) CRD
deductions/reductions from salary CFEA
enrollment information CRD
fire CRA
Health Insurance Portability and Accountability Act (HIPAA) CRD
health, life, disability CRD
liability CRB
school property CRA
student FFD
tax-sheltered annuities CFEA, CRG
Texas School Employees Uniform Group Health Coverage Act CRD
unemployment CRF
workers' compensation CRE, CV
Integrated Planning Process BQ series
Intellectual Property Rights DGC, EFE
Interdistrict Relations EHBA, FDA
Interlocal Agreements CH, GR
Interlocal Cooperation Contracts GR
International Baccalaureate Program EIC, EIF
Internet CQ
Internet Broadcast of Board Meetings BE
Intern Program GNC
Interrogations and Searches DHE, FNF, GRA
Interruption of Classes EC
Interscholastic Activities/Athletics FM, FMF
Intoxicants BBC, BJCF, DFBA, DFBB, DFCA, DH, DI, FNCF, FNF, FOAB, FOD, FOE, GKA
Intramural Sports FMF
Inventories CFB
Investments, Bond Sales CDA
Investments of School Funds CDA


**– J –**


Janitorial Services CLB, GKD
Job Order Contracts CVF
JROTC program CG, EHAD, EIF
Junior Colleges, High School Credit Program EHDD
**JURISDICTION**
peace officers CKE
over students FO, FNC
Jury Duty DEC
Juvenile Authorities GRA
Juvenile Board of County FOAC
Juvenile Justice System FOAC

## – K –

Key Control CLA
**KINDERGARTEN**
acceleration EEJB
eligibility FD
instructional requirements EHAB
progress reports EIA
retention EIE
Knives FNCG, FOD, GKA

## – L –

Labor Organizations DGA, DGB
Land, Sale of BAA, CDB, CDBA
**LANGUAGE**
bilingual instruction EHBE
foreign EHAB, EHAC, EIF
**LAW ENFORCEMENT**
agencies GRA
District peace officers CKE
officers on District property GKA
reports from BJA, FL, GRA
reports to DH, GRA, FNF, FFG, FNCJ
Lawful Assembly, Disruption of GKA
Lay-offs (RIF) DFF, DFCA
Learning Disabilities EHB, EHBA series, EIA, EIE
Lease of Real Property by the District CX
**LEASING AND RENTING**
authority BAA, GKD
buildings and grounds CL, GKD
buses CNA, CNB
equipment and supplies CMB
payments CDD, CX
**LEAVES AND ABSENCES, EMPLOYEES**
assault (recuperative leave) DEC
concurrent use of DEC
continuation of health benefits CRD
discretionary use of DEC
extended DEC
family and medical leave CRD, DEC
funeral (bereavement) leave DEC
infant care/child adoption DEC
intermittent leave DEC
mandatory court appearances/jury duty DEC
maternity leave DEC
military leave/reserve duty DEC
nondiscretionary use of DEC
on-the-job injury CRE, DEC
paid/unpaid leave DEC
payment for unused leave DEC
personal illness DEC
personal leave DEC
professional development leave DEC
professional meetings and visitations DMD
sabbatical study/leave DEC
state personal leave DEC
state sick leave DEC
temporary disability DEC
**LEAVING CAMPUS, STUDENTS**
employment FEF
illness FEC, FFAC
lunch FEE
medical appointment FEB
parental permission FEB
private lessons FEF
Legal Services BDD
LEP (see Limited English Proficiency)
Lesson Plans EEP
**LIABILITY**
Board members CRB
for damage to school property FNCB
insurance CRB
school personnel CRB, DH, FFAC, FFG, FOC
volunteers GKG
Libel FNAA, GKD
**LIBRARY-MEDIA CENTER**
materials, complaints EFA
professional resources EFB
records and reports EFB
selection of materials EFA
Lice FFAD
Life Insurance CRD
Life Skills Programs EHAA
Limited English Proficiency (LEP) EHBC, EHBE, EIE, EKB
Limited Open Forum FNAB
Line and Staff Relations BKB
Line Item Transfers CE
Litigation Expenses CRB
Local Government Records Act CPC, GBA
Local Government Relations GRA
Local Tax Revenues CCG
Locker Searches DHE, FNF
Loitering GKA
Loss Control CK series
Loyalty Oath BBB
LPAC (Language Proficiency Assessment Committee) EHBE, EIE
Lunchroom Maintenance CLB
Lunch Service CO, COB

## – M –

Mail Service CPAB, GKD
**MAINTENANCE**
bus maintenance CNBA
changes and alterations CLB
Make-Up Work for Students EIAB
Manifestation Determination (IDEA) EHBAD
Married Students FND
Maternity Leave DEC, FNE
Media and Service Centers (Regional) GNB
Mediation (see COMPLAINTS/GRIEVANCES)
Mediation, Student Discipline DMA
Medicaid FEB, FFAE
Medical Examinations DBB, FFAA
Medical Insurance CRD, FFD
Medical Treatment FFAC
Medicare CFEA
Medication FFAC
**MEETING NOTICE**
Board of Trustees BE
budget CE
closed (Board) BEC
tax rate hearing CCG
**MEETINGS**
Board (see SCHOOL BOARD MEETINGS)

budget CE
campus-level committee BQB
closed (Board) BEC
community use of school facilities GKD
District-level committee BQA
emergency/regular/special (Board) BE
faculty/staff DLA
juvenile justice board FOAC
local health advisory council EHAA
media coverage BE, GBBA
public complaints GF
special education (ARD/IEP) EHBA series
Memorials CDC, CW
Merit Pay System DEF
Metal Detectors FNF, GKA
Microfilming Records CPC
Migrant student EHBD
Migratory child EEB
Mileage Reimbursement BBG, BJCA, DEE
**MILITARY**
dependents FD
instruction (JROTC) CG, EEL, EHAD, EIF
leave CRD, DAA, DEC
recruiters FL, GKC
Minerals, Sale of BAA, CDB
Minimum Foundation Program (see Foundation School Program)
Minimum High School Program EIF
Minimum Teaching Duties DL
Minutes of Board Meetings BDAA, BE, BEC
Mission Statement, Board AE
Modified Duty DK
Moment of Silence EC
Moonlighting DBF
Moving Costs Reimbursement DEB
Municipal Government GRA
Music Program EHAD

**– N –**

Naming Facilities CW
National Honor Society FG
National School Boards Association BC
National School Lunch Program COB
NCLBA (see NO CHILD LEFT BEHIND)
Neighborhood Associations GKE
Neighborhood Schools FC
Nepotism BBFA, CCH, DBE
New Facilities, Naming/Dedication CW
New Hire Reporting DC
News Conferences and Interviews GBBA
**NEWS COVERAGE**
Board meetings BE, BEE, GBBA
broadcasting and taping Board meetings BE, BEC
news media relations/news releases GBBA
sports and special events GBBA
Newspaper, School Distribution of FMA
Night School EHBI
**NO CHILD LEFT BEHIND**
adequate yearly progress (AYP) EHBD
school restructuring EHBD
student/parent rights EF
migratory child EEB
technology CQ
recruiters FL, GKC
Noncertified Personnel DBA, DC, DCD, DCE
Noncontract Employment DC, DCD
Nondiscretionary Personal Leave DEC
Nondiscrimination CS, DAA, FB, GA
Noninstructional School Activities FNAB
Nonprinted Materials and Services EFB
Nonprofit Organizations GE, GKD
Nonpublic Information GBA
Nonrenewal, Term Contract BJCF, DFBB, DFD
Nonresident Students DEB, FD, FDA
Nonschool Employment DBF
No Pass, No Play FM
Note and Bond Payments CCA, CCF
Notice of Position Openings DC
Notice to Parents Re Uncertified Substitutes DK, DPB, EHBD
Notice to SBEC BJCE, DF series

**– O –**

Oaths of office BBB
Objective Criteria for Personnel Decisions DAB
Obscenity DH, FMA, FNCA, FO
**OFFICE MANAGEMENT**
communications CPA
computer technology CQ, EFE
mail delivery CPAB
printing CPAA
records and reports CPC
telephone CPAC
**OFFICER**
attendance FED
Board of Trustees BDAA
budget BJA, CE
peace officer CKE
death while on duty DEB
for public records GBA
records management CPC
Offsetting Paid Leave Benefits CRE, DEC
Open Campus FEE
Open Enrollment FDB
Open-Enrollment Charter School AH
Open Meetings BDB, BE, BED
Open Records (see Public Information Chapter of Government Code)
Operations, Maintenance CLB
**ORGANIZATION**
administrative BJA, BK series
Board of Trustees BDAA
line and staff relations BKB
Organization Charts BKA
Organization of Grade Levels ED
**ORGANIZATIONS**
booster clubs GE
parent organizations GE
personnel DGA, DGB
relations with GE, GKE, GKF, GN and GR series
student FM, FNCC
**ORIENTATION/TRAINING**
Board members BBD
employees DMA
Other Schools and/or Districts, Relations with FD, FDA, GNA

Outside Agencies, Instructional Contracts with EEL
Overtime DEA

**– P –**

Paging Devices FNCE
**PARAPROFESSIONAL PERSONNEL**
certification DBA, EHBD
dismissal DCD
hiring DC, DCD
reasonable assurance of re-employment CRF
Parent Advisory Committee BDF, BQA, BQB, EHAA, GE
**PARENT INVOLVEMENT**
campus-level planning committee BQB
conferences EIA
discipline management FNC, FO series
District-level planning committee BQA
No Child Left Behind (Title I) EHBD
school-parent compact EHBD
special education EHBA series
Parent Notification DBA, DK, DPB, EHBD
**PARENTAL RIGHTS** (see also STUDENTS, rights and responsibilities)
access to Board meetings BE, FNG
access to instructional materials EF, FNG
access to student records FL
consent to counseling of student FFE
exempt student from instruction EHA, EHAA, FNG
student placement FDB, FNG
Parking Controls CLC, FFFD
Parks Department Relations GRA
Parliamentarian BE
Parochial Schools FD
Partnership, School/Community GKE
Part-Time Employees CRD, DC, DEC, DPB
Pass/Fail Courses EHAD
Patriotic Societies GKD
Payment Procedures CHF
**PAYROLL PROCEDURES**
salary deductions/reductions CFEA
schedule CFE
Peace Officers CKE, DEB
Pediculosis (see Head Lice)
PEIMS (see Public Education Information Management System)
Performance Bonds CV
Performance Report BR, GND (see also Academic Excellence Indicator System)
Performances, Student FME
**PERMITS**
entering or leaving school premises FE series
lunch excuses FEE
student work permits FEF
teaching, issued by school district DBA
visitors GKC
Personal Leave DEC
**PERSONAL PROPERTY**
disposal CI
purchases CH
**PERSONNEL**
complaints DGBA
conduct DH, DHE
gifts and solicitations DHA
involvement in decision making BQ series
merit pay DEF
records
access to confidential BBE, DBA, GBA
credentials DBA
custodian of DBA, GBA
requests for copies GBA
welfare DI
Personnel-Student Relations DH, DHC, FNCJ
Pest Control Program CLB, DI, FD, GB
Petition for Student Transfer FDA, FDAA, FDB (see also NO CHILD LEFT BEHIND)
Petitions DG, FNAA, GKD
Petty Cash Accounts CHB
Phones, Cellular CPAC, FNCE
**PHYSICAL EDUCATION**
exemptions EIF
requirements EHAB, EHAC, EIF
substitute courses EIF
Physical Examination DBB, FFAA
Physical Restraint, Student FO, FOE
Pilot Projects EGA
**PLACEMENT**
in alternative setting FOA
of home-school students FD
of transferred expelled students FDA
of transfer students FD
Placement Review Committee FOAA
Plagiarism EIA
Planning and Preparation Time DL
Planning Process BQ series
Playgrounds CS, GRA
Police on School Premises CKE, GKA, GRA
**POLICY SYSTEM**
attorney involvement BDD
community involvement BF
development, adoption, amendment, distribution, review BF
implementation BP
review of regulations BP
staff involvement BQA, BQB
student involvement FNB
Political Activities BBB, DGA, GKD
Political Advertising CCA, GKB
Political Organizations GR
Politics, Participation in DGA, DH
Possession/Use, Alcohol and Drugs DH, DHE, DI, FNCF, FO series, GKA
Postsecondary Instructional Program FP
Power of Attorney FD
Practice Teaching GNC
Prayer DMA, EC, EMI, FMH, FN, FNA, FNAB
Pregnant Employees DEC
Pregnant Students EHBC, FB, FNE
Prekindergarten EC, EHBC, FD
Preparation, Teachers DMA
**PRESS SERVICES**
Board meetings BEE, GBBA
sports and special events GBBA
Prevailing Wage Law CV
Prevention, Dropout EHBC
Principal's Performance Incentive DEA
Principal's Qualifications DP
**PRINTED MATERIALS AND SERVICES**
charges for copies FL, GBA
copyrighted materials EFE
learning resources centers EFB
Printing and Duplicating CPAA

Prior Review FNAA, GKD
Private Lessons FEF
Private Schools, Relations with FD, FEA
Private Tutoring DBF
Private Vehicles, Use of CNA, EFD, FFFD, FMG
**PROBATIONARY CONTRACTS**
employment practices DC, DCA
resignation DFE
suspension DFAA
termination at end of year DFAB
termination during contract DFAA
Probationary Status, Return to DFAC
Professional Conduct/Ethics DH
**PROFESSIONAL GROWTH/DEVELOPMENT**
Board member BBD
personnel DM series
Superintendent BJA, BJCB
Professional Leaves and Absences DEC
Professional Meetings DLA, DMD
**PROFESSIONAL ORGANIZATIONS**
dues CFEA
participation in DGA, DGB
**PROFESSIONAL PERSONNEL**
academic freedom EMA
accountability DN series
appointment DC
appraisal/evaluation BJCD, DN series
assignment DK
compensation DEA, DEF
conferences and visitations DMD
consulting BJCC, DBF
continuing contracts DCC, DFC series
contract nonrenewal DFBB
contracts DCA, DCB, DCC, DCE
dismissal BJCE, DCD, DF series
employment practices DC series
ethics DBD, DH
expense reimbursement BJCA, DEE
extra duty DEA, DK, DL
filling vacancies DC
growth and development DM series
hearings before hearing examiner DFD
hiring BJB, DC series
leaves and absences DEC, DED
medical examinations DAA, DBA, DBB
noncertified personnel DC, DCD, DCE
non–Chapter 21 term contract DCE
nonrenewal DFBB
nonschool employment DBF
orientation DC, DMA
part-time DPB
principals, qualifications and duties DP
probationary contract DC, DCA, DFAA, DFAB, DFAC
probationary status, return to DFAC
professional leaves and absences DEC
professional organizations DGA, DGB
qualifications/credentials DBA, EHBD
reassignment DK
recruitment DC
reduction in force DFCA, DFF
resignation BJCG, DCD, DFE
retirement BJCG, DEG
rights and privileges DG series
sabbaticals DEC
searches DHE
staff development DMA, DMC, DMD
staff meetings DLA
standards of conduct DH
Superintendent BJ series
suspension DFAA, DFBA, DFCA
term contract DC, DCB, DFB series
termination DF series
transfer DK
tutoring for pay DBF
vacation DED
welfare DI
work load/schedules DK, DL
Professional Publishing DME
Professional Services/Outside Sources CH, CV
Professional Visitors and Observers GKC
Programs, Special EHB series
**PROJECTIONS**
enrollment CT
facilities cost CV
facilities design CT
Promotion and Retention, Students EIE
**PROPERTY**
acquisition of sites CHG, CV
Board authority BAA
care of school CLA, CLB, FNCB
equipment CM series
insurance CRA
personal, sale of CI
real, sale of CDB
revenue bonds from proceeds CDBA
sales CDB
surplus, disposal of CI
title policy–land purchases CHG
Protected Health Information (PHI) CRD
Psychological Services/Testing EHBA, FFB, FFE
Public Access Defibrillators CKC
Public Access to School Records BE, DBA, FL, GBA
**PUBLICATIONS**
distribution CPAB, FMA, FNAA, GKD
news releases GBBA
prior review/nonschool-sponsored FNAA, GKD
publishing and research DME
school bulletins and newsletters GBB
Public Complaints GF
Public Education Grant Program FDAA
Public Education Information Management System (PEIMS) CQ
Public Funds Investment Act CDA
Public Gifts CDC
Public Hearings BE, BQA, BQB, CCG, CE, FFC
Public Information GB series
Public Information Chapter of Government Code GBA
Public Participation at Board Meetings BE, BED, CE
Public Property Finance Act (PPFA) CCA, CHG
Public Records GBA
Public Relations GB series
Public School Child Care FFC
Purchase Orders CHD
**PURCHASING**
authority CH, CV
best value method CH, CV
bids and quotations CH, CVA, CVB
bill payment authorization CHF
Board approval CH, CV
competitive bidding CH, CVA
computers CH
construction CV series
cooperative purchasing agreements CH
cost control CHD

food CH, COA
fuel CH
inspections, quality control CHD
payment procedures CHF
purchase orders and contracts CH, CHD
requests for proposals CH, CV
requisitions CHD
sales calls and demonstrations CHE, GKC
specifications CHD, CVA, CVB
surplus commodities CO
vendor relations CHE
warranties CHD

**– Q –**

**QUALIFICATIONS**
Board members BBA
graduation honors EIC
principal DP
Superintendent BJA
teachers, highly qualified EHBD
**QUANTITY PURCHASING**
consumable supplies CH, CHD
food COA
Quorum, Board Meetings BBB, BE

**– R –**

Racial Discrimination, Prohibition on DAA, DHB, FB, FNCL
Raffles FJ, GE
Reading Credits EIF
**REAL PROPERTY**
appraiser CH
authority of Board BAA
broker BAA, CDB
lease of CDB, CX
sale or exchange CDB
site acquisition CV
Reasonable Assurance of Employment CRF
Receiving Equipment and Supplies CMA
**RECOGNITION AND AWARDS**
Board members BBG
employees DJ
students FG
Recommended High School Program EIF
**RECORDS, ACCESS TO**
confidential information BBE, DBB, DHE, FFAD, FL, GBA
cost of copies FL, GBA
custodian of records CPC, FL, GBA
personnel files DBA
public information
personnel records CPC, DBA, GBA
students FL
request for AG opinion GBA
request for copies FL, GBA
special education EHBA series, FL
**RECORDS AND REPORTS**
attendance, student FE series
budget CE, CFA
burglary and damage report CLD
certificate of coursework completion EI, EIF
discipline FO, FOAA, FOAB, FOD, FOE
health appraisal FFAA
immunizations FD, FFAB
inventories CFB
law enforcement BJA, DH, FL, GRA
leaves and absences DEC
library, media center EFB
microfilming CPC
permanent record card FL
progress reports to parents EIA
quarterly investment CDA
releasing student information BBE, FL, GBA
retention and destruction CPC, FL, GBA
special education students EHBA series, FL, FOE
transcripts and permanent record EI, EIA, EIF, FL
transfer of cumulative records FL
Records Management Officer CPC
Recreational Facilities Bonds CCD
Recreation Department Relations GRA
Recruitment of Personnel BJB, DC
Recycling CH, CL
Redistricting BBB
**REDUCTION IN FORCE**
under continuing contract DFCA
not under contract DCD
under term contract DFF
Referenda, Bond CCA
**REGIONAL SERVICE CENTERS**
Board member training BBD
media contracts EFB
participation in GNB
Regulations, Administrative BP, BQ series
Reimbursement for Expenses BBG, BJCA, DEE
Reinvestment Zones CCG
Release Time, Personnel DMD
Releasing Students from School FEF, FFFA
Religion, Study of EMI
Religious Freedom Restoration Act (RFRA) DAA, EMI, FB, GA
Religious Holy Days, Absence for DEC, FEA, FEB
Religious Matters, Neutrality in EMI
Remedial Instruction EHBC, EIE
**REMOVAL**
Board members, from office BBC
individuals, from school premises BED, GKA
students
to alternative education programs FOA, FOAB
emergency FOC
in-school suspension FOAA
by parents from class EF, EHA, EHAA
special education students EHBA series, FOE
by teacher FOA series, FOD
Renewal of Contracts BJCF, DFBB
Renovations CV series
**RENTAL**
charges by District CDD, GKD
leasing by District CX
use of facilities/equipment by community GKD
**REPAIRS**
buildings, grounds, and equipment CH, CLB, CV
bus CNB
renovations CV series
**REPORT CARDS**
campus BQB, BR
District BQA, GND
student EIA

**REPORTS**
accidents/hazards CKB
annual performance BAA, BJCD, BQA, BQB, BR
audit CFC
buildings, grounds, and equipment CLD
compensatory education EHBC
financial CFA
inventories CFB
law enforcement BJA, DH, GRA
lesson plans EEP
office management CPC
on-the-job injuries CRE
paid leave DEC
parent conference EIA
PEIMS CQ
press and news GBB, GBBA
special education students (see ARD Committee)
student discipline FO series
student progress EIA, EIE
**REQUIRED INSTRUCTION**
all levels EHAA
elementary EHAB
secondary EHAC
Requisitions CHD
**RESEARCH**
curriculum EG
staff publishing DME
**RESERVE FUNDS**
depository BDAE
investments CDA
**RESIDENCE REQUIREMENTS**
Board members BBA
personnel DB
student enrollment FD
Superintendent BJC
**RESIGNATIONS**
Board members BBC, DBE
contract personnel DFE
personnel not under contract DCD
Superintendent BJCG
Restraint of Students FOE
Retaliation CRE, DG, DGBA, FOAB, FOD
Retention of Records CPC, FL, GBA
Retention of Students EIE
**RETIREMENT**
payment for unused leave DEC
personnel DEG, DPB
Superintendent BJCG
TRS withholding CFEA
Return to Work CRE, DK
**REVENUE SOURCES**
ad valorem taxes CCG
athletic stadium authorities CCE
bonds and bond taxes CCA, CCD
bonds from proceeds of sale CDBA
certificates of indebtedness CCC
federal CBB
gate receipts CDG
grants from private sources CDC
investments CDA
rentals and service charges CDD
royalties CDF
school-owned property CDB
shop sales CDE
short-term notes CCF
state CBA
time warrants CCB
Risk Management CK series
Routine Repairs CLB
**RULES**
administrative BP
discipline management FNC, FO
employee conduct/code of ethics DH
Robert's Rules of Order BE
student code of conduct FNC, FO
suspension of rules BE

**– S –**

Sabbaticals DEC
**SAFETY PROGRAM**
accident prevention CKB
buildings and grounds CLB, CLC
crowd control GKA
emergency plans CKC
employee participation DH
inspections CKA
student FFF
student patrols FFFB
student transportation CNA
training CK series
Salary Deductions/Reductions CFEA
**SALARY SCHEDULES**
personnel DEA
Superintendent BJCA
**SALES**
buses CNB
equipment and supplies CI
personal property CI
real property CDB
textbooks EFAA
Sales Calls and Demonstrations CHE, GKC
Sanitary Cleanup Procedures FFAC
SBEC (see State Board for Educator Certification)
**SCHEDULES**
annual calendar EB
before/after-school activities FM, FNAB
block EEC, EED, FM
budget planning CE
daily school program EC
employee duty DK, DL
faculty meetings DLA
field trips EFD
salary DEA
student EED
transportation, student CNA
year-round schools EB
Scholarships CDC, EIC, FG
School Assemblies EC
School Attendance Areas FC
School Attorney BDD
**SCHOOL BOARD**
advisory committees BDF
annual reports BAA, BR
attorney BDD
authority BA, BAA, BBE
committees BDB
consultants BDE
elections BBB
facility expansion responsibilities CT
legal status BA
meetings BE

memberships BC
officers/internal organization BDAA
orientation BBD
policy development/amendment BF
powers and duties BAA
reorganization BDAA
self-evaluation BG
training/team building BBD
**SCHOOL BOARD MEETINGS**
agenda BE
broadcasting and taping BE
certified agenda BEC
closed meeting BEC
emergency BE
minutes BE
news coverage BEE, GBBA
organizational meeting after election BDAA
posting notice BE
press services BEE, GBBA
public hearing/participation BE, BED, BQ series, CCG, CE, FFC
quorum BBB, BE
regular/special BE
rules of order BE
suspension of rules BE
time and place BE
transacting business BBE, BE
by video/conference call/Internet BE
voting method BE
School Board Officers BDAA
School-Community Alternative Education EHBC
School-Community Guidance Program FFC
School-Community Relations GK series
School Day DL, EC
School Directories FL, GBA
**SCHOOL FACILITY PLANNING AND CONSTRUCTION**
planning and construction CT, CV series
selection of architects and engineers CV, CVB
School Fairs FJ
School Holidays DED, EB
School Newspapers FMA, GBB
School Principal DK, DP
School Property, Student Care of FNCB
School-Sponsored Information Media GBB
School Supplies CMD
School Volunteers FH, GKG
School Year EB
**SCREENING**
drug and alcohol DHE, FNF
dyslexia EHB
hearing, vision, scoliosis FFAA
tuberculosis DBB, FFAA, GKG
**SEARCHES**
employees DHE
metal detectors DH, FNF, GKA
police GRA
students FNF
trained dogs FNF
Seclusion (see Restraint of Students)
Secondary Instruction, Elective EHAD
Secondary Instruction, Required EHAC
Secret Societies FNCC
Section 504 DAA, FB
**SECURITY AND SAFETY**
bomb threat procedures CKC
campus security CKE, CLA
civil defense CKC, GRA
closing of school CKC
disturbances, disorders, or demonstrations CKC, FNCI, GKA
employee identification cards CLA
eye-protective devices CKB
fire drills and safety precautions CKC
motor vehicle rules CLC, FFFD
narcotics, dangerous drugs, or alcohol DH, DHE, DI, FNCF, GKA
peace officers CG, CKE, DEB
playgrounds CS, GRA
safety inspection for hazards CKA, CKB, CLB
safety program CK series
school grounds supervision CLB, FFFA
trespassers GKA, GKC
vandalism and burglary CLA, FNCB
Semester System/Schedules EB, EEC, EED
Senior Class Activities FMD, FMG, FMH, FNCC
Service Awards BBG, DJ
Service Center, Regional Education GNB
Severance Pay BJCE
**SEX DISCRIMINATION**
complaint procedures DGBA, DHC, FNCJ, FNG, GF
personnel DAA, DGBA, DHC
students FB, FNCJ
Title IX DAA, FB
Sex Education EFA, EHA, EHAA
Sex Offender Registration BJA, GRA
Sexual Abuse DHC, FFG, FNCJ
Sexual Harassment DAA, DHC, FB, FNCJ
Shared Services Arrangements EHBA
Shop Sales CDE
Short-Term Notes CCF
Sick Leave DEC
Site-Based Decision Making BQ series
**SITES**
acquisition procedures CHG, CT
plans and specifications CS, CT
Smoking DH, FNCD, GKA
Social Events, Students FMD
Social Security Deductions CFEA
Social Services, Student FFC, FFE
Software CQ, EFE
Solicitation of Funds DHA, FJ
Sororities FNCC
Southern Association of Colleges and Schools GNE
Special Board Meetings BE
**SPECIAL EDUCATION**
academic assessment EKB
ARD committee EHBAB
assistive technology EHBA
contracting for EEL
diplomas EIF, FMH
discipline FOE
personnel training DMB
program requirements EHBA series
shared services arrangements EHBA
transition plan EHBA, EIF
transportation for CNA, CNB
Special Populations, Student EHB series
**SPECIAL PROGRAMS**
adult education/community education EHBI
alternative education programs (disciplinary) FOA series
at-risk EHBC, FDAA
bilingual education/English as a second language EHBE
career/technology education EHBF
deaf or hearing-impaired EHBH

- driver education EHAD
- dropout EHBC
- dyslexia EHB
- firearm safety EHAD
- gifted and talented students EHBB
- homebound instruction EHBA
- hunter education EHAD
- remedial/compensatory instruction EHBC, EIE
- special education EHBA
- Title I EHBD
- tutorials EHBC

**SPECIFICATIONS**
- bids, proposals CH, CV series
- construction plans and specifications CV series
- educational facility specifications CS

Sports FM, FMF (see also ATHLETICS)
Sports and Special Events News Coverage GBBA
SRC (School Report Card) (see REPORT CARDS)
SSI (see Student Success Initiative)

**STAFF**
- development DM series
- involvement
  - budget planning BQ series, CE
  - campus-level planning and decision process BQB
  - discipline management program BQ, FO
  - District-level planning and decision process BQA
  - participation at Board meetings BED
  - policy development BF
- orientation DMA
- participation in community activities DGA, GE
- political activities DGA
- public appearances GB series
- relations with community DGA, GBB, GE, GK series

**STATE AID**
- eligibility determination CBA
- revenues CB, CBA
- special programs GND
- state education agency relations GND

State Board for Educator Certification (SBEC) BDAA, BJCE, BJCG, DBA, DC, DF, DFE, DH, DK, GRA
State School Boards Association BC
“Stay Put” IDEA students EHBAD
Steroids FMF
Stipends DEA
Strikes, Employee DGA
Structural Pest Control CLB, DI, FD, GB

**STUDENTS**
- absences and excuses FE series
- academic freedom EMA, EMB
- accidents CK series, FFAC
- activities FM series
  - community-sponsored activities/contests FJ, FMF
  - eligibility for honors and awards FG
  - equal access FM
  - extracurricular activities FM
  - funds management CFD
  - gang-related FMC
  - interscholastic activities/contests FMF
  - organizations FMC
  - participation eligibility FM
  - performances FME
  - social FMD
  - student government FMB
- admission requirements FD
- alcohol/drug use or possession FNCF, FOD, FOE
- arrests FO series, GRA
- assaults on others FNCH, FOD
- assemblies EC, FM
- assessment EK, EKB, FD
- assignment to classes EHBA, EIE, FDB
- assignment to schools FDA, FDB
- assistance and counseling programs FFE series
- attendance FE series
- automobile use CLC, FFFD
- awards and scholarships FG
- behavior code FN, FNC, FO series
- bicycle use FFFD
- care of school property FNCB
- child abuse/neglect FFG
- clubs, gangs FNCC
- competency testing EIE, EKB series
- complaints FNG
- conduct FO
  - code of conduct FNC, FO
  - extracurricular standards of behavior FM, FO
  - on school buses FFFF
  - violation FO series
- conferences, student/parent EIA
- consent to treatment FFAC
- contests and competitions FMF
- corporal punishment FO
- demonstrations or strikes FNCI
- detention FO
- discipline FO series
- dress code FNCA
- drug testing, athletes FNF
- due process FNG, FOAA, FOAB, FOD, FOE
- dyslexic EHB, EIE
- early graduation EI, EIC, EIF, FMH
- elections BBB, FMB
- emergency placement or expulsion FOC
- employment FEF
- equal educational opportunity FB
- exchange students FD
- expelled from another district FDA
- expulsion FO series
- fees, fines, and charges FP
- foster care FD
- gifts to schools FJ
- gifts to staff members DHA, FJ
- government FMB
- graduation EIF, FMH
- handbook FN
- hazing FNCC
- health requirements/services FFA series
- homeless EHBC, EHBD, FD
- immunizations FD, FFAB
- injury or sudden illness FFAC
- in residential facilities EHBA series
- insurance programs FFD
- interrogations FNF, GRA
- involvement in decision making FNB
- juvenile justice system FOAC
- leaving campus during day FEA, FEE, FEF
- married students FND
- nonresident DEB, FD, FDA
- organizations FM, FNAB, FNCC
- performances FME
- physical examinations FFAA
- placement in alternative settings FOA series
- placement/withdrawal EIE, FD, FEA
- prayer EC, EMI, FMH, FN, FNA, FNAB
- pregnancy EHBC, FNE
- progress reports EIA

promotion and retention EIE
psychological services FFB, FFC, FFE
publications FMA, FNAA
records
access to FL
challenging content of (hearing and appeal) FL
custodian of FL
directory information FL
immunization FFAB
notice to parents of records maintained FL
release for health or safety emergencies FFAC, FL
release of information on more than one student FL
review and destruction of CPC, FL, GBA
right to information and privacy BBE, EF, FL, GBA
transcripts EIA, EIF, FD, FDA, FL
transfer of EIF, FD, FFAB
relations with staff DH, DHC, FNCJ
released time FEF
removal from class FO, FOA series, FOD, FOE
removal to alternative programs FOA, FOAB, FOE
rights and responsibilities FN series
alcohol/drug use, possession FNCF, FNF, FO series
code of conduct FO series
complaints FNAA, FNCJ, FNG
demonstrations, disruptions, and strikes FNCI
dress and grooming FNCA
due process FNG, FOAA, FOAB, FOD, FOE
freedom of speech/written expression FNAA
hazing FNCC
interrogations and searches FNF
involvement in decision making FNB
married students FND
moment of silence EC
possession of telecommunications devices FNCE
pregnant students EHBC, FNE
publications, school- and nonschool-sponsored FMA, FNAA
responsibility for school property FNCB
right to information and privacy of records BBE, EF, FL, GBA
right to pray EMI
special education EHBA
student government FMB
tobacco use/smoking FNCD
weapons FNCG, FOD
safety FFF series
safety patrols FFFB
searches FNF
by trained dogs FNF
schedules EED
school-age parents EHBC
sexual abuse DHC, FFG, FNCJ
sexual harassment DHC, FB, FNC, FNCJ
smoking/tobacco use or possession FNCD
social events FMD
social services FFB, FFC, FFE
surveys EF
suspension FM, FO, FOB
transfer petition procedures FDA, FDB
transfers and withdrawals FD, FDA, FEA
transportation services
authorized/nonschool use CNB
buses, advertising CNB
contracted services CNA
eligibility CNA
hazardous routes CNA
insurance program CRB
maintenance and safety inspections CNB
scheduling and routing CNA
students with disabilities CNA
walkers, riders, and standees CNA
tuition DEB, FDA
uniforms FNCA
volunteers FH
weapons FNCG, FO series
welfare FF series
with disabilities (see also SPECIAL EDUCATION)
confidentiality of records FL
contracts for instruction EEL
discipline FOE
educational program EHBA series
extended year services EHBA series
facilities CS, GA
graduation EIF
staff development DMB
withdrawals FD, FEA
with perceptual disabilities EHBA, EIE
Student Success Initiative EIE
Student-Teacher Ratios EEB
Student Teachers GNC
Subpoenas, Personnel DEC
Substance Abuse DH, DHE, DI, FNCF
Substitute Teaching DPB
Substitutes, Parent Notification DBA, DK, DPB
Suicide Attempts/Threats FFB, FFE
Summer Lunch Program COB
Summer School Program EHBA, EHBE, EHDA
**SUPERINTENDENT**(see also PROFESSIONAL PERSONNEL)
appointment BJB
compensation and benefits BJCA
consulting BJCC
contract BJC
development opportunities BJCB
evaluation BJCD
expense reimbursement BJCA
nonrenewal BJCF
qualifications and duties BJA
recruitment BJB
resignation/retirement BJCG
severance BJCE
termination BJCE, BJCF
**SUPERVISION**
facility expansion project CV series
of students FFFA
Supplemental Duties DEA, DK
Supplementary Materials Selection and Adoption EFA, EFAA
Supplies CM series
**SUPPORT STAFF**
appointment DC series
assignment DK
compensation DEA
complaints DGBA
development opportunities DM series (see also EHBD)
dismissal DCD, DCE
employee organizations DGA, DGB
evaluation DN
exempt/nonexempt DEA
expense reimbursement DEE
filling vacancies DC
fringe benefits DEB
health examinations DBB
hiring DC series
in-service training DMA

insurance CRD
jury duty DEC
leaves and absences DEC
meetings DLA
noncontractual DC, DCD
nonschool employment DBF
orientation DC, DMA
overtime pay (nonexempt) DEA
paid holidays DED
part-time and temporary employment DPB
recruitment DC
resignation DCD
retirement DEG
rights and privileges DG series
salary deductions/reductions CFEA
salary schedule DEA
standards of conduct DH
staff development/orientation DMA
suspension DCD
termination of employment DCD, DCE
transfer DK
vacations DED
work schedules DEA, DK
Surety Bonds CG
**SURPLUS PROPERTY**
personal CI
real CDB
Surrogate Parents EHBAD
Surveys of Students EF
**SUSPENSION**
of employees
back pay DFBA
under continuing contract DFCA
not under contract DCD
under probationary contract DFAA
under term contract DFBA
with or without pay DFAA, DFBA, DFCA
of policies BF
of students
from bus riding FFFF
from extracurricular activities FM, FO
in-school FOAA
from school FOB


**– T –**


Taping of Board Meetings BE, BEC
Tardiness FEC
TAKS (Texas Assessment of Knowledge and Skills) EIE, EIF, EKB, FMH
Task Forces, Community GK
**TAX**
abatement CCG
ad valorem CCG
anticipation notes CCF
assessor/collector
bonding of CG
duties and requirements BDAF
collection BDAF, CCG
deposit BDAF
exemption CCG
funds revenue source CCG
hearings CCG
increment CCG
rolls BDAF
Taxation Authorities Relations GRA
Tax-Sheltered Annuities CRG
TB Screening DBB, FFAA, GKG
TEA (Texas Education Agency), Relations with GNE
Teach for Texas Grant EJ
Teacher Aides (paraprofessionals) DBA, EHBD
Teacher Appraisal DNA
Teacher Associations DGA, DGB
Teacher Contracts DC, DCA, DCB, DCC, DCE
Teacher Education Program GNC
Teacher Retirement System (TRS) CFEA, CRD
Teacher-Student Ratios EEB
**TEACHING**
academic freedom EMA
controversial issues EMB
student teaching and internship GNC
Teaching Day, Length of DL, EC
Teaching Permit, District-Issued DBA
Team Building BBD, BJCB
Technology CQ, EFB, EFE
TEKS (Texas Essential Knowledge and Skills) EHAA, EIE
Telecommunications Devices CPAC, FNCE
Telephone Use CPAC
Television, Instructional EFF
Temporary Disability Leave DEC
Temporary Personnel DC, DPB
**TERM CONTRACTS**
employment practices DC, DCB
nonrenewal DFBB
reduction in force DFF
resignation DFE
suspension DFBA
termination during year DFBA
Termination, Personnel DCD, DCE, DF series
**TESTS**
administration of EIE, EK series
competency, student EIF, EKB
credit by examination EEJA, EEJB
dyslexia EHB
exams for acceleration EEJB
freedom from cultural bias EHBAA
parental review EF, FNG
selection and adoption EK
testing program EK series
use and dissemination of test results BR, EKB, GBA
Texas Economic Development Act CCG
Texas Open Meetings Act (TOMA) (see Open Meetings)
Texas Youth Commission FD
**TEXTBOOKS**
adoption of EFAA
annual inventory CFB, CMD
book identification CMD
braille EFAA
committee EFAA
conflict of interest BBFA, CMD, DBD
conforming and nonconforming list EFAA
custodian CMD
destroyed CMD
distribution or donation of CMD
District-owned CMD
local selection DBD, EFAA
period of use EFAA
rebates/commissions, accepting DBD, EFAA
reports, forms to be completed for inventory CMD
requisitioning and responsibility for CMD
sale of CMD

samples and publisher contracts EFAA
selection challenge EFA
selection process EFAA
state textbooks CMD
surplus CMD
Ticket Sales CDG
Time Warrants CCB
Title I EHBD
Title VII DAA, DHC
**TITLE IX**
employees
coordinator DAA
grievance procedures DGBA
rights and responsibilities DAA, DH, DHC
students
coordinator FB
grievance procedures FB, FNCJ
rights and responsibilities FB, FNCJ
Tobacco Use/Prohibition DH, FNCD, GKA
TOMA (Texas Open Meetings Act) (see Open Meetings)
Top Ten Percent EIC
Tornado Warnings CKC
Tournaments FMF
Traffic and Parking Controls CLC
**TRAINING**
administrator appraisal BJCD, DNB
Board member BBD
investment officer CDA
safety CK, DH
staff development DMA
Transcripts and Permanent Records, Fees for Copies FL
**TRANSFER**
at-risk students FDA, FDAA
criteria FDA, FDAA, FDB
expelled students FD, FOD
interdistrict FDA
intradistrict FDB
of leave DEC
from low-performing schools FDAA
personnel DK
petition, students FDAA, FDB
students EHBB, FD, FDA
tuition DEB, FDA
**TRANSPORTATION**
bus driver credentials DBA
bus maintenance CNB
contract with public companies CNA
cost of special/field trips CNB, EFD
eligible students CNA
monitoring behavior on buses FO
safety of students CNA
special use of school buses CNB
state reimbursement CNB
student conduct on buses FFFF, FO
students with disabilities CNA
**TRAVEL**
expense reimbursement BBG, BJCA, DEE
in-District expenses DEE
mileage reimbursement BBG, DEE
for professional development DMC
student FMG
UIL travel FMF
Travel Study Program EHDB
**TRESPASSING**
assistance of local law enforcement agencies GKA
prohibited GKA, GKC
**TRIPS**
extracurricular FMG
field EFD
professional DMC, DMD
reimbursement for BBG, BJCA, DEE
student FMG
use of school buses CNB
UIL FMF, FMG
Truancy FEA
Tuberculosis Screening DBB, FFAA, GKG
**TUITION**
attendance reporting FDA, FDAA
exemption for employees' children DEB, FDA
exemption for foreign students FD
nonresident students DEB, FDA
reduction in (ADA transfers) FDA
summer school FDA
waiver FDA, FP
Tutorial Program EHBC
Tutoring for Pay DBF


## – U –


UIL (University Interscholastic League) FFAA, FM, FMF
Unauthorized Person on School Property CLA, GKA, GKC
Uncertified Teachers DBA, DK, DPB, EHBD
Underground Newspapers FNAA
Unemployment Insurance CRF
Unexpired Term, Board Members BBC
Uniforms FNCA
Unions, Staff Membership in DGA, DGB
Universities GNC
Unsafe Schools EHBD


## – V –


**VACANCIES**
Board member BBC
school personnel DC
**VACATIONS**
personnel DED
school vacations EB
Vaccinations FFAB
Valedictorian/Salutatorian Awards EIC
**VANDALISM**
emergency measures CLA
prohibited FNCB
reporting incidents CLA
Vehicle Identification Insignia CLC, CNB
Vehicle Parking Control CLC, FFFD
Vehicles Owned by District CNB
Vending Machines COC
Vendor List CH, CV
Vendor Relations CHE, GKC
Veterans DAA, DEC
Videoconference Call (Board Meetings) BE
**VIDEOTAPING/MONITORING**
Board meetings BE, GBBA
conduct on school buses, in buildings FFFF, FO
students, with parental consent FNG
students, without parental consent EHA, FM, FO
Visitations DMD

Visiting Teacher Services EHBA series
**VISITORS**
campus security CLA
law enforcement agencies GRA
permits GKC
professional GKE, GKF, GN series
students leaving with FFFA
Vocational Education Contracts EEL
Vocational Program EEL, EHAC, EIF
**VOLUNTEERS**
adult volunteers GKG
criminal history record check DC, GKG
student volunteers FH
TB screening GKG
**VOTING**
at Board meetings BE
election of Board officers BDAA

**– W –**

Wages CV, DEA
**WAIVERS**
fees FP
insurance FFD
planning BQ series
policy BF
Walkers and Riders, Bus CNA
Warehousing CMA
Warning Systems CKC
Warrants, Money CCB
Warrants for Student Arrest GRA
Weapons DH, EHAD, FNCG, FOD, FOE, GKA
Weighted Grades EIC
Welfare Authorities Relations GRA
Welfare, Employee DI
Welfare, Student FF series
Whistleblower Complaints DG, DGBA
Withdrawal, Student FD, FEA
Witnesses in Expulsion Hearings FOD
Work Calendars DEA, DK
**WORKERS' COMPENSATION**
coordination with paid leave benefits CRE, DEC
indefinite absence CRE
required for construction contractor CV
Work Load DL
Work Schedules DK
Workshops, Board Members BBH
Work Strikes/Stoppages DGA
Work-Study Employment EHAD
Written Expression, Student FMA, FNAA

**– X – Y – Z –**

Yearbooks FMA
Year-Round Schools EB
Zoning Authorities Relations GRA

# DISTRICT LEGAL STATUS

AA
(LEGAL)

The District derives its legal status from the Constitution of the State of Texas and from the Texas Education Code as passed and amended by the Legislature of Texas. *Texas Const., Art. VII*

In discharging its duties, the Board shall function in accordance with applicable state and federal statutes, controlling court decisions, and applicable regulations promulgated pursuant to statute by state and federal agencies. Opinions of the attorney general shall be used for guidance in interpretation of applicable law. The Board shall constitute a body corporate and shall have the exclusive power to govern and oversee the management of the public schools of the District. *Education Code 11.051(a), 11.151(b)*

BOARD LEGAL STATUS:
POWERS AND DUTIES

BAA
(LEGAL)

All powers and duties not specifically delegated by statute to TEA or the State Board are reserved for the Board.

The Board has the legal power to:

GOVERNANCE

1. Govern and oversee the management of the public schools of the District. *Education Code 11.151(b)*

RULES AND BYLAWS

2. Adopt rules and bylaws. *Education Code 11.151(d)* [See BF]

PLANNING AND DECISION–MAKING PROCESS

3. Adopt a policy to establish a District- and campus-level planning and decision-making process. *Education Code 11.251(b)* [See BQ series]

TAX COLLECTION

4. Levy and collect taxes and issue bonds. *Education Code 45.001* [See CCA, CCG]

TAX OFFICIALS

5. Employ and compensate a tax assessor or collector, as the Board considers appropriate. *Education Code 45.231(a); Tax Code 6.22* [See BDAF]

ANNUAL BUDGET

6. Adopt and file a budget for the next succeeding fiscal year. *Education Code 44.004, 44.005* [See CE]

ANNUAL AUDIT

7. Have District fiscal accounts audited at District expense by a certified or public accountant holding a permit from the Texas State Board of Public Accountancy following the close of each fiscal year. *Education Code 44.008(a)* [See CFC]

ANNUAL SUPERINTENDENT APPRAISAL

8. Appraise the Superintendent annually using either the Commissioner's recommended appraisal process or a process and criteria developed by the District. *Education Code 21.354(c)* [See BJCD]

PERFORMANCE REPORT

9. Publish an annual report describing the District's educational performance including campus performance objectives and the progress of each campus toward those objectives. *Education Code 39.053(a)* [See BQ series, BR]

BEQUESTS

10. Receive bequests and donations or other moneys or funds coming legally into its hands in the name of the District. *Education Code 11.151(a)* [See CDC]

DEPOSITORY

11. Select a depository for District funds. *Education Code, Ch. 45, Subch. G* [See BDAE]

ELECTIONS

12. Canvass election results as required by law. *Election Code 67.003* [See BBB]

PROPERTY ACQUISITION

13. Acquire and hold real and personal property in the name of the District. *Education Code 11.151(a); Local Gov't Code 271.004* [See CHG]

| | |
|---|---|
| LEASE OF PERSONAL PROPERTY | 14. Execute, perform, and make payments under contracts, which may include leases, leases with option(s) to purchase, or installment purchases, with any person for the use, acquisition, or purchases of any personal property, or the financing thereof. The contracts shall be on terms and conditions that are deemed appropriate by the Board in accordance with state law. *Local Gov't Code 271.005* |
| EMINENT DOMAIN | 15. Exercise the right of eminent domain to acquire property. *Education Code 11.155* |
| TITLE TO PROPERTY | 16. Hold all rights and titles to the school property of the District, whether real or personal. *Education Code 11.151(c)* [See CI] |
| SALE OF PROPERTY | 17. Authorize the sale of any property, other than minerals, held in trust for free school purposes. *Education Code 11.154(a)* [See CDB] |
| MINERAL RIGHTS | 18. Sell minerals in land belonging to the District. *Education Code 11.153(a)* [See CDB] |
| REAL ESTATE BROKER | 19. Employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property. *Education Code 11.154(c)* |
| EMPLOYMENT OF PERSONNEL | 20. Adopt a policy providing for the employment and duties of District personnel. *Education Code 11.163* [See BJ series, DC series, DEA] |
| RESTRICTIONS ON WRITTEN REPORTS | 21. Solicit and consider recommendations from each campus-level and the District-level committee regarding the number and length of written reports that District employees are required to prepare. *Education Code 11.164* [See BQA, BQB] |
| LAWSUITS | 22. Sue and be sued in the name of the District. *Education Code 11.151(a)* |

NUMBER AND TERM

The Board consists of seven Trustees serving terms of three years, with elections held annually. The terms of one–third of the Trustees, or as near to one–third as possible, expire each year. *Education Code 11.051(b), 11.059*

TERMS

Board policy shall state the schedule on which specific terms expire. *Education Code 11.059* [See BBB(LOCAL)]

METHOD OF ELECTION
POSITION OR PLACE

Election of Trustees is by position or place in accordance with Texas law. The decision to elect Trustees by this method shall not be rescinded. *Education Code 11.058*

FILING INFORMATION

A declaration of write-in candidacy must be filed no later than 5:00 p.m. of the fifth day after the date an application for a place on the ballot is required to be filed. An application of a candidate for a place on the ballot must be filed not later than 5:00 p.m. of the 45th day before the day of the election. An application may not be filed earlier than the 30th day before the date of the filing deadline. The application shall include all statutorily required information, including a statement that the candidate is aware of the nepotism law. *Education Code 11.055(a), 11.056(b); Election Code 31.0021, 141.031(4)*

LOYALTY OATH

Before a candidate can have his or her name placed on the ballot, the candidate must execute and have notarized the loyalty oath. *Election Code 141.031; The Socialist Workers Party v. Martin, 345 F.Supp. 1132 (S.D. Tex. 1972), aff'd 483 F.2d 554 (5th Cir. 1973)* [See BBB(EXHIBIT)]

NEPOTISM

A candidate shall not take affirmative action to influence a District employee or current Trustee regarding the appointment, reappointment, employment, confirmation, reemployment, change in status, compensation, or dismissal of a person related to the candidate within a prohibited degree of relationship under the nepotism law. [See DBE(EXHIBIT)] However, this prohibition does not apply to a candidate's actions taken with respect to a bona fide class or category of employees or prospective employees. *Gov't Code 573.042*

GENERAL ELECTION DATE

Election of Trustees of the District shall be on the first Saturday in May. *Election Code 41.001*

NOTICE

A call for an election shall be made not later than the 45th day before election day. Notice of the election shall be published at least once, not earlier than the 30th day or later than the tenth day before election day, in a newspaper published within the District's boundaries or in a newspaper of general circulation in the District if none is published within the District's boundaries. *Election Code 3.005, 4.003(a)(1)*

The notice shall state the nature and date of the election, the location of each polling place, and the hours the polls will be open.

The Board shall retain a copy of the published notice that contains the name of the newspaper and the date of publication and shall preserve that copy for 60 days after election day. *Election Code 4.004, 4.005, 66.058(a)*

POSTING

In addition to the notice described above, the District shall, not later than the 21st day before election day, post a copy of the notice on the bulletin board used for posting notices of the meetings of the Board. The notice must include the location of each polling place. The person posting the notice shall make a record at the time of posting stating the date and place of posting. The person shall sign the record and deliver it to the Board after the last posting is made. *Election Code 4.003(b), 4.005*

BALLOT, ELECTION OFFICIALS, POLLING PLACES

The ballot shall be printed in the form required by law. The Board shall appoint election judges, set the maximum number of election clerks, and designate polling places. Each polling place shall be accessible to and usable by the elderly and physically handicapped. *Election Code 32.005(a), 32.033(a), 43.004, 43.034, 52.061–.064, 52.069, 52.093–.094; Education Code 11.058(g)*

POSTING SIGNS AT POLLING PLACES PROHIBITED

A person other than an election officer commits an offense if the person posts a sign, card, poster, or similar material at a polling place, including the area within 100 feet of an outside door through which a voter may enter the building in which the polling place is located. *Election Code 62.013(b)*

NOTICE OF VOTING RIGHTS HOTLINE

A notice, in the form prescribed by the secretary of state, informing voters of the telephone number and purpose of the secretary of state's toll-free hotline for reporting existing or potential abuse of voting rights, shall be continuously posted in a prominent location at each polling place during the early voting period and on election day for each election held on a uniform election date. *Election Code 31.0055*

BILINGUAL MATERIALS

The District shall provide bilingual election materials, as specified by law, when the director of the federal census determines that:

1. More than five percent of the citizens of voting age of the District are members of a single language minority and are limited-English proficient, or more than 10,000 of the citizens of voting age of the district are members of a single-language minority and are limited-English proficient; and
2. The illiteracy rate of the citizens in the language minority as a group is higher than the national illiteracy rate, illiteracy defined as the failure to complete the fifth primary grade.

The term "limited-English proficient" means unable to speak or understand English adequately enough to participate in the electoral process.

The term “language minorities” or “language minority group” means people who are American Indian, Asian American, Alaskan natives, or of Spanish heritage.

*42 U.S.C. 1973aa–1a*

Except as provided by Election Code 272.003, bilingual election materials shall be used in each election precinct situated wholly or partly in a county in which five percent or more of the inhabitants are persons of Spanish origin or descent according to the most recent federal decennial census that may be officially recognized or acted upon by the state or political subdivisions.

An election precinct may be exempt from the bilingual requirement if official census information or other information indicates that persons of Spanish origin or descent comprise less than five percent of the precinct’s inhabitants.

*Election Code 272.002, 272.003*

VOTERS WITH DISABILITIES

A voting system that is acquired on or after September 1, 1999, must comply with Section 504 and Title II of the ADA and must also provide a practical and effective means for voters with physical disabilities to cast a secret ballot. *Election Code 122.0011*; *1 TAC 81.55–.57* [See GA]

This requirement is triggered only by the acquisition of a new voting system (or substantial modification of an existing system) that will change voters’ interaction with the ballot at the polling sites. *1 TAC 81.55(2)*

WRITE–IN VOTING

A write-in vote may not be counted for a person who has not filed a declaration of write-in candidacy with the Secretary of the Board in the manner provided for write-in candidates in a general election for state and county officers. To the extent practicable and in accordance with rules adopted by the secretary of state, Election Code Chapter 146, Subchapter B, shall govern write-in voting in Trustee elections. *Education Code 11.056*

ELECTION OF UNOPPOSED CANDIDATE

In any county other than a county in which write-in votes may be counted only for names appearing on a list of write-in candidates, the Board may declare each unopposed candidate elected to the office if:

1. Each candidate whose name is to appear on the ballot is unopposed, and

2. No proposition is to appear on the ballot.

In the case of an election in which any members of the Board are elected from single-member districts, the unopposed candidate

procedures can apply to the election in a particular single-member district if each candidate whose name is to appear on the ballot in that district is unopposed and the other requirements described above are met.

*Election Code 2.051*

The Board may declare each unopposed candidate elected to the office upon receipt of certification from the authority responsible for having the official ballot prepared. The certification must state that only one candidate's name is to appear on the ballot for that office and no candidate's name is to be placed on a list of write-in candidates for that office under applicable law. If the Board makes such a declaration, the election is not held. A copy of the order or ordinance must be posted on election day at each polling place that would have been used in the election. *Election Code 2.052, 2.053*

EARLY VOTING

The Board shall provide for early voting in Board elections by personal appearance at an early voting polling place and by mail in accordance with Election Code Title 7. *Election Code 81.001*

CANVASS RETURNS

The Board shall canvass the returns at the time set by the presiding officer not earlier than the third day or later than the sixth day after election day for an election other than the general election for state and county officers.

Two members of the Board constitute a quorum for purposes of canvassing an election.

*Election Code 67.003, 67.004(a)*

DETERMINATION OF RESULTS

The candidate receiving the highest number of votes for each respective position voted on is entitled to serve as Trustee. *Education Code 11.057(a)*

MAJORITY VOTE OPTION

The Board of an independent school district in which the positions of Trustees are designated by number may provide by resolution, not later than the 180th day before the date of an election, that a candidate must receive a majority of the votes cast for a position to be elected.

The resolution is effective until rescinded by a subsequent resolution adopted not later than the 180th day before the date of the first election to which the rescission applies.

*Education Code 11.057(c)*

RUNOFF ELECTION

If no candidate for a particular office receives the vote necessary to be elected in an election requiring a majority vote, a runoff election for that office is required. *Election Code 2.021 et seq.*

TIE VOTES
SECOND ELECTION

If two or more candidates for the same office tie for the number of votes required to be elected, a second election to fill the office shall be held, unless the candidates agree to cast lots, one candidate withdraws, or an automatic recount resolves the tie. Not later than the fifth day after the automatic recount is completed or the final canvass following the automatic recount is completed, if applicable, the Board shall order the second election. This election shall be held not less than 20 nor more than 30 days after the automatic recount is completed or the final canvass following the automatic recount is completed, if applicable. Notice of the second election shall be given in the same manner as for the first election. Only the names of the tying candidates shall be printed on the ballot; write-in votes shall not be permitted. *Election Code 2.002(a)–(e)*

CASTING LOTS

The tying candidates may agree to cast lots to resolve the tie. The agreement shall be filed with the Board, and the Board President shall supervise the casting of lots. *Election Code 2.002(f)*

WITHDRAWAL OF CANDIDATE

A tying candidate may resolve the tie by filing with the Board a written statement of withdrawal signed and acknowledged by the candidate. On receipt of the statement of withdrawal, the remaining candidate is the winner, and a second election or casting of lots is not held. *Election Code 2.002(g)*

RECOUNT

If a tie vote is not resolved by casting lots or by a candidate withdrawing, an automatic recount shall be conducted in accordance with Election Code Chapter 216. *Election Code 2.002(i)*

The cost of the recount shall be paid by the District. *Election Code 216.005(b)*

STATEMENT OF OFFICER AND OATH OF OFFICE

Newly elected and appointed Trustees shall sign the required Statement of Officer. The statement shall be retained with the official records of the office. After the statement has been signed and certificates of election have been issued, but before entering upon the duties of the office, the Trustee shall take the oath or affirmation of office and shall file it with the President of the Board. *Tex. Const. Art. XVI, Sec. 1; Education Code 11.061* [See BBB(EXHIBIT)]

The oath may be administered and a certificate of the fact given by:

1. A judge, retired judge, senior judge, clerk, or commissioner of a court of record.
2. A notary public.
3. A justice of the peace or clerk of a justice court.

4. The secretary of state of Texas.

5. The speaker of the house of representatives.

6. The lieutenant governor of Texas.

7. The governor of Texas.

8. A legislator or retired legislator.

9. The attorney general.

*Gov't Code 602.002, 602.006*

VOTING RIGHTS ACT

The Board, being subject to the Voting Rights Act of 1965, shall submit any changes that affect elections to the U.S. Justice Department for preclearance and shall implement such changes unless the justice department interposes an objection within 60 days after the date of submission. *42 U.S.C. 1973c; 28 CFR 51.6; Garza v. Gates, 482 F.Supp. 1211 (D.C. Tex. 1980)*

Because the Board is a body corporate, members can perform no valid act except as a body at meetings properly convened and conducted. *Toyah ISD v. Pecos-Barstow ISD, 466 S.W.2d 377 (Tex. Civ. App.-San Antonio, 1971, no writ); Buchele v. Woods, 528 S.W.2d 95 (Tex. Civ. App.-Tyler, 1975, no writ)*

Individual Trustees, in their official capacity as public officers entrusted with governing and overseeing the management of the District, have an inherent right of access to records maintained by the District, under Board policies for orderly access. *Atty. Gen. Op. No. JM-119 (1983); Education Code 11.151* [See FL, GBA]

BOARD MEMBERS:
COMPENSATION AND EXPENSES

BBG
(LEGAL)

Board members shall serve without compensation. *Education Code 11.061(d)*

MEMBERS' EXPENSES

Reimbursement to Board members for reasonable travel expenses for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary in the conduct of the public schools. *Education Code 45.105(c)*

NONMEMBERS' EXPENSES

The Board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany Board members to Board-related activities. *Atty. Gen. Op. MW-93 (1979)*

OFFICERS AND OFFICIALS: BDAF
SELECTION AND DUTIES OF CHIEF TAX OFFICIALS (LEGAL)

APPRAISAL FUNCTION

Appraisal of taxable property in the District shall be conducted by the countywide appraisal district(s). *Tax Code 6.01(b)*

REGISTRATION REQUIREMENTS

In accordance with the Property Taxation Professional Certification Act, the following District tax officials shall be registered with the Board of Tax Professional Examiners:

1. Tax assessor-collector.
2. Tax collector.
3. Chief administrator, as designated by the Board, of the District's assessment and/or collecting functions.
4. All persons engaged in appraisals of real or personal property for ad valorem tax purposes.
5. Other persons, as required by the chief administrator, who perform assessment or collection functions for the District.

*Occupations Code 1151.151*

SELECTION OF ASSESSOR AND COLLECTOR

The Board may, for a tax assessor or collector:

1. Require the county to assess and collect taxes for the school District. *Tax Code 6.22(c)*
2. Contract with another taxing unit or the countywide appraisal district(s) to assess and/or collect. *Tax Code 6.24(a)*
3. Employ a person to assess or collect taxes. *Education Code 45.231*

DUTIES

The assessor and collector shall assess, collect, or assess and collect taxes as applicable. *Tax Code 6.23(b)*

ASSESSOR

The assessor or designated officer or employee shall calculate the effective tax rate and the rollback tax rate and submit these rates to the Board. *Tax Code 26.04(c), (e)*

The assessor shall:

1. Calculate the tax on each property by applying the adopted rates to the appraised value. *Tax Code 26.09*
2. Prepare and mail a tax bill to each person, or authorized agent, in whose name property is listed on the tax roll. *Tax Code 31.01(a)*
3. Perform other legal duties. *Tax Code 6.23, 26.15*

COLLECTOR

The collector shall:

1. Certify to the Board an estimate of the collection rate for the current year, the amount of debt taxes, if applicable, and other required information. *Tax Code 26.04(b)*

2. At the request of any person, issue a certificate showing the amount of delinquent taxes, penalties, and interest due the District on a property according to the District's current tax records. If the collector collects taxes for more than one taxing unit, the certificate must show the amount of delinquent taxes, penalties, and interest due to each of those taxing units. *Tax Code 31.08(a)*

3. At the request of a property owner, or his or her agent, issue a receipt showing the amount of taxes imposed by the District in the year(s) for which information is requested and the amount of taxes paid. *Tax Code 31.075*

4. Prepare and submit to the Board each month a written report made under oath accounting for all taxes collected for the District during the preceding month. *Tax Code 31.10(a)*

5. Prepare and submit to the Board by the 60th day following the last day of the fiscal year an annual report made under oath accounting for all taxes collected or delinquent on property taxed by the District during the preceding 12-month period. *Tax Code 31.10(b)*

6. At least monthly, deposit in the District's depository(ies) all taxes collected for the District. If taxes are collected by the collector or officer of another taxing unit or the appraisal district, deposits shall be made daily, unless the Board, by official action, provides that deposits may be made less often than daily. *Tax Code 31.10(c), (d)*

7. Refund overpayments or erroneous payments of taxes as provided by law. *Tax Code 31.11*

8. Refund duplicate payments of taxes as provided by law and inform the District's auditor monthly of refunds made during the preceding month. *Tax Code 31.111*

9. Prepare a current and cumulative delinquent tax roll each year. *Tax Code 33.03*

10. At least once each year deliver a delinquent tax notice to each person whose name appears on the delinquent tax rolls, unless the person's address is undetermined or a tax bill was not mailed because the collector did not send a tax bill for an amount less than $15. *Tax Code 31.01(f), 33.04*

11. Perform other legal duties. *Tax Code 6.23, 33.21–33.25*

COLLECTOR'S BOND

A tax collector who is a District employee shall give bond conditioned on the faithful performance of duties. The bond shall be

made payable to and be approved by the Board in an amount determined by the Board.

If the District's taxes are collected by the collector of another taxing unit, by an officer or employee of another taxing unit or of an appraisal district, or by any other person, the Board may require the person to give bond conditioned on the faithful performance of duties. The bond shall be payable to, approved by, and paid for by the Board in an amount determined by the Board.

The District shall pay the premium for the required bond from its general fund or as provided by intergovernmental contract.

*Tax Code 6.29*

LIMIT ON CONTRACTING

The District may not enter into a contract relating to the performance of an activity governed by Title 1 of the Tax Code (i.e., the Property Tax Code) with a member of the board of directors of the appraisal district or districts in which the District participates or with a business entity in which a member of the appraisal board has a substantial interest.

An individual has a substantial interest in a business entity if the combined ownership of the individual and the individual's spouse is at least ten percent of the voting stock or share of the business entity or the individual or the individual's spouse is a partner, limited partner, or officer of the business entity. "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.

*Tax Code 6.036(c), (d)*

EXCEPTIONS FOR CLOSED MEETINGS

The Board may conduct a closed meeting for the purposes described in the following provisions.

ATTORNEY CONSULTATION

1. The Board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. *Gov't Code 551.071* [See BE for permissible methods of communication for attorney consultations]

REAL PROPERTY

2. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. *Gov't Code 551.072*

PROSPECTIVE GIFT

3. The Board may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the District if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. *Gov't Code 551.073*

PERSONNEL MATTERS

4. The Board is not required to conduct an open meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. *Gov't Code 551.074*

   The closed meeting exception for personnel matters does not apply when the Board discusses an independent contractor who is not a school employee, such as an engineering, architectural, or consultant firm, or when the Board discusses a class or group of employees, not a particular employee. *Atty. Gen. Op. MW-129 (1980), Atty. Gen. Op. H-496 (1975)*

STUDENT DISCIPLINE

5. The Board is not required to conduct an open meeting to deliberate in a case involving discipline of a public school child. However, the Board may not conduct a closed meeting for this purpose if the child's parent or guardian makes a written request for an open hearing. *Gov't Code 551.082*

EMPLOYEE–EMPLOYEE COMPLAINTS

6. The Board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a District employee by another employee and the

complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing. *Gov't Code 551.082*

SECURITY DEVICES

7. The Board is not required to conduct an open meeting to deliberate the deployment, or specific occasions for implementation, of security personnel or devices. *Gov't Code 551.076*

ASSESSMENT INSTRUMENTS

8. The Board shall conduct a closed meeting to discuss or adopt individual assessment instruments or assessment instrument items. *Education Code 39.030(a)*

ECONOMIC DEVELOPMENT NEGOTIATIONS

9. The Board is not required to conduct an open meeting:

   a. To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks to have locate, stay, or expand in or near the District and with which the Board is conducting economic development negotiations; or

   b. To deliberate the offer of a financial or other incentive to such a business prospect.

   *Gov't Code 551.087*

PROCEDURES FOR CLOSED MEETINGS

If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given [see BE] and the Board President has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. The Board shall reconvene the open meeting after a closed meeting prior to adjourning the meeting. *Education Code 39.030(a); Gov't Code 551.101*

VOTE OR FINAL ACTION

A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. *Gov't Code 551.102* [See BE]

CERTIFIED AGENDA OR TAPE RECORDING

The Board shall either keep a certified agenda or make a tape recording of the proceedings of each closed meeting, except for private consultation with the District's attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the Board President at the beginning and end of the closed meeting indicating the date and time. The Board President shall certify that a certified agenda is a true and correct record of the proceedings.

If a tape recording is made, it must include announcements by the Board President at the beginning and end of the meeting indicating the date and time. *Gov't Code 551.103*

Closed meetings may not be recorded by an individual Trustee against the wishes of a majority of the Board. *Zamora v. Edgewood ISD, 592 S.W.2d 649 (Tex. App.—San Antonio, 1979)*

PRESERVATION

The Board shall preserve the certified agenda or tape recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the Board shall preserve the certified agenda or tape recording while the action is pending. *Gov't Code 551.104(a)*

PUBLIC ACCESS

A certified agenda or tape recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. *Gov't Code 551.104 (b), (c)*

PROHIBITIONS

No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a tape recording of the closed meeting is being made. *Gov't Code 551.145*

No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or tape recording of a meeting that was lawfully closed to the public. *Gov't Code 551.146*

No Board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act, or participate in a closed meeting that is not permitted under the Open Meetings Act. *Gov't Code 551.144(a)*

AFFIRMATIVE DEFENSE

It is an affirmative defense to prosecution under Subsection 551.144(a) that the Board member acted in reasonable reliance on a court order or a written interpretation of the open meetings law contained in an opinion of a court of record, the attorney general, or the Board's attorney. *Gov't Code 551.144(c)*

SUPERINTENDENT: CONTRACT

BJC (LEGAL)

TERM OF CONTRACT

The Board may employ by contract a Superintendent for a term not to exceed five years. *Education Code 11.201(b)*

PROPERTY INTEREST

A contract of employment with the District creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period of time stated in the contract. *Perry v. Sindermann, 408 U.S. 593, 92 S.Ct. 2694 (1972); Board of Regents of State Colleges v. Roth, 408 U.S. 564, 92 S.Ct. 2701 (1972)*

SUPERINTENDENT: BJCB
PROFESSIONAL DEVELOPMENT (LEGAL)

TEAM BUILDING

The Superintendent's participation in team building sessions as part of the Board's continuing education [see BBD] shall represent one component of the Superintendent's ongoing professional development. *19 TAC 61.1(b)*

SUSPENSION WITHOUT PAY

The Board may, for good cause as determined by the Board, suspend the Superintendent without pay pending discharge or in lieu of termination. The suspension may not extend beyond the end of the school year. *Education Code 21.211(b)*

BACK PAY

If no discharge occurs subsequent to a suspension without pay, the Superintendent is entitled to back pay for the period of suspension. *Education Code 21.211(c)*

GROUNDS FOR DISMISSAL

The Superintendent may be dismissed for good cause before the completion of the term fixed in the contract. *Education Code 21.212(d)*

An attempt by the Superintendent to encourage or coerce a child to withhold information from the child's parent is grounds for discharge or suspension without pay. *Education Code 26.008(b)* [See FNG]

NOTICE

Before dismissal for good cause, the Superintendent shall be given reasonable notice in writing of the charges against him or her and an explanation of the District's evidence, set out in sufficient detail to fairly enable the Superintendent to show any error that may exist. *Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532, 105 S.Ct. 1487 (1985)*

HEARING

If the Superintendent desires a hearing before an independent hearing examiner, the Superintendent shall file a written request with the Commissioner not later than the 15th day after receiving the written notice of the Board's action. The Superintendent shall provide a copy of the request to the District. *Education Code 21.253* [See DFD]

SEVERANCE

The Board shall report the terms of any severance payment made to a Superintendent to the Commissioner of Education. The Commissioner shall reduce the District's Foundation School Program funds by any amount that the severance payment exceeds one year's salary and benefits under the Superintendent's terminated contract.

"Severance payment" means any amount paid by the Board to or in behalf of a Superintendent on early termination of the Superintendent's contract that exceeds the amount earned by the Superintendent under the contract as of the date of termination, including any amount that exceeds the amount of earned standard salary and benefits, that is paid as a condition of early termination of the contract.

EXCEPTION

Severance agreements entered into prior to September 1, 2001, are governed by the law in effect at the time the agreement was made and Commissioner's rules.

*Stats. 2001, 77th Leg. Sess., Ch. 955; Education Code 11.201(c); 19 TAC 105.1022(b)(3)(a)*

SUSPENSION WITH PAY

The Superintendent may be suspended with pay pending the outcome of the dismissal hearing. *Moore v. Knowles, 482 F.2d 1069 (1973)*

NOTICE TO THE SBEC

The Superintendent or person who serves as the Superintendent of the District shall notify in writing the State Board for Educator Certification within seven calendar days of the date he or she first obtains or has knowledge of information indicating that a Superintendent was terminated from employment based on a determination that the Superintendent committed any of the following acts:

1. Any form of sexual or physical abuse of a minor or other illegal conduct with a minor.
2. The possession, transfer, sale, or distribution of a controlled substance.
3. The illegal transfer, appropriation, or expenditure of school property or funds.
4. An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such a certificate or permit or to receive additional compensation associated with a position.
5. Commission of a crime, any part of which occurred on school property or at a school-sponsored event.

*19 TAC 249.14*

The Texas Education Agency may enter into an agreement with a federal agency concerning a project related to education, including provision of school lunches and construction of school buildings. TEA, or another state agency designated by the governor, shall coordinate the District's actions relating to participation in a federal financial assistance program. *Education Code 7.021(b), (c); Gov't Code 742.003*

RETIREMENT AND INSURANCE CONTRIBUTIONS

If the District applies to obtain money provided by the United States government or its agencies and if any of the money will pay part or all of any employee's salary, the District must also apply for any legally available funds to pay state contributions to the retirement system as set out in Government Code 825.404, and to pay state contributions to the group insurance program for retired school employees as set out in Insurance Code Chapter 1575.

When the District receives funds to pay for state contributions for retirement and insurance pursuant to this application, it shall immediately send such funds to the retirement system for deposit in the General Revenue Fund of the state treasury. The District shall report monthly to the system, in a form it prescribes, the names of each employee paid in whole or in part from a grant, the source of the grant, the amount of the employee's salary paid from the grant, the amount of money provided for state contributions for the employee by the grant, and such other information as the retirement system deems necessary.

The District shall comply with applicable rules governing examination of its records by the Teacher Retirement System.

*Gov't Code 825.406; Insurance Code 1575*

BLOCK GRANT FUNDS

If the District receives more than $5,000 in block grant funds to be used as the District determines is appropriate, it shall provide evidence to TEA that a public meeting or hearing was held in a timely manner solely to seek public comment on the needs or uses of block grant funds. This meeting or hearing may be held in conjunction with another Board meeting or hearing if the meeting or hearing to consider block grant funds is clearly noted on the public announcement for the other meeting or hearing. *Gov't Code 2105.058*

CONTRACTS SUPPORTED BY FEDERAL FUNDS

No employee or Board member shall participate in selection, award, or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

1. An employee or Board member.

2. Any member of the immediate family of an employee or Board member.

3. The partner of an employee or Board member.

4. An organization that employs or is about to employ any of the above.

The District's employees and Board members shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

The District may establish minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

*7 CFR 3016.36*

BONDS AND BOND TAXES

The Board may obtain funds to construct, acquire, or equip school buildings, to purchase necessary sites, to purchase new school buses, or to acquire or refinance property financed under a contract entered under the Public Property Finance Act by issuing bonds and assessing annual ad valorem taxes sufficient to pay the principal and interest on the bonds as they come due. *Education Code 45.001(a)*

All bonds shall be issued in accordance with the Public Security Procedures Act. *Gov't Code 1201*

INSTRUCTIONAL FACILITY ALLOTMENT

Except as provided by Education Code 46.005 and 46.006, a district that issues bonds to construct, acquire, renovate or improve an instructional facility is guaranteed certain state funding to pay principal and interest on eligible bonds under the Instructional Facilities Allotment program, Education Code Chapter 46, Subchapter A. *Education Code 46.003; 19 TAC 61.1032*

EXISTING DEBT ALLOTMENT

Each district is guaranteed certain state funding to pay the principal and interest on eligible bonds under Education Code Chapter 46, Subchapter B. Bonds are eligible if the District made payments on the bonds during the 2000–01 school year or taxes levied to pay the principal and interest on the bonds were included in the District's audited debt service collections for that school year, and the District does not receive state assistance under the Instructional Facilities Allotment for payment of the principal and interest on the bonds. *Education Code 46.032, 46.033; 19 TAC 61.1035*

POLITICAL ADVERTISING

No officer or employee of the District shall expend or authorize the expenditure of District funds for the purpose of political advertising. Funds may be expended, however, for advertising that describes the factual reasons for a measure and does not advocate the passage or defeat of such measure. *Election Code 255.003*

ELECTIONS

No bonds shall be issued or taxes levied unless approved by a majority of the qualified voters of the District who vote at an election held for such purpose. The election shall be called by Board resolution, which shall set the date, polling places, and propositions to be voted on.

The election shall be held on a uniform election date. The election may instead be held on a date that is not one of the uniform election dates if the Board, by resolution, order, or ordinance, finds that holding the election on a date other than a uniform election date is in the public interest, which finding is conclusive and incontestable, and the election is the only bond election held by the District on a nonuniform date during the state fiscal biennium.

Except for elections held on a uniform election date or in an emergency situation approved by the governor, elections may not be

held within 30 days before or after the date of the general election for state and county officers, general primary election, or runoff primary election.

NOTICE OF ELECTION

Notice of each election shall be published not earlier than the 30th day or later than the tenth day before election day in a newspaper of general circulation in the District or a newspaper of general circulation in the territory if none is published in the District. The person responsible for giving the notice must retain a copy of the published notice that contains the name of the newspaper and the date of publication.

POSTING

In addition, notice of the election, which must include the location of each polling place, must be posted not later than the 21st day before election day on the bulletin board used for posting notices of Board meetings. The person posting the notice shall make a record at the time of posting stating the date and place of posting. The person shall sign the record and deliver it to the Board after the last posting is made.

*Education Code 45.003(a); Election Code 4.003(a)(1), (b), (c), 4.004, 4.005, 41.001(a), (b)(2), (c)*

NEW DEBT

Before issuing bonds, the District must demonstrate to the attorney general that, with respect to the proposed issuance, the District has a projected ability to pay the principal of and interest on the proposed bonds and all previously issued bonds, other than bonds authorized to be issued at an election held on or before April 1, 1991, and issued before September 1, 1992, from a tax at a rate not to exceed $0.50 per $100 of valuation.

CURRENT TAXABLE VALUE

The District may demonstrate the ability to comply by using the most recent taxable value of property in the District, combined with state assistance to which the District is entitled under Chapter 42 or 46 that may be lawfully used for the payment of bonds.

FUTURE TAXABLE VALUE

The District may demonstrate the ability to comply by using a projected future taxable value of property in the District anticipated for the earlier of the tax year five years after the current tax year or the tax year in which the final payment is due for the bonds submitted to the attorney general, combined with state assistance to which the District is entitled under Chapter 42 or 46 that may be lawfully used for the payment of bonds.

The District must submit a certification of the projected taxable value prepared by a registered, certified professional appraiser who has demonstrated professional experience in projecting taxable values or who can obtain any necessary assistance from an experienced person.

The certification of the District's projected taxable value must be signed by the Superintendent. The attorney general must base a determination of whether the District has complied on a taxable value that is equal to 90 percent of the value certified.

*Education Code 45.0031*

PROPOSITIONS

Each proposition submitted to authorize the issuance of bonds shall include the question of whether the Board may levy ad valorem taxes either:

1. Sufficient, without limits as to rate or amount, to pay the principal of and interest on said bonds; or
2. Sufficient to pay the principal of and interest on said bonds, provided that the annual aggregate bond taxes in the District shall never exceed the rate stated in the proposition.

*Education Code 45.003(b)*

REFUNDING BONDS AUTHORITY

The Board is authorized to refund or refinance all or any part of any of its outstanding bonds and interest thereon, payable from ad valorem taxes, by issuing refunding bonds payable from ad valorem taxes in accordance with legal requirements for the issuance. *Education Code 45.004; Gov't Code 1207*

INSTRUCTIONAL FACILITIES REFUNDING BONDS

The District may use state funds received under Education Code Chapter 46 to pay principal of and interest on refunding bonds that:

1. Are issued to refund bonds eligible under Section 46.003;
2. Do not have a final maturity date later than the final maturity date of the bonds being refunded;
3. May not be called for redemption earlier than the earliest call date of all bonds being refunded;
4. Result in a present value savings as defined in Education Code 46.007.

*Education Code 46.007*

AUTHORIZED UNISSUED BONDS

If the District has authorized school bonds for a specific purpose and that purpose has been accomplished by other means or has been abandoned and all or a portion of the authorized bonds remains unissued, the Board may call an election to determine whether the authorized bonds may be issued or sold for a different purpose or purposes specified in the election order. If a majority of those voting at the election favor the sale of the unissued bonds, the Board is authorized to issue the bonds and use the proceeds for the purpose or purposes stated in the election order. *Education Code 45.110*

GUARANTEED BONDS

The District may apply to the Commissioner of Education for approval to guarantee bonds issued in accordance with the provisions above or bonds issued under Government Code Chapter 1207, by the corpus and income of the permanent school fund. The application shall include:

1. The name of the District and the principal amount of the bonds to be issued;

2. The name and address of the financial institution designated by the District as its agent for payment of principal and interest for guaranteed bonds; and

3. The maturity schedule, estimated interest rate, and date of the bonds.

*Education Code 45.051, 45.052, 45.054, 45.055*

An application must be accompanied by a fee set by rule of the State Board in an amount designed to cover the costs of administering the guarantee program. *Education Code 45.055(c)*

USE OF BOND PROCEEDS FOR UTILITIES

The proceeds of bonds issued by school districts for the construction and equipment of school buildings in the District and the purchase of the necessary sites for school buildings may be used, among other things, to pay the cost of acquiring, laying, and installing pipes or lines to connect with the water, sewer, or gas lines of a municipality or private utility company, whether or not the water, sewer, or gas lines adjoin the school, so that the District may provide its public school buildings the water, sewer, or gas services. *Education Code 45.101*

LOCAL REVENUE SOURCES: CCB
TIME WARRANTS (LEGAL)

PURPOSES

The Board may issue interest-bearing time warrants in amounts sufficient to construct, repair, or renovate school buildings; to purchase school buildings and equipment; to equip school property with necessary utilities; or to pay all or part of the compensation of the person to compile taxation data when the District's funds are insufficient to cover these items.

Warrants shall mature in serial installments of not more than five years from date of issue. Upon maturity, and in the order of their maturity dates, the warrants shall be entitled to first payment out of any available funds of the District.

*Education Code 45.103(a)*

An interest-bearing time warrant includes a promissory note or other evidence of indebtedness issued under Chapter 45 of the Education Code. *Education Code 45.103(g)*

The maximum rate of interest for any issue or series of public securities shall be a net effective interest rate of 15 percent. *Gov't Code 1204.006*

LIMITATIONS

Warrants may be issued and sold for not less than face value, and proceeds derived shall be used only for the purposes for which the warrants were issued. *Education Code 45.103(a)*

The Board may not issue warrants in excess of five percent of the assessed valuation of the District for the year in which the warrants are issued. Also, the payment of the warrants in any given year shall not exceed the anticipated surplus income of the District for the year based on the District's budget for that year and exclusive of bond taxes. Finally, the District shall not have outstanding at any one time warrants exceeding $500,000. *Education Code 45.103(c)*

PROCEDURES

Time warrants shall be issued in accordance with the Public Security Procedures Act. *Gov't Code 1201*

LOCAL REVENUE SOURCES:
CERTIFICATES OF INDEBTEDNESS

CCC
(LEGAL)

AUTHORITY

If the District is located in a county with a population of 200,000 or more, the District may issue interest-bearing certificates of indebtedness to provide funds to erect or equip school buildings in the District or refinance outstanding certificates, subject to certain restrictions as outlined below and as contained in Education Code 45.111:

MINIMUM ASSESSED VALUATION

1. The assessed valuation of the District must be greater than $1 million.

PAYMENT OF CERTIFICATES

2. The Board shall pay for these certificates by appropriating and pledging funds derived under authority of Education Code 45.002 or other similar law that limits the amount of tax that may be levied for maintenance purposes, as distinguished from bond requirements.

OUTSTANDING CERTIFICATES

3. The District shall not at any one time have certificates outstanding and unpaid in principal amount in excess of $250,000, unless the excess is authorized under Education Code 45.111.

PRINCIPAL AND PRINCIPAL MATURITY AMOUNT

4. The principal amount of certificates and the scheduling of their principal maturity shall be restricted as provided in Education Code 45.111(d).

MATURITY

5. Certificates shall mature over a period not exceeding 25 years from date of issuance.

*Education Code 45.111(a)–(f)*

INTEREST

Certificates may not bear interest at a rate in excess of seven percent per annum. *Education Code 45.111(f)*

PROCEDURES

Certificates of indebtedness shall be issued in accordance with Education Code 45.111.

LOCAL REVENUE SOURCES: CCD
RECREATIONAL FACILITIES BONDS (LEGAL)

The Board may acquire, construct, improve, equip, operate, and maintain gymnasiums, stadiums, or other recreational facilities on behalf of the District. The facilities may be located inside or outside of the District. To provide funds the Board may issue revenue bonds to be paid from and secured by liens on and pledges of all or any part of revenues obtained from rentals, rates, or charges from these facilities as provided by Education Code Chapter 45, Subchapter B. *Education Code 45.031, 45.032*

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

Under AHERA, the District shall identify asbestos-containing materials and implement an appropriate management plan in a timely manner. *40 CFR 763.80*

DUTIES

The District shall ensure that:

1. All persons who perform inspections, reinspections, and periodic surveillance, who develop and update management plans, and who develop and implement response actions comply with federal and state law.

2. All custodial and maintenance employees are properly trained as required by law.

3. Workers and building occupants, or their legal guardians, are informed annually about inspections, response actions, and post-response action activities.

4. Short-term workers who may come in contact with asbestos in a school are informed of the locations of “asbestos-containing building material” (ACBM) and suspected ACBM assumed to be “asbestos-containing material” (ACM).

5. Proper warning labels are posted.

6. Management plans are available for inspection, and notice of their availability has been properly provided.

7. A properly trained asbestos coordinator is designated to ensure that legal requirements are met.

8. Any conflict of interest that may arise among accredited asbestos personnel is considered, especially when selecting accredited personnel.

*40 CFR 763.84*

MANAGEMENT PLAN

An asbestos management plan shall be developed for each school and submitted to the Texas Department of Health for approval. This plan shall be developed by an accredited management planner who may be required to sign a statement that the plan is in compliance with federal asbestos regulations. The plan shall include:

1. A list of the name and address of each school building and whether it contains friable ACBM, nonfriable ACBM, and friable and nonfriable suspected ACBM assumed to be ACM.

2. Specified information about inspections conducted before December 14, 1987.

3. Specified information about required inspections and reinspections.

4. The name, address, and telephone number of the designated asbestos coordinator and details of his or her required training. The plan must also contain a true and correct statement signed by the coordinator certifying that the general District responsibilities have been met.

5. The written recommendations on response actions from the District's accredited asbestos management planner(s), including the name, signature, state of accreditation, and accreditation number, if applicable, of each planner.

6. A detailed description of preventive measures and response actions to be taken.

7. In regard to asbestos inspectors and persons who design or carry out response actions, a statement that the District uses or will use person(s) who have been accredited by an Environmental Protection Agency (EPA)–approved course.

8. A detailed description of any material described in item 1 of this list that remains after the response actions are taken. The description shall be updated when response actions are completed.

9. A reinspection plan for operations and maintenance activities, a plan for periodic surveillance, a description of the management planner's recommendation regarding additional cleaning, and the District's response.

10. A description of steps taken to inform workers and building occupants or their legal guardians about inspections, reinspections, response actions, post-response action activities, and the availability of management plans.

11. An evaluation of resources needed to complete the response actions successfully and carry out reinspection, operations and maintenance activities, periodic surveillance, and training.

12. The name of each consultant contributing to the plan and a statement that the consultant is accredited under another state's accreditation plan or accredited by an EPA-approved course.

PLAN AVAILABILITY

A copy of the plan submitted to the Department of Health shall be kept in the District's administrative office and be available for inspection by EPA, the state, and the public, including teachers, school personnel, employee representatives, and parents.

Updated management plans for each school shall also be available for inspection during normal business hours in the administrative office and at the school itself. Individual school plans shall be made available for inspection within at least five working days after a request is received.

NOTICE

Annually, the District shall notify in writing parent, teacher, and employee organizations of the availability of the management plans.

*40 CFR 763.93*

INSPECTIONS

Each building leased, owned, or used as a school building shall be inspected to determine the locations of friable and nonfriable ACBM. At least once every three years after a management plan is in effect, the District shall conduct reinspections. Inspectors shall collect samples of suspected ACBM material for analysis. The inspector shall provide a written assessment of all friable known or assumed ACBM in the school building for each inspection or reinspection. The assessment shall meet all legal requirements and shall be signed and dated, with the inspector's accreditation information. A copy shall be sent to the coordinator for inclusion in the management plan within 30 days. *40 CFR 763.85,-763.88*

PERIODIC SURVEILLANCE

At least once every six months after the management plan is in effect, the District shall conduct and document periodic surveillance on any school building containing ACBM or assumed to contain ACBM. A record of this surveillance shall be submitted to the coordinator for inclusion in the management plan. *40 CFR 763.92(b)*

RESPONSE ACTIONS

The District shall select and implement, consistent with the assessment, the least burdensome method of appropriate response actions from those that protect human health and the environment. *40 CFR 763.90*

ASBESTOS–RELATED ACTIVITY

An "asbestos-related activity" means the removal, encapsulation, or enclosure of asbestos; the performance of asbestos surveys; the development of management plans or response actions; the collection or analysis of asbestos samples; sponsorship of training courses necessary for asbestos licensure or registration; the transportation of ACMs from any facility for purposes of disposal; and any other activity required to be licensed under the Texas Asbestos Health Protection Act. *Occupations Code 1954.454, 1954.457*

An asbestos-related activity shall be performed by a person (an individual, organization, or other legal entity recognized by law as the subject of rights and duties) licensed by the Texas Department of Health. The Department of Health shall be notified not less than ten working days before an asbestos-related activity is initiated. *Art. 4477-3a, Secs. 2(10), 3(a), V.A.T.S.; 25 TAC 295.61*

RECORDS

The District licensed to perform asbestos-related activities shall keep an appropriate record or records of each activity it performs in public buildings and shall make the record(s) available to the Department of Health at any reasonable time. It shall also keep a copy of any violations issued against the District by the EPA or Texas Department of Health. Records shall be maintained for at least 30 years, or as long as required by federal law or regulation. *Occupations Code 1954.251; 25 TAC 295.58(d)*

For each area where all ACBM has been removed, the required records shall be maintained for at least three years after each required reinspection or its equivalent in both the school and the central administration office. *40 CFR 763.94*

WARNING LABELS

Proper warning labels shall be attached adjacent to any friable and nonfriable ACBM and suspected ACBM assumed to be ACM located in routine maintenance areas until it is removed. *40 CFR 763.95*

OPERATIONS / MAINTENANCE TRAINING

Members of the maintenance and custodial staff in buildings containing ACBM shall receive required training, including at least two hours of awareness training and an additional 14 hours of required training if their work activities may result in the incidental disturbance of ACBM. *40 CFR 763.92*

BUILDINGS

Every school building shall be located on grounds that are well-drained and maintained in a sanitary condition. All buildings shall be properly ventilated and provided with an adequate supply of drinking water, an approved sewage disposal system, handwashing facilities, a heating system, and lighting facilities, all of which shall conform with established standards of good public health engineering practices.

LUNCHROOMS

All school lunchrooms shall be maintained in accordance with state food and drug regulations.

CUSTODIAL SERVICES

All school buildings and appurtenances to buildings shall be maintained in a sanitary manner, and all full-time building custodians and janitors shall know the fundamentals of safety and school sanitation.

*Health and Safety Code 341.065*

STRUCTURAL PEST CONTROL

When necessary, the District shall obtain pest control services for school buildings either by:

1. Contracting with a business that has a structural pest control business license; or
2. Requiring a District employee who is licensed as a certified noncommercial applicator or technician to perform the services.

*Occupations Code 1951.459*

Before treating a school building for pest control, the District shall ensure that the necessary signs and information for employees and parents of students are posted or made available. *Occupations Code 1951.455* [See DI, FD]

INTEGRATED PEST CONTROL PROGRAM

The District shall adopt an integrated pest control program for the use of pesticides, herbicides, and other chemical agents to control pests, rodents, insects, and weeds at school buildings and other school facilities.

PEST CONTROL POLICY REQUIREMENTS

The District shall develop a written pest management policy for all structural pest control activities conducted on school property based on the most current *Structural Pest Control Board Integrated Pest Management* document.

The pest management policy must be adopted by the Board and kept on file by the Superintendent and the Integrated Pest Management (IPM) coordinator. The policy shall be based on generally accepted tenets of integrated pest management, as defined by the Environmental Protection Agency (EPA), including but not limited to:

1. Strategies that rely on the best combination of pest management tactics that are compatible with human health and environmental protection;

2. Proper identification of pest problems;

3. Monitoring programs to determine when pests are present or when pest problems are severe enough to justify corrective action;

4. Use of nonchemical management strategies whenever practical; and

5. Preferential use of least toxic chemical controls when pesticides are needed.

For specific requirements regarding the application and classification of pesticides, refer to the *Structural Pest Control Board Law and Regulations Manual*.

IPM COORDINATOR

The District shall designate an IPM coordinator(s). The person(s) designated as the District's IPM coordinator(s) shall attend a TSPCB-approved IPM coordinator training course within 12 months of designation as IPM coordinator. The IPM coordinator shall oversee and be responsible for the following:

1. Assisting in the coordination of pest management personnel and ensuring that all school employees who perform pest control have the necessary training, are equipped with the appropriate personal protective equipment, and have the necessary licenses for their pest management responsibilities;

2. Maintaining a prioritized list of needed structural and landscape improvements;

3. For a district that conducts some or all pest management work through independent contractors, working with administrators to ensure that local pest control proposal specifications are compatible with IPM principles, and that pest control contractors work under the guidelines of the District's IPM policy;

4. Ensuring that all pesticides used on District property are in compliance with this policy and keeping current pesticide labels and Material Safety Data Sheets (MSDS);

5. Authorizing least hazardous, effective emergency treatments with the approval of the certified applicator;

6. Handling requests and inquiries relating to pest problems and maintaining records of any pesticide-related complaints;

7. Ensuring that files are maintained regarding pesticide application records and that incidental use reports are in compliance with 19 TAC 595.17;

8. Informing District administrators and other personnel about IPM requirements (training, notice and posting, sanitation, pesticide storage);

9. Maintaining a copy of the District's IPM policy.

CONTRACTS

All pest control services must be consistent with this pest management policy.

NONCOMPLIANCE

The District or certified commercial applicator found not in compliance with the rules established by the TSPCB is subject to administrative penalties.

*Occupations Code 1951.212; 22 TAC 595.11*

DEFINITIONS

For purposes of this policy:

1. "Bus" means a motor vehicle used to transport persons and designed to accommodate more than ten persons, including the driver.
2. "Passenger car" refers to a motor vehicle, other than a motorcycle, used to transport persons and designed to accommodate ten or fewer passengers.
3. "Passenger van" means a motor vehicle, other than a motorcycle or passenger car, used to transport persons and designed to transport 15 or fewer passengers, including the driver.
4. "School activity bus" means a bus designed to accommodate more than 15 passengers, including the operator, that is owned, operated, rented, or leased by the District and is used to transport public school students on a school-related activity trip, other than on routes to and from school. The term does not include a chartered bus, a bus operated by a mass transit authority, or a school bus.
5. "School bus" means a motor vehicle that was manufactured in compliance with the federal motor vehicle safety standards for school buses in effect on the date of manufacture and that is used to transport preprimary, primary, or secondary students to and from school or on a school-related activity trip other than on routes to and from school. The term does not include a school-chartered bus or a bus operated by a mass transit authority.
6. "Motor bus" means a vehicle designed to transport more than 15 passengers, including the driver.

*Education Code 34.003; Trans. Code 541.201*

AUTHORITY

The District may establish and operate an economical public school transportation system in the District. For that part of the system that the District operates directly, it shall employ bus drivers certified by the Department of Public Safety. *Education Code 34.007*

TRANSPORTATION FUNDING FOR ELIGIBLE STUDENTS

If the District operates a transportation system, the District is entitled to a state transportation allotment. The allotted funds are based on the cost of providing transportation services to students who live two or more miles from the school they attend. The Commissioner of Education cannot reduce the allotment because the District provides transportation for an eligible student to and from a child-care facility instead of the student's residence, if the transportation is provided within the approved routes of the District for the school the student attends. *Education Code 42.155*

The Board may require payment of a reasonable fee for transportation to and from school of a student who lives within two miles of the school the student attends. However, the Board may not charge a fee for transportation for which the District receives a transportation allotment under Education Code 42.155(d). *Education Code 11.158.*

HAZARDOUS CONDITIONS

The District may apply to the Commissioner of Education for an additional amount of up to ten percent of its regular transportation allotment to be used for the transportation of students living within two miles of the school they attend who would be subject to hazardous traffic conditions if they walked to school. The Board shall provide to the Commissioner the definition of hazardous conditions applicable to the District and shall identify the specific hazardous areas for which the allocation is requested. A hazardous condition exists where no walkway is provided and students must walk along or cross a freeway or expressway, an underpass, an overpass or a bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition. *Education Code 42.155(d)*

TRANSPORTING STUDENTS TO SCHOOL

School buses or mass transit authority buses shall be used for the transportation of students to and from schools on routes having ten or more students. Passenger cars may be used on routes having fewer than ten students. *Education Code 34.003(a)*

DESIGNATION OF CHILD–CARE FACILITY

The Board may allow a parent to designate a child-care facility instead of the child's residence as the regular location for purposes of obtaining transportation under the system to and from the child's school. *Education Code 34.007(b)(2)*

"Child-care facility" means a facility licensed, certified, or registered by the Department of Protective and Regulatory Services to provide assessment, care, training, education, custody, treatment, or supervision for a child who is not related by blood, marriage, or adoption to the owner or operator of the facility for all or part of the 24-hour day, whether or not the facility is operated for profit or charges for the services it offers. *Human Resources Code 42.002(3)*

SCHOOL ACTIVITIES

When transporting students in connection with school activities other than on routes to and from school:

1. Only school buses or motor buses may be used to transport 15 or more students; and
2. Passenger cars or passenger vans may be used to transport fewer than 15 students.

*Education Code 34.003(b)(1), (2)*

The operator of a passenger car or passenger van used to transport students to school or to a school activity shall ensure that the

number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt. *Education Code 34.003(c)*

ACCELERATED INSTRUCTION PROGRAMS

The District shall provide students required to attend the accelerated programs described in policy code EIE with transportation to those programs if the programs occur outside of regular school hours. *Education Code 28.0211(j)*

STANDEES

The District may not require or allow a child to stand on a moving bus or passenger van. *Education Code 34.004*

DISRUPTION OF TRANSPORTATION

Any person who intentionally disrupts, prevents, or interferes with the lawful transportation of students to and from school or activities sponsored by a school on a vehicle owned and/or operated by the District shall be guilty of a misdemeanor. *Education Code 37.126*

If the illegal act is conducted through use or exhibition of a firearm, the person shall be guilty of a felony. *Education Code 37.125*

TRANSPORTATION COMPANY OR SYSTEM

The Board may contract for all or any part of its public school transportation with a mass transit authority or commercial transportation company, provided that the authority or commercial transportation company:

1. Requires its school bus drivers to have the qualifications required by and be certified in accordance with standards established by the Department of Public Safety;
2. Transports 15 or more students only in school buses or mass transit authority buses that meet or exceed safety standards for school buses established under Education Code 34.002;
3. Conducts all the following education programs with Board approval:
    a. A program to inform the public that public school students will be riding on the authority's or company's buses;
    b. A program to educate drivers of the buses to be used under the contract of the special needs and problems of public school students riding on the buses; and
    c. A program to educate public school students on bus riding safety and any special considerations arising from the use of the authority's or company's buses.

The Board may supplement the state transportation cost allotment with local funds necessary to provide complete transportation services.

*Education Code 34.008*

CRIMINAL HISTORY RECORD

If the District contracts with a person for transportation services, the District shall obtain criminal history record information from any law enforcement or criminal justice agency relating to a person employed by the person as a bus driver or a person the person intends to employ as a bus driver. A person who contracts with the District to provide transportation services shall submit to the District the name and other identification data required to obtain the criminal history record information of such persons. If the District obtains information that such a person has been convicted of a felony or a misdemeanor involving moral turpitude, the District shall inform the chief personnel officer of the person with whom the District has contracted, and the person may not employ that person to drive a bus on which students are transported without the permission of the Board. *Education Code 22.084 (a), (b)*

Criminal history record information obtained by the District shall not be released or disclosed to any person, other than the individual who is the subject of the information, the Texas Education Agency, the State Board for Educator Certification, or the chief personnel officer of a public or commercial transportation company with which the District contracts to provide transportation services to students. *Gov't Code 411.097*

COMMERCIAL TRANSPORTATION COMPANY

If the District contracts with a commercial transportation company for transportation services, the company may obtain all criminal history record information that relates to a person employed by the company as a bus driver, bus monitor, or bus aide, or a person the company intends to employ in one of these positions. If the company obtains criminal history record information indicating that a person it employs or intends to employ has been convicted of a felony or a misdemeanor involving moral turpitude, the company may not, without the permission of the Board, employ that person to drive or to serve as a bus monitor or bus aide on a bus on which students are transported. If the commercial transportation company obtains the criminal history record information, the District is not required to do the same. *Education Code 22.084 (c), (d)*

CAREER AND TECHNOLOGY PROGRAM

The District shall be reimbursed the cost of transporting career and technology program students to another campus within the District, to another secondary public school or an area career and technology school, or to an approved postsecondary institution under a contract for instruction approved by TEA. *Education Code 42.155(f)*

PRODUCE

Produce purchases valued at $10,000 or more in the aggregate, for a 12-month period, must be made in accordance with applicable law. *Education Code 44.031, 44.033* [See CH]

DAIRY PRODUCTS

The Board shall not purchase milk, cream, butter, cheese, or a product consisting largely of one or more of those items that has been imported from outside the United States. However, imported milk powder may be purchased if domestic milk powder is not readily available in the normal course of business. *Health & Safety Code 435.021*

IMPORTED BEEF

The District shall not purchase beef or a product consisting substantially of beef that has been imported from outside the United States. *Agriculture Code 150.012*

INSURANCE AND ANNUITIES MANAGEMENT



COMMERCIAL INSURANCE PLANS

The District may procure contracts with any insurance company authorized to do business in Texas to insure its employees. Policies may include group health, accident, accidental death and dismemberment, disability income replacement, and hospital, surgical, and/or medical expense insurance, or a group contract providing for annuities. Dependents of employees may be insured under group policies which provide hospital, surgical, and/or medical expense insurance.

PREMIUM PAYMENTS

Any portion of the commercial insurance premiums paid by the District shall be from local, not state, funds.

*Insurance Code 3.51(a), (b)*

Contributions made by employees may be deducted from salary payments when the employee has authorized such deduction. *Insurance Code 1131.303*

SELF–INSURANCE BONDS

The District may issue bonds, certificates, notes, and other obligations, the proceeds of which shall be used for all or any portion of a self-insurance fund to protect the District and its officers, employees, and agents from any insurable risk or hazard, or use any funds or money available to the District for the self-insurance fund. If the District desires to issue bonds payable from ad valorem taxes for this purpose, it shall comply with the requirements of Education Code 45.003. *Gov't Code 2259.031*

RISK–RETENTION GROUPS

The District may become a member of a risk retention group or purchasing group created under the Federal Liability Risk Retention Act of 1986 for the purpose of obtaining insurance against any insurable risk. *Gov't Code 2259.061*

OPTIONS

The District shall extend workers' compensation benefits to its employees by choosing one of the following options:

1. Becoming a self-insurer.
2. Providing insurance under workers' compensation insurance contracts or policies.
3. Entering into interlocal agreements with other political subdivisions providing for self-insurance.

*Labor Code 504.011*

DEFINITION

For the purposes of this policy, "employee" means every person in the service of the District who has been employed as provided by law or for whom the District provides optional coverage. No person paid on a basis other than by the hour, day, week, month, or year shall be considered an "employee." *Labor Code 504.001, 504.014*

NOTICE

The District shall notify the Texas Workers' Compensation Commission (TWCC) of the method by which District employees shall receive benefits, the approximate number of employees covered, and the estimated amount of payroll. Notice of the provision for workers' compensation benefits and the effective date of the coverage shall be given the District's employees. *Labor Code 504.018*

REPORT TO CARRIER

The District shall provide to the District's insurance carrier a report on each:

FIRST REPORT OF INJURY

1. Death;
2. On-the-job injury that results in an employee's absence from work for more than one day; and
3. Occupational disease of which the District has received notice of injury or has knowledge. "Knowledge" means receipt of written or verbal information regarding diagnosis or diagnosis through examination or testing by a doctor employed by the District.

The report shall contain the information and be in the form, format, and manner prescribed by the commission, and be filed no later than the eighth day after the employee's absence from work for more than one day or upon first knowledge of absence for more than one day. The District shall maintain a record of the date the report of injury is filed with the insurance carrier.

COPY TO EMPLOYEE

A copy of the report of injury, including a summary of the employee's rights and responsibilities under the Texas Labor Code, shall be sent to the injured employee at the time the report is filed

with the insurance carrier. The summary shall be written in plain language in English and Spanish, or in English and any other language common to the employee, and shall contain the words prescribed by the commission.

NOTICE OF MODIFIED DUTY PROGRAM

The District shall, on the written request of the employee, a doctor, the insurance carrier, or the TWCC, notify the employee, the employee's treating doctor if known to the District, and the insurance carrier of the existence or absence of opportunities for modified duty or a modified duty return-to-work program available through the District. If those opportunities or that program exists, the District shall identify the District's contact person and provide other information to assist the doctor, the employee, and the insurance carrier to assess modified duty or return-to-work options.

SUPPLEMENTAL REPORT OF INJURY

A supplemental report shall be filed with the District's insurance carrier and provided to the employee within ten days after:

1. The end of each pay period in which the employee has a change in earnings, including all post-injury earnings as defined in 28 TAC 129 [see OFFSETTING PAID LEAVE AGAINST TIBS, below], as a result of the injury; or

2. The employee resigns or is terminated.

The District's duty to file supplemental reports continues until the employee reaches "maximum medical improvement" or is no longer employed by the District and the District has made the required report.

For injuries that require the filing of a first report of injury, the District shall file the supplemental report with the District's insurance carrier and provide a copy to the employee within three days after:

1. The employee begins losing time from work as a result of the injury;

2. The employee returns to work; or

3. The employee, after returning to work, experiences an additional day of disability as a result of the injury.

The District shall maintain a record of the date the supplemental report is filed with the carrier and provided to the employee.

*Labor Code 409.005; 28 TAC 120.2, 120.3*

INJURY AND OCCUPATIONAL DISEASE REPORT

The District's report of injury filed in accordance with Texas Labor Code 409.005 [FIRST REPORT OF INJURY, above] shall satisfy the District's requirement to file an injury and occupational disease report under Texas Labor Code 411.032. *28 TAC 160.3*

WAGE REPORTS

The District is required to timely file a complete wage statement on a form prescribed by the TWCC.

The wage statement shall be filed with the carrier, the claimant, and any claimant representative. The wage statement should be filed and received within 30 days of the earliest of:

1. The date the District is notified that the employee is entitled to income benefits; or
2. The date of the employee's death as a result of a compensable injury.

A subsequent wage statement shall be filed with the carrier, the claimant, and any claimant representative within seven days of a change in any wage information provided on the previous wage statement. A wage statement shall also be filed with TWCC within seven days of receiving a request from TWCC.

*28 TAC 120.4(a)*

OMBUDSMAN PROGRAM

The District shall notify its employees, in a manner prescribed by the commission, of the commission's ombudsman program to assist injured workers and persons claiming death benefits in obtaining benefits under the Texas Workers' Compensation Act. *Labor Code 409.043*

REPORTS OF SAFETY VIOLATIONS

The District shall notify its employees, in the manner prescribed by the TWCC, of the 24-hour-a-day toll-free telephone system for reporting violations of an occupational health or safety law. The District shall not suspend, terminate, or otherwise discriminate against an employee for making a good faith report of a violation of an occupational health or safety law. *Labor Code 411.081, 411.082*

RELATION TO PAID LEAVE

Once temporary income benefits (TIBs) accrue, an injured employee is entitled to TIBs to compensate the employee for lost wages due to the compensable injury during a period in which the employee has a disability and has not reached maximum medical improvement.

"Lost wages" are the difference between the employee's gross average weekly wage (AWW) and the employee's gross post-injury earnings (PIE). If the employee's PIE equals or exceeds the employee's AWW, the employee has no lost wages.

"Post-injury earnings" include, among several other components:

1. The value of any full days of accrued sick or annual leave that the employee voluntarily elects to use after the date of injury; and

2. The value of any partial days of accrued or annual leave that the employee has voluntarily elected to use after the date of injury that, when combined with the employee's TIBs, exceeds AWW.

*28 TAC 129.2*

OFFSETTING PAID LEAVE AGAINST WORKERS' COMPENSATION INCOME BENEFITS

The Board may provide that while an employee is receiving workers' compensation benefits, the employee may elect to receive previously accrued sick leave benefits in an amount equal to the difference in the workers' compensation benefits and the weekly compensation the employee was receiving before the injury that resulted in the claim, with a proportionate deduction in the employee's sick leave balance. *Labor Code 504.052*

Unless the Board adopts the option provided by Labor Code 504.052, sick leave benefits and annual leave benefits shall not be offset against benefits paid under the Workers' Compensation Law. *Atty. Gen. Op. JC–0040 (1999)*

PROHIBITED DISCRIMINATION

A person 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*

A person who violates the above provision is liable for reasonable damages incurred by the employee as a result of the violation, and an employee discharged in violation of the above provision is entitled to reinstatement in the former position of employment. The burden of proof in a proceeding alleging violation of the above provision is on the employee. *Labor Code 451.002*

LEAVES OF ABSENCE

The District shall not terminate an employee who is on an unpaid leave of absence and receiving workers' compensation benefits, except when the termination is for a legitimate reason independent from the employee's workers' compensation claim. *Atty. Gen. Op. JM–227 (1984)*

The District that terminates an employee for violating a reasonable absence-control policy cannot be liable for prohibited discrimination

as long as the rule is uniformly enforced. *Continental Coffee Products Co. v. Cazarez, 937 S.W.2d 444 (Tex. 1996)* [See DEC (LEGAL) at ABSENCE CONTROL]

BOARD AUTHORITY

The Board may adopt rules and procedures for the acquisition of goods and services. *Education Code 44.031(d)*

DELEGATION OF AUTHORITY

The Board may delegate its authority regarding an action authorized or required to be taken by the District by Education Code Chapter 44, Subchapter B to a designated person, representative, or committee.

The Board may not delegate the authority to act regarding an action authorized or required to be taken by the Board by Education Code Chapter 44, Subchapter B.

In procuring construction services, the District shall provide notice of the delegation and the limits of the delegation in the request for bids, proposals, or qualifications or in an addendum to the request. If the District fails to provide that notice, a ranking, selection, or evaluation of bids, proposals, or qualifications for construction services other than by the Board in an open public meeting is advisory only.

*Education Code 44.0312*

INJUNCTION

A court may enjoin performance of a contract made in violation of Education Code Chapter 44, Subchapter B. A county attorney, district attorney, criminal district attorney, citizen of the county in which the District is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this subsection is entitled to reasonable attorney's fees as approved by the court. *Education Code 44.032(f)*

IMPERMISSIBLE PRACTICES

A Trustee, employee, or agent of the District who knowingly or with criminal negligence violates the purchasing laws is subject to criminal penalties. *Education Code 44.032* [See CH]

CONTRACTS VALUED AT OR ABOVE $25,000

All District contracts valued at $25,000 or more in the aggregate for each 12-month period shall be made by the method that provides the best value for the District [see also CH]:

1. Competitive bidding. [See CVA]
2. Competitive sealed proposals. [See CVB]
3. A catalog purchase as provided by Government Code Chapter 2157, Subchapter B.
4. An interlocal contract.
5. A design/build contract. [See CVC]
6. A contract to construct, rehabilitate, alter, or repair facilities that involves using a construction manager. [See CVD, CVE]

7. A job order contract for the minor construction, repair, rehabilitation, or alteration of a facility. [See CVF]

8. The reverse auction procedure as defined by Government Code 2155.062(d). [See CH]

*Education Code 44.031(a)*

SELECTING A CONTRACTING METHOD

When the District is considering awarding a construction contract using a method specified by Education Code 44.031(a), the Board shall, before advertising, determine which purchasing method provides the best value for the District. *Education Code 44.035(a)*

PUBLIC NOTICE

Notice of the time by when and place where the bids or proposals, or the responses to a request for qualifications, will be received and opened shall be published in the county in which the District's central administrative office is located, once a week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. If there is not a newspaper in that county, the advertising shall be published in a newspaper in the county nearest the county seat of the county in which the District's central administrative office is located. In a two-step procurement process, the time and place where the second-step bids, proposals, or responses will be received are not required to be published separately. *Education Code 44.031(g)*

CONTRACT SELECTION CRITERIA

The District shall base its selection among offerors on criteria authorized in Education Code 44.031(b). [See CH] The District shall publish in the request for bids, proposals, or qualifications the criteria that will be used to evaluate the offerors and the relative weights given to the criteria. *Education Code 44.035(b)*

MAKING EVALUATIONS PUBLIC

The District shall document the basis of its selection and shall make the evaluations public not later than the seventh day after the date the contract is awarded. *Education Code 44.035(c)*

PROFESSIONAL SERVICES

The purchasing requirements of Education Code 44.031 do not apply to a contract for professional services rendered, including the services of an architect, attorney, or fiscal agents. The District may contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Government Code 2254.003, in lieu of the methods provided by Education Code 44.031. *Education Code 44.031(f)*

Competitive bids shall not be solicited for professional services of any licensed or registered certified public accountant, architect, landscape architect, land surveyor, physician, optometrist, professional engineer, state-certified or state-licensed real estate appraiser, or registered nurse. Contracts for these professional services shall be made on the basis of demonstrated competence

and qualifications to perform the services and for a fair and reasonable price. *Gov't Code 2254.002, 2254.003(a)* [See PROCURING ARCHITECTURAL, ENGINEERING, AND LAND–SURVEYING SERVICES, below]

EMERGENCY DAMAGE OR DESTRUCTION

If school equipment, a school facility, or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the Board determines that the delay posed by the methods provided for in Education Code 44.031 would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment, school facility, or the part of the school facility may be made by methods other than those required by Education Code 44.031. *Education Code 44.031(h)*

CRIMINAL HISTORY

Before entering into a contract with the District, a person or business must give notice to the District if the person or an owner or operator of the business has been convicted of a felony. The District may terminate a contract with a person or business if the District determines that the person or business failed to give such notice or misrepresented the conduct resulting in the conviction. The District must compensate the person for services performed before the contract terminated. *Education Code 44.034*

RIGHT TO WORK

While engaged in awarding a contract or overseeing procurement or construction for a public work or public improvement, the District:

1. May not consider whether a vendor is a member of or has another relationship with any organization; and

2. Shall ensure that its bid specifications and any subsequent contract or other agreement do not deny or diminish the right of a person to work because of the person's membership or other relationship status with respect to any organization.

*Education Code 44.043*

REGISTERED ARCHITECT

An architect registered in accordance with Occupations Code, Title 6, Chapter 1051, shall prepare architectural plans and specifications for:

1. A new building constructed and owned by the District that will be used for education, assembly, or office occupancy when construction costs exceed $100,000.

2. Any alteration or addition to an existing building owned by the District that is, or will be, used for education, assembly, or office occupancy when construction costs of alteration or addi-

tion exceed $50,000 and the alteration or addition requires the removal, relocation, or addition of any walls or partitions or the alteration or addition of an exit.

The District may comply with this requirement by choosing a registered architect or a registered professional engineer as the prime design professional for a building construction, alteration, or addition project.

*Occupations Code 1051.303; 22 TAC 1.212*

REGISTERED ENGINEER

Structural, electrical, and mechanical engineering plans, specifications, and estimates for all construction by the District that costs more than $8,000 and involves public health, welfare, or safety must be prepared by a registered professional engineer, and the engineering construction executed under the supervision of such an engineer. *Occupations Code 1001.053, Atty. Gen. Op. C–791 (1966)*

The District is not required to secure the services of a registered professional engineer to prepare plans for or supervise a construction project that does not involve structural, electrical, or mechanical engineering and for which the contemplated cost does not exceed $20,000. *Occupations Code 1001.053*

PROCURING ARCHITECTURAL, ENGINEERING, AND LAND–SURVEYING SERVICES

In procuring architectural, engineering, or land-surveying services, the District shall [see PROFESSIONAL SERVICES above]:

1. First select the most highly qualified provider on the basis of demonstrated competence and qualifications; and
2. Then attempt to negotiate a contract with that provider at a fair and reasonable price.

If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land-surveying services, the District shall formally end negotiations with that provider, select the next most highly qualified provider, and attempt to negotiate a contract with that provider at a fair and reasonable price. The District shall continue this process until a contract is entered into.

*Gov't Code 2254.004*

NEW CONSTRUCTION

Each facility or part of a facility constructed by, on behalf of, or for the use of the District shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities. Alterations of facilities that affect or could affect their usability shall, to the maximum extent feasible, be altered in such manner that the altered portion is readily accessible to and usable by individuals with disabilities. *28 CFR 35.151, 34 CFR 104.23*

PAYMENT AND PERFORMANCE BONDS

When the Board makes a public work contract for constructing, altering, or repairing a public building or carrying out or completing any public work, it shall require the contractor, before beginning the work, to execute payment and/or performance bonds as specified below. The bonds shall be executed by a corporate surety in accordance with Insurance Code 7.19–1. The bond shall be payable to the Board and in a form approved by the Board. *Gov't Code 2253.021(a), (d), (e)*

For a contract in excess of $100,000, a performance bond shall be executed in the amount of the contract conditioned on the faithful performance of the work according to the plans, specifications, and contract documents. The bond is solely for the protection of the District. *Gov't Code 2253.021(b)*

For a contract in excess of $25,000, a payment bond shall be executed in the amount of the contract solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply public work labor or material. *Gov't Code 2253.021(c)*

FAILURE TO OBTAIN PAYMENT BOND

If the Board fails to obtain a payment bond covering a contract in excess of $25,000 from the prime contractor, it is subject to the same liability as a surety would be, and a payment bond beneficiary is entitled to a lien on money due to the prime contractor in the same manner and to the same extent as if the contract were subject to Subchapter J, Chapter 53, Property Code. *Gov't Code 2253.027*

NO BOND FOR DESIGN SERVICES ONLY

A payment or performance bond is not required for, and may not provide coverage for, the portion of a design-build contract that includes design services only. *Education Code 44.036(j)* [See CVC for more information on design/build contracts, including bond amounts]

BOND FOR INSURED LOSS

The Board shall ensure that an insurance company that is fulfilling its obligation under a contract of insurance by arranging for the replacement of a loss, rather than by making a cash payment directly to the governmental entity, furnishes or has furnished by a contractor:

1. A performance bond for the benefit of the District, as described above; and
2. A payment bond, as described above. If the payment bond is not furnished, the District is subject to the same liability that a surety would have if the surety had issued the payment bond and the District had required the bond to be provided.

These bonds shall be furnished before the contractor begins work. It is an implied obligation under a contract of insurance for the insurance company to furnish these bonds.

EXCEPTION TO BOND REQUIREMENT

The requirement that the District secure a performance or payment bond from an insurance company, above, does not apply when a surety company is complying with an obligation under a bond that had been issued for the benefit of the District.

*Gov't Code 2253.022*

OUT–OF–STATE BIDDERS

The Board shall not award a contract for general construction, improvements, services, or public works projects or for purchase of supplies, materials, or equipment to a bidder whose principal place of business is not in this state, unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located. *Gov't Code 2252.001, 2252.002*

This requirement shall not apply to a contract involving federal funds. The District shall rely on information published by the Texas Building and Procurement Commission in evaluating the bids of a nonresident bidder. *Gov't Code 2252.003, 2252.004*

PREVAILING WAGE ON PUBLIC WORKS

A worker, laborer, or mechanic employed on a public work, exclusive of maintenance work, by or on behalf of the District shall be paid not less than the general prevailing rate of per diem wages. The general prevailing rate of per diem wages is the rate of per diem wages for work of a similar character in the locality in which the work is performed, and also includes the rate of per diem wages for legal holiday and overtime work. A worker is employed on a public work if the worker is employed by a contractor or subcontractor in the execution of a contract for public work with the District. *Gov't Code 2258.001, 2258.021*

The Board shall determine, as a sum certain, the general prevailing rate of per diem wages in the District for each craft or type of worker needed to execute the contract and also for legal holiday and overtime work. To ascertain the general prevailing rate of per diem wages, the Board shall either conduct a survey of the wages received by classes of workers, laborers, and mechanics employed on projects of a character similar to the contract work in the District or adopt the prevailing wage rate as determined by the U.S. Department of Labor, if the survey used to determine that rate has been conducted within three years prior to the date the District calls for bids on the project. The Board shall specify the prevailing rate of per diem wages in the call for bids and in the contract itself. The Board's determination of the general prevailing rates of per diem wages shall be final. *Gov't Code 2258.001, 2258.022*

ENFORCEMENT

The Board, and an agent or officer of the Board, shall receive complaints regarding violations of the prevailing wage requirements of

Chapter 2258, and withhold money from the contractor as required by statute. Upon receipt of a complaint, the Board shall determine, before the 31st day after the date the information is received, whether good cause exists to believe that a contractor or subcontractor has failed to pay the prevailing wage and shall provide written notice of its determination to the contractor or subcontractor and any affected laborer, worker, or mechanic of its initial determination. *Gov't Code 2258.051, 2258.052*

RETAINAGE AND REIMBURSEMENT

The Board shall retain any amounts due under the contract pending a final determination of the violation. Upon a final determination that violations have occurred, the Board shall use those retained amounts to pay the laborer, worker, or mechanic the difference between the amount the worker received in wages and the amount the worker would have received at the prevailing rate of per diem wages provided in the arbitrator's award. The Board may adopt rules, orders, or ordinances relating to the manner in which the reimbursement is made. *Gov't Code 2258.052(d), 2258.056*

PENALTY FOR NONCOMPLIANCE

The contractor to whom the contract is awarded or any subcontractors of the contractor shall pay not less than the specified rates to all laborers, workers, and mechanics employed in the execution of the contract. A contractor or subcontractor who fails to pay the specified rates as required shall pay to the District $60 for each worker, laborer, or mechanic employed for each calendar day or part of a calendar day the worker is paid less than the wage rates specified in the contract. The Board must specify this penalty in the contract. If the District does not determine the prevailing wage rates and specify them in the contract, the contractor or subcontractor may not be fined. The Board shall use any penalty money collected to offset the costs incurred in administering Government Code Chapter 2258. *Gov't Code 2258.023*

REQUIRED WORKERS' COMPENSATION COVERAGE

When the District enters into a building or construction contract on a project, it shall fulfill the following requirements regarding required workers' compensation coverages. A project includes the provision of all services related to a building or construction contract for the District. The District shall:

1. Include in the bid specifications all the duties and responsibilities of contractors pertaining to required workers' compensation coverages. [See CV(EXHIBIT)]

2. As part of the contract, using the language required by 28 TAC 110.110(c)(7), require the contractor to perform the duties and responsibilities pertaining to required workers' compensation coverages. [See CV(EXHIBIT)]

3. Obtain from the contractor a certificate of coverage for each person providing services on the project, prior to that person's

beginning work on the project. This provision includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracts directly with the contractor and regardless of whether that person has employees. This includes, but is not limited to, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity furnishing persons to perform services on the contract. Services include, but are not limited to, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other services related to a project. Services do not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

4. Obtain from the contractor a new certificate of coverage showing extension of coverage:

   a. Before the end of the coverage period, if the contractor's current certificate shows that the coverage period ends during the duration of the project; and

   b. No later than seven days after the expiration of the coverage for each other person providing services on the project whose current certificate shows that the coverage period ends during the duration of the project.

5. Retain certificates of coverage on file for the duration of the project and for three years thereafter.

6. Provide a copy of the certificate of coverage to the Workers' Compensation Commission upon request and to any person entitled to a copy by law.

7. Use the prescribed language for bid specifications and contracts without any additional words or changes, except those required to accommodate the specific document in which they are contained or to impose stricter standards of documentation. [See CV(EXHIBIT) for prescribed language]

*Labor Code 406.096; 28 TAC 110.110(a)(7)(8), (c)*

EXCEPTION This coverage requirement does not apply to sole proprietors, partners, and corporate officers who are excluded from coverage in an insurance policy or certificate of authority to self-insure that is delivered, issued for delivery, or renewed on or after January 1, 1996. *Labor Code 406.097; 28 TAC 110.110(i)*

If the District uses the competitive sealed proposals method as described in this policy, it must comply with applicable legal requirements in this policy as well as other applicable legal requirements [see CV(LEGAL)], which include the following steps:

1. SELECTING A CONTRACTING METHOD;
2. Giving PUBLIC NOTICE of the project;
3. Publishing CONTRACT SELECTION CRITERIA; and
4. MAKING EVALUATIONS PUBLIC after the contract is awarded.

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***Note:*** Terms in all capital letters, above, point to margin notes in the referenced policy.

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SELECTING CONTRACTOR THROUGH SEALED PROPOSALS

In selecting a contractor for construction, rehabilitation, alteration, or repair services for a facility through competitive sealed proposals, the District shall follow the procedures below:

ARCHITECT / ENGINEER

1. The District shall select or designate an engineer or architect to prepare construction documents for the project. The selected or designated engineer or architect has full responsibility for complying with Occupations Code Title 6, Chapter 1001, or Occupations Code Title 6, Chapter 1051, as applicable. If the engineer or architect is not a full-time employee of the District, the District shall select the engineer or architect on the basis of demonstrated competence and qualifications as provided by Government Code 2254.004. [See CV]

INSPECTION, TESTING, AND VERIFICATION

2. The District shall provide or contract for, independently of the contractor, the inspection services, the testing of construction materials engineering, and the verification testing services necessary for acceptance of the facility by the District. The District shall select those services for which it contracts in accordance with Government Code 2254.004 and shall identify them in the request for proposals. [See CV]

REQUEST FOR PROPOSALS

3. The District shall prepare a request for competitive sealed proposals that includes construction documents, selection criteria, estimated budget, project scope, schedule, and other information that contractors may require to respond to the request. The District shall state in the request for proposals the selection criteria that will be used in selecting the successful offeror.

*Education Code 44.039*

If there is no newspaper in that county, the advertising shall be published in a newspaper in the county nearest the county seat of the county in which the District's central administrative office is located. *Education Code 44.031(g)*

OPENING PROPOSALS

4. The District shall receive, publicly open, and read aloud the names of the offerors and, if any are required to be stated, all prices stated in each proposal. Within 45 days after the date of opening the proposals, the District shall evaluate and rank each proposal submitted in relation to the criteria set forth in the request for proposals.

SELECTION

5. The District shall select the offeror that offers the best value for the District based on the published selection criteria and on its ranking evaluation. The District shall first attempt to negotiate with the selected offeror a contract. The District and its engineer or architect may discuss with the selected offeror options for a scope or time modification and any price change associated with the modification. If the District is unable to negotiate a contract with the selected offeror, the District shall, formally and in writing, end negotiations with that offeror and proceed to the next offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.

BEST VALUE DETERMINATION

6. In determining best value for the District, the District is not restricted to considering price alone, but may consider any other factor stated in the selection criteria.

*Education Code 44.039*

DESIGN–BUILD CONTRACT

The District may use the design-build method for the construction, rehabilitation, alteration, or repair of a facility. In using this method, the District must comply with applicable legal requirements in this policy as well as other applicable legal requirements [see CV (LEGAL)] which include the following steps:

1. SELECTING A CONTRACTING METHOD;
2. Giving PUBLIC NOTICE of the project;
3. Publishing CONTRACT SELECTION CRITERIA; and
4. MAKING EVALUATIONS PUBLIC after the contract is awarded.

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***Note:*** Terms in all capital letters, above, point to margin notes in the referenced policy.

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When entering into a contract for the services of a design-build firm, the contracting district and the design-build firm shall follow the procedures below:

ARCHITECT / ENGINEER

1. The District shall designate an engineer or architect independent of the design-build firm to act as its representative for the duration of the work on the facility. If the District's engineer or architect is not a full-time employee of the District, any engineer or architect designated shall be selected on the basis of demonstrated competence and qualifications in accordance with Government Code 2254.004. [See CV]

REQUEST FOR QUALIFICATIONS

2. The District shall prepare a request for qualifications that includes general information on the project site, project scope, budget, special systems, selection criteria, and other information that may assist potential design-build firms in submitting proposals for the project. The District shall also prepare the design criteria package that includes more detailed information on the project as described in Education Code 44.036(a)(3). If the preparation of the design criteria package requires engineering within the meaning of Occupations Code Title 6, Chapter 1001, or the practice of architecture within the meaning of Occupations Code Title 6, Chapter 1051, those services shall be provided in accordance with the applicable law.

EVALUATION

3. The District shall evaluate statements of qualifications and select a design-build firm in two phases:

PHASE ONE: QUALIFICATION

a. In phase one, the District shall prepare a request for qualifications and evaluate each offeror's experience,

technical competence, capability to perform, the past performance of the offeror's team and members of the team, and other appropriate factors submitted by the team or firm in response to the request for qualifications, except that cost-related or price-related evaluation factors are not permitted. Each offeror shall certify to the District that each engineer or architect who is a member of its team was selected based on demonstrated competence and qualifications, in the manner provided by Government Code 2254.004. The District shall qualify a maximum of five offerors to submit additional information and, if the District chooses, to interview for final selection.

PHASE TWO: PROPOSALS

b. In phase two, the District shall evaluate the information submitted by the offerors on the basis of the selection criteria stated in the request for qualifications and the results of any interview. The District may request additional information regarding demonstrated competence and qualifications, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability of the offeror to meet schedules, costing methodology, or other factors as appropriate. The District may not require offerors to submit detailed engineering or architectural designs as part of the proposal.

The District shall rank each proposal submitted on the basis of the criteria set forth in the request for qualifications. The District shall select the design-build firm that submits the proposal offering the best value for the District on the basis of the published selection criteria and on its ranking evaluations.

The District shall first attempt to negotiate a contract with the selected offeror. If the District is unable to negotiate a satisfactory contract with the selected offeror, the District shall, formally and in writing, end negotiations with that offeror and proceed to negotiate with the next offeror in the order of the selection ranking until a contract is reached or negotiations with all ranked offerors end.

DESIGN

4. Following selection of a design-build firm, the firm's engineers or architects shall complete the design, submitting all design elements for review and determination of scope compliance to the District or the District's engineer or architect before or concurrently with construction.

5. An engineer shall have responsibility for compliance with the engineering design requirements and all other applicable requirements of the Texas Engineering Practice Act (Civil Statutes Article 3271a). An architect shall have responsibility for compliance with the requirements of Civil Statutes Article 249a.

INSPECTION, TESTING, AND VERIFICATION TESTING SERVICES

The District shall provide or contract for, independently of the design-build firm, the inspection services, the testing of construction materials engineering, and the verification testing services necessary for acceptance of the facility by the District. The District shall select those services for which it contracts in accordance with Government Code 2254.004. [See CV]

COMPLETION OF PROJECT

The design-build firm shall supply a signed and sealed set of construction documents for the project to the District at the conclusion of construction.

PAYMENT OR PERFORMANCE BOND

A payment or performance bond is not required for, and may not provide coverage for, the portion of a design-build contract that includes design services only. [See CV for more information on payment and performance bonds]

AMOUNT

If a fixed contract amount or guaranteed maximum price has not been determined at the time a design-build contract is awarded, the penal sums of the performance and payment bonds delivered to the District must each be in an amount equal to the project budget, as specified in the design criteria package. The design-build firm shall deliver the bonds not later than the tenth day after the date the design-build firm executes the contract, unless the design-build firm furnishes a bid bond or other financial security acceptable to the District to ensure that the design-build firm will furnish the required performance and payment bonds when a guaranteed maximum price is established.

*Education Code 44.036*

FACILITIES CONSTRUCTION:
CONSTRUCTION MANAGER–AGENT

CVD
(LEGAL)

DEFINITION

A construction manager-agent is a sole proprietorship, partnership, corporation, or other legal entity that provides consultation to the District regarding construction, rehabilitation, alteration, or repair of the facility. The District using the construction manager-agent method may, under the contract between the District and the construction manager-agent, require the construction manager-agent to provide administrative personnel, equipment necessary to perform duties under this section, and on-site management and other services specified in the contract. A construction manager-agent represents the District in a fiduciary capacity.

The District may use the construction manager-agent method for the construction, rehabilitation, alteration, or repair of a facility. In using this method, the District must comply with applicable legal requirements in this policy as well as other applicable legal requirements [see CV(LEGAL)], which include the following steps:

1. SELECTING A CONTRACTING METHOD;
2. Giving PUBLIC NOTICE of the project;
3. Publishing CONTRACT SELECTION CRITERIA; and
4. MAKING EVALUATIONS PUBLIC after the contract is awarded.

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***Note:*** Terms in all capital letters, above, point to margin notes in the referenced policy.

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In entering into a contract for the services of a construction manager-agent, the District shall follow the procedures below:

ARCHITECT / ENGINEER

1. The District shall select or designate an engineer or architect who shall prepare the construction documents for the project and who has full responsibility for complying with Occupations Code Title 6, Chapters 1001 or 1051, as applicable. If the engineer or architect is not a full-time employee of the District, the District shall select the engineer or architect on the basis of demonstrated competence and qualifications as provided by Government Code 2254.004. [See CV]

   The District's engineer or architect may not serve, alone or in combination with another person, as the construction manager-agent unless the engineer or architect is hired to serve as the construction manager-agent under a separate or concurrent procurement conducted in accordance with Education Code Chapter 44, Subchapter B. The District's engineer or architect is not prohibited by this policy from pro-

viding customary construction-phase services under the engineer's or architect's original professional service agreement in accordance with applicable licensing laws.

SELECTION OF CONSTRUCTION MANAGER–AGENT

2. The District shall select a construction manager-agent on the basis of demonstrated competence and qualifications in the same manner as provided for the selection of engineers or architects under Government Code 2254.004. [See CV]

TESTING, INSPECTION, AND VERIFICATION SERVICES

3. The District or the construction manager-agent shall procure in accordance with Government Code 2254.004 all of the testing of construction materials engineering, the inspection services, and the verification testing services necessary for acceptance of the facility by the District.

OTHER CONTRACTORS

4. The District shall procure, in accordance with applicable law and in any manner authorized by Education Code Chapter 44, a general contractor, trade contractors, or subcontractors who will serve as the prime contractor for their specific portion of the work.

*Education Code 44.037*

DEFINITION

A construction manager-at-risk is a sole proprietorship, partnership, corporation, or other legal entity that assumes the risk for construction, rehabilitation, alteration, or repair of a facility at a contracted price as a general contractor and provides consultation to the District regarding construction during and after the design of the facility.

The District may use the construction manager-at-risk method for the construction, rehabilitation, alteration, or repair of a facility. In using this method, the District must comply with applicable legal requirements in this policy as well as other applicable legal requirements [see CV(LEGAL)], which include the following steps:

1. SELECTING A CONTRACTING METHOD;
2. Giving PUBLIC NOTICE of the project;
3. Publishing CONTRACT SELECTION CRITERIA; and
4. MAKING EVALUATIONS PUBLIC after the contract is awarded.

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***Note:*** Terms in all capital letters, above, point to margin notes in the referenced policy.

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In entering into a contract for the services of a construction manager-at-risk, the District shall follow the procedures prescribed below:

ARCHITECT / ENGINEER

1. The District shall select or designate an engineer or architect who shall prepare the construction documents for the project and who has full responsibility for complying with Occupations Code Title 6, Chapters 1001 or 1051, as applicable. If the engineer or architect is not a full-time employee of the District, the District shall select the engineer or architect on the basis of demonstrated competence and qualifications as provided by Government Code 2254.004. [See CV]

   The District's engineer, architect, or construction manager-agent for a project may not serve, alone or in combination with another, as the construction manager-at-risk.

INSPECTION, TESTING, VERIFICATION SERVICES

2. The District shall provide for, independently of the construction manager-at-risk, the inspection services, the testing of construction materials engineering, and the verification testing services necessary for acceptance of the facility by the District. The District shall select those services for which it contracts in accordance with Government Code 2254.004. [See CV]

3. The District shall select the construction manager-at-risk in either a one-step or two-step process.

   a. The District shall prepare a request for proposals in the case of a one-step process, or a request for qualifications in the case of a two-step process. The request shall include general information on the project site, project scope, schedule, selection criteria, estimated budget, and the time and place for receipt of proposals or qualifications, as applicable; a statement as to whether the selection process is a one-step or two-step process; and other information that may assist the District in its selection of a construction manager-at-risk.

   b. The District shall state the selection criteria in the request for proposals or qualifications, as applicable. The selection criteria may include the offeror's experience, past performance, safety record, proposed personnel and methodology, and other appropriate factors that demonstrate the capability of the construction manager-at-risk.

   c. If a one-step process is used, the District may request, as part of the offeror's proposal, proposed fees and prices for fulfilling the general conditions. If a two-step process is used, the District may not request fees or prices in step one. In step two, the District may request that five or fewer offerors, selected solely on the basis of qualifications, provide additional information, including the construction manager-at-risk's proposed fee and its price for fulfilling the general conditions.

OPENING AND EVALUATING PROPOSALS

4. At each step, the District shall receive, publicly open, and read aloud the names of the offerors. At the appropriate step, the District shall also read aloud the fees and prices, if any, stated in each proposal as the proposal is opened. Within 45 days after the date of opening the proposals, the District shall evaluate and rank each proposal submitted in relation to the criteria set forth in the request for proposals.

SELECTION

5. The District shall select the offeror that submits the proposal that offers the best value for the District based on the published selection criteria and on its ranking evaluation. The District shall first attempt to negotiate a contract with the selected offeror. If the District is unable to negotiate a satisfactory contract with the selected offeror, the District shall, formally and in writing, end negotiations with that offeror and proceed to negotiate with the next offeror in the order of the

selection ranking until a contract is reached or negotiations with all ranked offerors end.

TRADE CONTRACTORS / SUBCONTRACTORS

6. A construction manager-at-risk shall publicly advertise, in accordance with Education Code Section 44.031(g) [see CV], and receive bids or proposals from trade contractors or subcontractors for the performance of all major elements of the work other than the minor work that may be included in the general conditions. A construction manager-at-risk may seek to perform portions of the work itself if:

   a. The construction manager-at-risk submits its bid or proposal for those portions of the work in the same manner as all other trade contractors or subcontractors; and

   b. If the District determines that the construction manager-at-risk's bid or proposal provides the best value for the District.

TRADE CONTRACTOR OR SUBCONTRACTOR BIDS OR PROPOSALS

7. The construction manager-at-risk and the District or its representative shall review all trade contractor or subcontractor bids or proposals in a manner that does not disclose the contents of the bid or proposal during the selection process to a person not employed by the construction manager-at-risk, engineer, architect, or District. All bids or proposals shall be made public after the award of the contract or within seven days after the date of final selection of bids or proposals, whichever is later.

8. If the construction manager-at-risk reviews, evaluates, and recommends to the District a bid or proposal from a trade contractor or subcontractor, but the District requires another bid or proposal to be accepted, the District shall compensate the construction manager-at-risk by a change in price, time, or guaranteed maximum cost for any additional cost and risk that the construction manager-at-risk may incur because of the District's requirement that another bid or proposal be accepted.

9. If a selected trade contractor or subcontractor defaults in the performance of its work or fails to execute a subcontract after being selected in accordance with this section, the construction manager-at-risk may, without advertising, fulfill the contract requirements or select a replacement trade contractor or subcontractor to fulfill the contract requirements.

PAYMENT AND PERFORMANCE BOND AMOUNTS

10. If a fixed contract amount or guaranteed maximum price has not been determined at the time the contract is awarded, the

penal sums of the performance and payment bonds delivered to the District must each be in an amount equal to the project budget, as specified in the request for qualifications. The construction manager shall deliver the bonds not later than the tenth day after the date the construction manager executes the contract, unless the construction manager furnishes a bid bond or other financial security acceptable to the District to ensure that the construction manager will furnish the required performance and payment bonds when a guaranteed maximum price is established. [See CV for more information on payment and performance bonds.]

*Education Code 44.038*

If the District uses the job order contracts method as described in this policy, it must comply with the applicable legal requirements in this policy as well as other applicable legal requirements [see CV(LEGAL)], which include the following steps:

1. SELECTING A CONTRACTING METHOD;
2. Giving PUBLIC NOTICE of the project;
3. Publishing CONTRACT SELECTION CRITERIA; and
4. MAKING EVALUATIONS PUBLIC after the contract is awarded.

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***Note:*** Terms in all capital letters, above, point to margin notes in the referenced policy.

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The District may award job order contracts for the minor construction, repair, rehabilitation, or alteration of a facility if the work is of a recurring nature, but the delivery times are indefinite and indefinite quantities and orders are awarded substantially on the basis of predescribed and prepriced tasks.

ESTABLISHING UNIT PRICES

The District may establish contractual unit prices for a job order contract by:

1. Specifying one or more published construction unit price books and the applicable divisions or line items; or
2. Providing a list of work items and requiring the offerors to bid or propose one or more coefficients or multipliers to be applied to the price book or work items as the price proposal.

TERM OF CONTRACT

The base term of a job order contract is for the period, and with any renewal option, that the District sets forth in the request for proposals. If the District fails to advertise that term, the base term may not exceed two years and is not renewable without further advertisement and solicitation of proposals.

ARCHITECT / ENGINEER

If job order contracts or orders issued under the contract require engineering or architectural services that are subject to Occupations Code Title 6, Chapters 1001 or 1051, those services shall be provided in accordance with applicable law.

ADVERTISING AND OPENING PROPOSALS

The District shall advertise for [see CV], receive, and publicly open sealed proposals for job order contracts. The District may require offerors to submit additional information besides rates, including experience, past performance, and proposed personnel and methodology. *Education Code 44.041(c), (d)*

AWARDING CONTRACTS

The District may award job order contracts to one or more job order contractors in connection with each solicitation of bids or proposals.

An order for a job or project under the job order contract must be signed by the District's representative and the contractor. The order may be a fixed-price, lump-sum contract based substantially on contractual unit pricing applied to estimated quantities or may be a unit price order based on the quantities and line items delivered. The contractor shall provide payment and performance bonds, if required by law, based on the amount or estimated amount of any order.

BONDS

The contractor shall provide payment and performance bonds, if required by law, based on the amount or estimated amount of any order. [See CV for more information on payment and performance bonds.]

*Education Code 44.041*

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: NEPOTISM

DBE (LEGAL)

RELATION TO TRUSTEE

Except as provided by this policy, no person shall be employed by the District who is related to a member of the Board by blood (consanguinity) within the third degree, or by marriage (affinity) within the second degree. *Gov't Code 573.002, 573.041* [See also BBFA]

The method of computing degrees of relationship is the civil law method. *Gov't Code 573.021*

CONSANGUINITY

Two persons are related to each other by consanguinity if one is a descendant of the other or if they share a common ancestor. For this purpose, an adopted child is treated as a natural child of the adoptive parents. *Gov't Code 573.022*

The degree of relationship by consanguinity between a person and his or her descendant is determined by the number of generations that separate them. If a person and his or her relative are related by consanguinity, but neither is descended from the other, the degree of relationship is determined by adding the number of generations between the person and the nearest common ancestor shared by him or her and his or her relative to the number of generations between the relative and the nearest common ancestor.

If a Board member is the prospective employee's parent or child, there exists a relationship in the first degree. If a Board member is the prospective employee's grandparent, grandchild, sister, or brother, there is a relationship in the second degree. If a Board member is the prospective employee's great-grandparent, great-grandchild, aunt, uncle, niece, or nephew, there is a relationship in the third degree. These are the only relationships by consanguinity that are prohibited by the nepotism law.

*Gov't Code 573.023*

AFFINITY

Two persons are related to each other by affinity if they are married to each other or if the spouse of one of the persons is related by consanguinity to the other person. Divorce or the death of a spouse terminates relationships by affinity created by a marriage unless a child of the marriage is living. If a child of the marriage is living, the marriage is considered to continue until the youngest child of that marriage reaches the age of 21. *Gov't Code 573.024*

A husband and wife are related to each other in the first degree by affinity. For other relationships, the degree of relationship by affinity is the same as the degree of the underlying relationship by consanguinity. If a Board member's spouse is the prospective employee's parent or child, or if the prospective employee's spouse is a Board member's parent or child, there exists a relationship in the first degree. If a Board member's spouse is the pro-

spective employee's grandparent, grandchild, sister, or brother, or if the prospective employee's spouse is a Board member's grandparent, grandchild, sister, or brother, there is a relationship in the second degree. These are the only relationships by affinity that are prohibited by the nepotism law. *Gov't Code 573.025*

EFFECT OF TRUSTEE RESIGNATION

All public officers shall continue to perform the duties of their offices until their successors shall be duly qualified, i.e., sworn in. Until the vacancy created by a Trustee's resignation is filled by a successor, the Trustee continues to serve and have the duties and powers of office, and a relative within a prohibited degree of relationship is barred from employment. *Tex. Const., Art. XVI, Sec. 17; Atty. Gen. Ops. JM–636 (1987), DM–2 (1991)*

CONTINUOUS EMPLOYMENT EXCEPTION

The nepotism prohibitions described in this policy shall not apply to the confirmation or appointment of an individual to a position if the individual is employed in the position immediately before the election or appointment of the Trustee to whom the individual is related in a prohibited degree and that prior employment is continuous for at least:

1. Thirty days, if the Trustee is appointed; or

2. Six months, if the Trustee is elected.

*Gov't Code 573.062(a)*

If a person continues in a position under this exception, the Trustee who is related to the employee shall not participate in any deliberation or voting on the appointment, reappointment, employment, reemployment, change in status, compensation, or dismissal of the employee, if the action applies only to the employee and is not taken regarding a bona fide class or category of employee. *Gov't Code 573.062(b)*

SUBSTITUTE TEACHER EXCEPTION

The nepotism prohibitions in Government Code 573.041 do not apply to appointment or employment of a substitute teacher. *Gov't Code 573.061*

COUNTY POPULATION EXCEPTION

The District may employ a bus driver who is related to a Trustee within a prohibited degree. *Gov't Code 573.061(4)*

SUPERINTENDENT

The Superintendent is merely an employee or agent of the Board and is not subject to prohibitions under the nepotism statutes. *Pena v. Rio Grande City CISD, 616 S.W.2d 658 (Tex. Civ. App. – Eastland 1981, no writ)*

PRINCIPAL

A principal is not a public officer for purposes of the nepotism statutes. *Atty. Gen. Op. DM–132 (1992)*

TRADING

It is illegal to evade the provisions of this policy by trading. *Gov't Code 573.044*

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***Note***: An example of trading would be if a Board member employed the relative of a person subject to the nepotism statute, in return for which that person employed a relative of the Board member, given the fact that neither employer could legally employ his or her own relative.

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FEDERAL FUNDS

The rules against nepotism apply to employees paid with public funds, regardless of the source of those funds. Thus, the rules apply in the case of a teacher paid with funds from a federal grant. *Atty. Gen. L.A. No. 80 (1974)*

EMPLOYEE STANDARDS OF CONDUCT: SEXUAL HARASSMENT/SEXUAL ABUSE

DHC (LEGAL)

POLICY

The District may develop and implement a sexual harassment policy to be included in the District improvement plan. *Education Code 37.083(b)* [See BQ series]

SEXUAL HARASSMENT OF OTHER EMPLOYEES

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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 affecting the individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

*42 U.S.C. 2000e-2(a); 29 CFR 1604.11(a); Meritor Sav. Bank, FSB v. Vinson, 477 U.S. 57, 106 S.Ct. 2399 (1986); Harris v. Forklift Systems, Inc., 510 U.S. 17, 114 S.Ct. 367 (1993)*

Same-sex sexual harassment is prohibited. *Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75, 118 S.Ct. 998 (1998)*

STANDARD OF CARE

The District shall exercise reasonable care to prevent and correct promptly any sexually harassing behavior and develop preventive or corrective measures to address sexually harassing behavior.

A supervisor with immediate (or successively higher) authority over an employee shall not create an actionable hostile environment for that employee nor take a tangible employment action (hiring, firing, failing to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits) based on an employee's sex.

*Burlington Industries, Inc. v. Ellerth, 524 U.S. 742, 118 S.Ct. 2257 (1998); Faragher v. City of Boca Raton, 524 U.S. 775, 118 S.Ct. 2275 (1998)*

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. *20 U.S.C. 1681(a); Franklin v. Gwinnett County Public Schools, 503 U.S. 60, 112 S. Ct. 1028 (1992)*

A District official who has authority to take corrective action on the District's behalf and who has actual notice of teacher-student sexual harassment or abuse shall take corrective measures to address the harassment or abuse. *Gebser v. Lago Vista ISD, 524 U.S. 274, 118 S.Ct. 1989 (1998)*

SEXUAL ABUSE OF STUDENTS

Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a District employee, violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse. *U.S. Const. Amend. 14; Doe v. Taylor ISD, 15 F.3d 443 (5th Cir. 1994)*

EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING

DHE (LEGAL)

SEARCHES—GENERAL RULE

Citizens, including District employees, have a right to be free from unreasonable searches and seizures. *U.S. Const. Fourth Amendment; Tex. Const. Art. I, Sec. 9*

The District may search an employee or an employee's property if:

1. There are reasonable grounds to believe that the search will turn up evidence that the employee is guilty of work-related misconduct; and
2. The search is reasonably related in scope to the circumstances that justified the interference in the first place.

*O'Connor v. Ortega, 480 U.S. 709, 107 S.Ct. 1492 (1987); New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733 (1985)*

In addition, the District may search an employee's workplace for noninvestigatory, work-related purposes, or if there are reasonable grounds to believe that the search will turn up evidence that the employee is guilty of work-related misconduct. *O'Connor v. Ortega, 480 U.S. 709, 107 S.Ct. 1492 (1987)*

DRUG / ALCOHOL TESTING

Blood, urine, and breath tests of public employees to determine drug use are searches under the Fourth Amendment of the U.S. Constitution. *Skinner v. Railway Labor Executives Ass'n, 489 U.S. 602, 109 S.Ct. 1402 (1989)*

RANDOM DRUG TESTING

The District may conduct drug tests, without a warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectation. *Skinner v. Railway Labor Executives Ass'n, 489 U.S. 602, 109 S.Ct. 1402 (1989); National Treasury Employees Union v. Von Raab, 489 U.S. 656, 109 S.Ct. 1384 (1989)*

SAFETY–SENSITIVE POSITIONS

Random alcohol and drug testing of employees in "safety-sensitive" positions may be permissible when the intrusiveness of the search is minimal and the Board is able to demonstrate that the drug-testing program furthers its interest in ensuring the physical safety of students. "Safety-sensitive" positions include those that involve the handling of potentially dangerous equipment or hazardous substances in an environment including a large number of children. *Aubrey v. School Board of LaFayette Parish, 148 F.3d 559 (5th Cir. 1998)*

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***Note*:** The following testing requirements apply to every employee of the District who operates a commercial motor vehicle and is subject to commercial driver's license requirements in accordance with federal regulations.

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COMMERCIAL MOTOR VEHICLE DEFINED

A commercial motor vehicle is defined as a motor vehicle used to transport passengers or property that:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver.

*49 CFR 382.107*

REQUIRED TESTING

The District shall conduct testing, in accordance with federal regulations, of commercial motor vehicle operators for use of alcohol or a controlled substance that violates law or federal regulation. *49 U.S.C. 2717; 49 CFR Part 382*

TESTING PROCEDURES

The District shall ensure that all alcohol or controlled substances testing conducted under 49 CFR Part 382 complies with the procedures set forth in 49 CFR Part 40. *49 CFR 382.105*

TESTS REQUIRED

Required testing includes pre-employment, postaccident, random, reasonable suspicion, return-to-duty, and follow-up testing. No driver shall refuse to submit to a postaccident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a return-to duty or follow-up alcohol or controlled substances test. The District shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. *49 CFR 382.211, 382.309*

POLICY REQUIREMENTS

The District shall provide educational materials that explain the federal requirements and the District's policies and procedures with respect to meeting these requirements and shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this policy and to each driver subsequently hired or transferred into a position that requires driving a commercial motor vehicle. Written notice to representatives of employee organizations of the availability of this information shall also be provided.

The materials to be made available to drivers shall include detailed discussion of at least the following:

1. The identity of the person designated by the District to answer driver questions about the materials.
2. The categories of drivers who are subject to the provisions of 49 CFR Part 382.

3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the workday the driver is required to be in compliance with 49 CFR Part 382.

4. Specific information concerning driver conduct that is prohibited by 49 CFR Part 382.

5. The circumstances under which a driver will be tested for alcohol and/or controlled substances under 49 CFR Part 382.

6. The procedures that will be used to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.

7. The requirement that a driver submit to alcohol and controlled substances tests administered in accordance with 49 CFR Part 382.

8. An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences.

9. The consequences for drivers found to have violated 49 CFR Part 382 including the requirement that the driver be removed immediately from safety-sensitive functions, and the procedures under 49 CFR Part 40, Subpart O.

10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.

11. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a coworker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management.

*49 CFR 382.601*

HAZARD COMMUNICATION ACT

The District shall perform the following duties in compliance with the Hazard Communication Act:

NOTICE

1. Post and maintain the notice promulgated by the Texas Board of Health in the workplace. *Health and Safety Code 502.017(a)*

EDUCATION AND TRAINING

2. Provide an education and training program for employees using or handling hazardous chemicals. "Employee" means any person who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies. Workers such as office workers or accountants who encounter hazardous chemicals only in nonroutine, isolated instances are not employees for purposes of these requirements. *Health and Safety Code 502.003(10), 502.009*

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 shall be maintained for at least five years. *Health and Safety Code 502.009(g)*

WORKPLACE CHEMICAL LIST

4. Compile and maintain a work-place 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 Texas Board of Health for certain highly toxic or dangerous hazardous chemicals. The list shall be readily available to employees and their representatives. *Health and Safety Code 502.005(a), (c)*

5. Update the list as necessary, but at least by December 31 each year, and maintain at least 30 years. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information. *Health and Safety Code 502.005(b), (d)*

LABELING

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. *Health and Safety Code 502.007*

MATERIAL SAFETY DATA SHEETS

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. *Health and Safety Code 502.006*

PROTECTIVE EQUIPMENT

8. Provide employees with appropriate personal protective equipment. *Health and Safety Code 502.017(b)*

PEST CONTROL TREATMENT NOTICE

The chief administrator or building manager shall notify persons who work in a District building or facility of a planned pest control treatment by both of the following methods:

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 Board Consumer Information Sheet to any individual working in the building, on request.

*Occupations Code 1951.455; 22 TAC 595.7*

INDIVIDUALIZED LEARNING: EEJB
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION (LEGAL)

With Board approval, the District shall develop or purchase examinations for acceleration that thoroughly test the essential knowledge and skills for each primary school grade level and for credit for secondary school academic subjects.

KINDERGARTEN–GRADE 5

The District shall develop procedures for kindergarten acceleration that are approved by the Board.

The District shall accelerate a student in grades 1–5 one grade level if the student meets the following requirements:

1. The student scores 90 percent or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies;

2. A District representative recommends that the student be accelerated; and

3. The student's parent or guardian gives written approval of the acceleration.

GRADES 6–12

The District shall give a student in grades 6–12 credit for an academic subject in which the student has received no prior instruction if the student scores 90 percent or above on a criterion-referenced examination for acceleration for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript.

ANNUAL ADMINISTRATION

The District shall provide at least three days between January 1 and June 30 and three days between July 1 and December 31 annually when examinations for acceleration shall be administered in grades 1 through 12. The days need not be consecutive but shall be designed to meet the needs of all students. The dates must be publicized in the community.

The District may allow a student to accelerate at a time other than those described above by developing a cost-free option approved by the Board that allows students to demonstrate academic achievement or proficiency in a subject or grade level.

FEES

The District shall not charge for examinations for acceleration. If a parent requests an alternative examination, the District may administer and recognize results of a test purchased by the parent or student from Texas Tech University or the University of Texas at Austin.

*Education Code 28.023; 19 TAC 74.24*

INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION: TEXTBOOK SELECTION AND ADOPTION

EFAA (LEGAL)

LOCAL ADOPTION POLICY

The Board shall adopt a policy for selecting instructional materials. Final selections must be recorded in Board minutes. No later than April 1 of each year, the District shall transmit a report to TEA listing the instructional materials used in the District. Selections certified to TEA shall be final and, therefore, shall not be subject to reconsideration during the original contract period or readoption contract periods covering the instructional materials selected. *19 TAC 66.104(a), (g), (h)* [See also CMD for provisions regarding inventory and requisition of textbooks]

FOUNDATION TEXTBOOKS

The Board shall select textbooks for a subject in the foundation curriculum from either the State Board's conforming list or the nonconforming list. *Education Code 31.101(a)*

MAXIMUM COST

If the District selects instructional materials priced above the maximum cost to the state established in the proclamation, the District is responsible for paying the publisher. *19 TAC 66.104(b)*

CREDITS

The Commissioner shall implement a program designed to allow a participating District to receive credit for textbooks purchased at a cost below the cost limit established under Section 31.025(a). The credit is an amount equal to the difference between the price paid for a textbook and the cost limit for that textbook multiplied by the number of copies purchased. Fifty percent of the total credit shall be credited to the state textbook fund and 50 percent to the District to apply toward the requisition of additional textbooks or electronic textbooks on the conforming or nonconforming list. *Education Code 31.1011*

ENRICHMENT TEXTBOOKS

The Board may select textbooks for courses in the enrichment curriculum from the conforming list or the nonconforming list, or it may select books for the enrichment curriculum that do not appear on either list.

MATERIALS NOT ON LIST

If the District selects a book for a course in the enrichment curriculum and grade level that is not on either of the State Board lists, the state shall pay the lesser of:

FUNDING

1. Seventy percent of the total actual cost to the District of the books;

2. Seventy percent of the maximum cost permitted under Education Code 31.025.

The applicable quota for adopted materials in the subject shall be the basis for determining instructional materials needed by the District. Funds received from the state for the purchase of textbooks may be used only to purchase books ratified by the Board and for which those funds are received; the District bears the costs not covered by the state. The minutes of the Board meeting at which

such a selection is ratified shall reflect the agreement of the District to bear responsibility for the portion of the costs not eligible for payment by the state. *19 TAC 66.104(c), (e)*

LOCAL FUNDS

The District may use local funds to purchase any textbooks in addition to those selected under Education Code Chapter 31. *Education Code 31.106*

ANCILLARY MATERIALS

Selection and use of ancillary materials is at the discretion of the Board. *19 TAC 66.104(p)*

BRAILLE / LARGE-TYPE

If the District selects nonadopted instructional materials for enrichment subjects, it is also responsible for providing Braille and/or large-type versions of the materials. *19 TAC 66.104(d)*

NONADOPTED INSTRUCTIONAL MATERIALS

The District shall use nonadopted instructional materials during the contract period for conforming and nonconforming instructional materials adopted by the State Board in the subject area. *19 TAC 66.104(f)*

HUMAN SEXUALITY MATERIALS

Any course materials relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) shall be selected by the Board with the advice of the local school health education advisory council. *Education Code 28.004(e)* [See EHAA]

REQUEST FOR PROGRAM

If the parents or guardians of at least 22 students at a school request a transfer for the same school year to another school in the District for the purpose of enrolling in an educational program offered at that school, the District shall offer such a program, beginning with the following school year, at the school from which the transfers were requested. The program may be offered by teleconference.

"Educational program" means a course or series of courses in the required curriculum other than a fine arts course or a career and technology course.

*Education Code 28.003*

PARENTAL REQUESTS

A parent is entitled to request, with the expectation that the request will not be unreasonably denied:

1. The addition of a specific academic class in the course of study of the parent's child in keeping with the required curriculum if sufficient interest is shown in the addition of the class to make it economically practical to offer the class.

2. That the parent's child be permitted to attend a class for credit above the child's grade level, whether in the child's school or another school, unless the Board or its designated representative expects that the child cannot perform satisfactorily in the class.

The decision of the Board concerning such a request is final and may not be appealed. [See FNG]

*Education Code 26.003(a)(3)(A)(B), (b)*

VIDEOTAPE OR RECORDING

A District employee is not required to obtain the consent of a child's parent before the employee may videotape the child or record the child's voice if the videotape or recording is to be used only for a purpose related to regular classroom instruction. *Education Code 26.009(b)(3)*

EQUAL EDUCATIONAL OPPORTUNITIES

FB
(LEGAL)

NONDISCRIMINATION

The District shall provide equal opportunities within its jurisdiction. *Education Code 1.002*

No officer or employee of the District shall, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin. *42 U.S.C. 2000d; Civil Practice and Remedies Code 106.001*

TITLE IX

The District shall designate at least one employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and shall notify all students of the name, office address, and telephone number of the employee(s) so designated. The Board shall adopt and publish procedures providing for prompt and equitable resolution of student complaints alleging discrimination on the basis of sex in violation of Title IX. *20 U.S.C. 1681–1686; 34 CFR 106.8*

SEXUAL HARASSMENT

Sexual harassment of students is discrimination on the basis of sex under Title IX. *Franklin v. Gwinnett County Schools, 503 U.S. 60, 112 S.Ct. 1028 (1992)* [See also DHC and FNCJ]

STUDENTS WITH DISABILITIES

The District may not deny services to any individual eligible to participate in its special education program, but it shall provide individuals with disabilities special educational services as authorized by law. *Education Code 1.002(b)*

SECTION 504

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any District service, program, or activity. *42 U.S.C. 12132; 29 U.S.C. 794; 34 CFR 104.4(a)*

A "student with a disability" is one who has, or who has a record of having, or who is regarded as having a physical or mental impairment that substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. A student with a disability is "qualified" if he or she is between the ages of three and 21, inclusive. *28 CFR 35.104; 34 CFR 104.3(j)(k)*

COORDINATOR

The District shall designate at least one employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations. The Board shall adopt and publish procedures providing for prompt and equitable resolution of student complaints alleging discrimination on the basis of disability in violation of Section 504. *34 CFR 104.7*

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

The District shall provide a free appropriate public education to each qualified student with a disability within the District's jurisdiction, regardless of the nature or severity of the student's disability. An appropriate education shall include regular or special education and related services that are designed to meet the individual educational needs of the student as adequately as the needs of students who do not have disabilities are met and that are based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards, as set forth below. *34 CFR 104.33*

EDUCATIONAL SETTING

To the extent possible, a student with a disability shall be placed in the regular educational environment, unless the District demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. In providing or arranging for nonacademic and extracurricular services and activities, the District 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. *34 CFR 103.34*

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***Note:*** See EHBA series for policies regarding the provision of special education to students with disabilities who require special education in order to benefit from a free appropriate public education.

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EVALUATION

The District shall conduct an evaluation of any student who, because of a disability, needs or is believed to need special education or related services before taking any action regarding the initial placement of the student in a regular or special education program and before any subsequent significant change in placement. The tests and other evaluation materials shall meet the standards established by 34 CFR 104.35(b). *34 CFR 104.35(a), (b)*

PLACEMENT

In interpreting evaluation information and making placement decisions, the District shall:

1. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior.

2. Establish procedures to ensure that such information is documented and carefully considered.

3. Ensure that placement decisions are made by a group of persons, including those knowledgeable about the student, the meaning of evaluation data, and placement options.

*34 CFR 104.35(c)*

PROCEDURAL SAFEGUARDS

The District shall establish procedural safeguards for students and parents with concerns about District actions regarding the identification, evaluation, or educational placement of a student with a disability. Those safeguards 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. *34 CFR 104.36*

RELIGIOUS FREEDOM

The District may not substantially burden a student'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* [See also DAA and GA]

GENERAL ELIGIBILITY

The Board or its designee shall admit into the public schools of the District free of tuition all persons who are over five and younger than 21 years of age on September 1 of any school year in which admission is sought if any of the following conditions exist:

1. The person and either parent reside in the District.

2. The person does not reside in the District, but one of the parents resides in the District and that parent is a joint managing conservator or the sole managing conservator or possessory conservator of the person.

3. The person and his or her guardian or other person having lawful control under an order of a court reside in the District.

4. The person is under the age of 18 and has established a separate residence in the District apart from his or her parent, guardian, or other person having lawful control under an order of a court and has established that the person's presence in the District is not for the primary purpose of participation in extracurricular activities. The Board is not required to admit such person, however, if the person has:

   a. Engaged in conduct that resulted in removal to an alternative education program or expulsion within the preceding year;

   b. Engaged in delinquent conduct or "conduct in need of supervision" and is on probation or other conditional release for that conduct; or

   c. Been convicted of a criminal offense and is on probation or other conditional release.

*Education Code 25.001(a), (b), (d)*

5. The person is homeless, as defined by federal law, regardless of the residence of the person, either parent, or the person's guardian or other person having lawful control. *Education Code 25.001(b)*

   A "homeless person" is one who lacks a fixed, regular, and adequate nighttime residence or has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. *42 U.S.C. 11302(a)(1), (2)*

6. The person is a foreign exchange student placed with a host family that resides in the District by a nationally recognized foreign exchange program, unless the District has applied for and been granted a waiver by the Commissioner because:

   a. This requirement would impose a financial or staffing hardship on the District;

   b. The admission would diminish the District's ability to provide high quality education services for the District's domestic students; or

   c. The admission would require domestic students to compete with foreign exchange students for educational resources.

*Education Code 25.001(b)(6), (e)*

7. The person resides at a residential facility, as defined in Education Code 5.001, located in the District. For purposes of enrollment, a person who resides in a residential facility is considered a resident of the District in which the facility is located. *Education Code 25.001(b)(7), 29.012(c)*

8. The person resides in the District and is 18 or older or the person's disabilities of minority have been removed. *Education Code 25.001(b)(8)*

PROOF OF ELIGIBILITY

The District may require evidence that a person is eligible to attend the public schools of the District at the time it considers an application for admission of the person. The Board or its designee shall establish minimum proof of residency acceptable to the District. The Board or its designee may make reasonable inquiries to verify a person's eligibility for admission. When admission is sought under item 4 above, the Board shall determine whether an applicant qualifies as a resident of the District and may adopt reasonable guidelines for making that determination as necessary to protect the best interest of students. *Education Code 25.001(c), (d)*

The District may withdraw any student who ceases to be a resident. *Daniels v. Morris, 746 F.2d 271 (5th Cir. 1984)*

HIGH SCHOOL EQUIVALENCY CERTIFICATE

A student who has received a high school equivalency certificate is entitled to enroll in a public school in the same manner as any other student who has not received a high school diploma. *Education Code 29.087(h)*

SUBSTITUTE FOR PARENT OR GUARDIAN

The Board by policy may allow a person showing evidence of legal responsibility for a child other than an order of a court to substitute for a guardian or other person having lawful control of the child under court order. *Education Code 25.001(j)*

STUDENTS IN FOSTER CARE

A student placed in foster care by an agency of the state or a political subdivision, and whose foster parents reside in the District, shall be permitted to attend District schools free of any charge to the foster parents or to the agency. No durational residency requirement shall be used to prohibit such a student from fully participating in all activities sponsored by the District. *Education Code 25.001(f)*

A student enrolled in high school in grade 9, 10, 11, or 12 who is placed in temporary foster care by the Department of Human Services at a residence outside the attendance area for the school or outside the District is entitled to complete high school at the school in which the student was enrolled at the time of placement without payment of tuition. *Education Code 25.001(g)*

TRANSFERS FROM OTHER STATES

The District shall charge tuition for a student who resides in a residential facility and whose maintenance or expenses are paid in whole or in part by another state or the United States. Any such tuition charge must be submitted to the Commissioner for approval. The attendance of students admitted under this provision shall not be counted for purposes of allocating state funds to the District. *Education Code 25.003*

TEXAS YOUTH COMMISSION

A school-age child of an employee of the Texas Youth Commission (TYC) residing in an adjacent district may attend school in the District free of charge to his or her parents or guardian. Any tuition required by the admitting district shall be paid by the district from which the student transfers out of any funds appropriated to the TYC facility. *Education Code 25.042*

MILITARY DEPENDENTS

The District may not charge tuition for the attendance of a student who is domiciled in another state and resides in military housing that is located in the District but is exempt from taxation by the District. *Education Code 25.004*

COURT–ORDERED STUDENT

A court may not order an expelled student to attend a regular classroom, a regular campus, or a school district alternative education program as a condition of probation unless the juvenile board for the county in which the District's central administrative office is located has entered into a memorandum of understanding with the Board concerning the supervision of and other support services for students in alternative education programs. *Education Code 37.010(c)*

Unless the county juvenile board has entered into a memorandum of understanding as described above, if a court orders a student to attend an alternative education program as a condition of probation once during a school year and the student is referred to juvenile court again during that school year, the juvenile court may not or-

der the student to attend an alternative education program in the District without the District's consent until the student has completed successfully any sentencing requirements. *Education Code 37.010(d)*

STUDENTS IN AEPS

When a student who was placed in an alternative education program in another school district enrolls in the District before the expiration of that AEP placement, the District may continue the AEP placement or may allow the student to attend regular classes without completing the period of placement. *Education Code 37.008(j)*

ENROLLMENT

A child must be enrolled by the child's parent, guardian, or other person with legal control under a court order. The District shall record the name, address, and date of birth of the person enrolling the child. E*ducation Code 25.002(f)*

LEGAL SURNAME

A student must be identified by the student's legal surname as it appears on the student's birth certificate or other document suitable as proof of the student's identity, or in a court order changing the student's name. *Education Code 25.0021*

REQUIRED DOCUMENTATION

Not later than the 30th day after the date a parent or other person with legal control of a child enrolls the child in a District school, the parent or other person, or the school district in which the child most recently attended school, shall furnish to the District 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 of Education 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;

   Students shall not be denied enrollment or be removed solely because they fail to provide the documentation required in items 1 and 2, above.

3. A record showing that the child has the immunizations required by Education Code 38.001, proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission. [See FFAB]

*Education Code 25.002(a); 19 TAC 129.1(a), (b)*

INCONSISTENT DOCUMENTATION

If a child is enrolled under a name other than the name that appears in the identifying documents or records, the District shall notify the missing children and missing persons information clearinghouse of the child's name as shown on the identifying records and the name under which the child is enrolled.

MISSING DOCUMENTATION

If the required documents and other records are not furnished to the District within 30 days after enrollment, the District shall notify the police department of the city or the sheriff's department of the county in which the District is located and request a determination of whether the child has been reported as missing.

*Education Code 25.002(b), (c)*

STUDENTS UNDER 11

On enrollment of a child under 11 years of age in a school for the first time at the school, the school shall:

1. Request from the person enrolling the child the name of each previous school attended by the child;

2. Request from each school identified in item 1 the school records for the child and, if the person enrolling the child provides copies of previous school records, request verification from the school of the child's name, address, date, and grades and dates attended; and

3. Notify the person enrolling the student that not later than the 30th day after enrollment, or the 90th day if the child was not born in the United States, the person must provide:

    a. A certified copy of the child's birth certificate; or

    b. Other reliable proof of the child's identity and age and a signed statement explaining the person's inability to produce a copy of the child's birth certificate.

If a person enrolls a child under 11 years of age in school and does not provide the valid prior school information or documentation required, the school shall notify the appropriate law enforcement agency before the 31st day after the person fails to comply.

*Code of Criminal Procedure 63.019*

FALSE INFORMATION

When accepting a child for enrollment, the District shall inform the parent or other person enrolling the child that presenting a false document or false records in connection with enrollment is a criminal offense under Penal Code 37.10 and that enrolling the child under false documents makes the person liable for tuition or other costs as provided below. *Education Code 25.002(d)*

In addition to the penalty under Penal Code 37.10, a person who knowingly falsifies information on a form required for a student's enrollment in the District is liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may

charge [see FDA] or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater. *Education Code 25.001(h)*

The District may include on its enrollment form notice of the legal penalties and liability for falsifying information on the form. *Education Code 25.001(i)*

PLACEMENT OF TRANSFERS

CREDITS AND RECORDS

The District shall accept all credits earned toward state graduation requirements by students in accredited Texas school districts, including credits earned in accredited summer school programs. Credits earned in local credit courses may be transferred at the District's discretion. Transfer students shall not be prohibited from attending school pending receipt of transcripts or academic records from the district the student previously attended. *19 TAC 74.26(a)(1)*

NONPUBLIC SCHOOLS

Records and transcripts of students from Texas nonpublic schools or from out of state or out of the country (including foreign exchange students) shall be evaluated, and students shall be placed promptly in appropriate classes. The District may use a wide variety of methods to verify the content of courses for which a transfer student has earned credit. *19 TAC 74.26(a)(2)*

PREKINDERGARTEN

TUITION–FREE

The District shall offer free prekindergarten classes if it identifies 15 or more eligible students who are at least four years of age and may offer free prekindergarten if it identifies 15 or more eligible children who are at least three years of age. A child is eligible for enrollment in free prekindergarten if the child is at least three years of age and is:

1. Unable to speak and comprehend the English language;
2. Educationally disadvantaged; or
3. Homeless, as defined by federal law (see GENERAL ELIGIBILITY, item 5), regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control.

The District shall develop a system to notify the population in the District with children who are eligible for enrollment in a free prekindergarten program of the availability of the program. Notices shall be issued in both English and Spanish. [See EEL]

*Education Code 29.153*

TUITION–SUPPORTED OR DISTRICT–FINANCED

The District may offer on a tuition basis or use District funds to provide:

1. An additional half-day of prekindergarten classes to children eligible for free prekindergarten; and

2. Half-day and full-day prekindergarten classes to children not eligible for free prekindergarten.

The District may not adopt a tuition rate that is higher than necessary to cover the added costs of the program, including any costs associated with collecting, reporting, and analyzing data under Education Code 29.1532(c). The District must submit its proposed tuition rate to the Commissioner for approval.

*Education Code 29.1531*

GRANT PROGRAMS

The District may use funds from grants administered by the Commissioner to operate an existing half-day kindergarten or prekindergarten program on a full-day basis or to implement a prekindergarten program on a campus that does not have a prekindergarten program. *Education Code 29.155*

KINDERGARTEN

The District shall establish and maintain one or more kindergarten programs for the training of resident children who are at least five years of age on or before September 1 of the current school year. *Education Code 29.151* [See EC]

FIRST GRADE

A child may be enrolled in the first grade if the child is at least six years of age at the beginning of the current school year or has been enrolled in the first grade, or has completed kindergarten, in the public schools of another state prior to transferring to a Texas public school. *Education Code 42.003(c)*

UNDERAGE STUDENTS

A student younger than five years of age is entitled to the benefits of the Foundation School Program if the student performs satisfactorily on the state assessment instrument administered to third graders and the District has adopted a policy to admit students younger than five years of age. *Education Code 42.003(d)*

SCREENING

The principal of each District school shall ensure that each student admitted to that school has complied with requirements for screening of special senses and communication disorders, spinal screening, and acanthosis nigricans screening, or has submitted an affidavit of exemption. *Health and Safety Code 36.005, 37.002, 95.003(c)* [See FFAA]

PEST CONTROL INFORMATION

At the time a student is registered, District personnel shall inform parents, guardians, or managing conservators that the school periodically applies pesticides indoors and that information on the application of pesticides is available on request. *Occupations Code 1951.455* [See CLB]

APPLICABILITY

A student enrolled in the District or who participates in an extracurricular activity or a University Interscholastic League (UIL) competition is subject to District policy and UIL rules regarding participation only when the student is under the direct supervision of an employee of the school or District in which the student is enrolled or at any other time specified by resolution of the Board. *Education Code 33.081(b)*

EXTRACURRICULAR ACTIVITY

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, but are not limited to: public performances, contests, demonstrations, displays, and club activities. In addition, an activity is subject to this policy if any one of the following criteria apply:

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.
5. An admission is charged.

EXCEPTION — PUBLIC PERFORMANCES

A student ineligible to participate in extracurricular activities, 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:

1. The performance is one to which the general public is invited; 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)*

PARENTAL NOTICE AND CONSENT

A parent is entitled to full information regarding the school activities of a parent's child except as provided by child abuse investigation. *Education Code 26.008(a), 38.004*

A District employee is not required to obtain the consent of a child's parent before the employee may videotape the child or record the child's voice if the videotape or recording is to be used only for a purpose related to a cocurricular or extracurricular activity. *Education Code 26.009(b)(2)* [See FNG]

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the District 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 an identified honors or advanced class. 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.

GRADE EVALUATION PERIOD

"Grade evaluation period" is defined as:

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)*

SCHOOL WEEK

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)*

ADVANCED COURSES

The following are considered "advanced courses" for the purposes of this policy:

1. English Language Arts: All College Board advanced placement courses and International Baccalaureate courses in the discipline and high school/college concurrent enrollment classes that are included in the *Community College General Academic Course Guide Manual (Part One)*;

2. Fine Arts: All College Board advanced placement courses and International Baccalaureate courses in the discipline and high school/college concurrent enrollment classes that are included in the *Community College General Academic Course Guide Manual (Part One),* Dance IV (not to include drill team activities), Art IV, Music IV, and Theatre IV;

3. Languages other than English: All College Board advanced placement courses and International Baccalaureate courses in the discipline and 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: All College Board advanced placement courses and International Baccalaureate courses in the discipline and high school/college concurrent enrollment classes

that are included in the *Community College General Academic Course Guide Manual (Part One)* and precalculus;

5. Science: All College Board advanced placement courses and International Baccalaureate courses in the discipline and 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, all College Board advanced placement courses and International Baccalaureate courses in the discipline and high school/college concurrent enrollment classes that are included in the *Community College General Academic Course Guide Manual (Part One).*

The District may identify additional advanced courses, but must do so prior to the semester in which any exemptions related to extracurricular activities occur.

*19 TAC 74.30*

STUDENTS WITH DISABILITIES

Suspension of a student with a disability that significantly interferes with the student's ability to meet regular academic standards shall be based on the student's failure to meet the requirements of the student's individualized education program, as determined by the admission, review, and dismissal (ARD) committee. *Education Code 33.081(e)*

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)*

LIMIT ON SUSPENSION

A suspension shall not last beyond the end of a school year. *Education Code 33.081(c)*

REINSTATEMENT TO EXTRACURRICULAR ACTIVITIES

Until the suspension is removed or the school year ends, the District shall review the grades of a student suspended under these provisions 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 an identified honors or advanced class, 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)*

PRACTICE AND PERFORMANCE TIME

The District shall 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.

For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays, except the student may also participate in a tournament or postdistrict contest, as well as a contest postponed by weather or public disaster that may determine advancement to a postdistrict level of competition.

STATEWIDE TESTING

The Commissioner recommends that school districts 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)*

LIMITATIONS ON PRACTICE OR REHEARSAL

The District shall limit individual students to one period during the regularly scheduled school day for practice of extracurricular activities, such as athletics, drill team, or cheerleading. This limit 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.

A student may not be permitted to miss a scheduled academic class to practice for an unrelated extracurricular activity.

The District shall 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.

SCHEDULING

Regardless of the schedule type in place (traditional or nontraditional), a school 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(e)*

LIMITATION ON ABSENCES

The Board may adopt a policy establishing the number of times a student who is otherwise eligible to participate in an extracurricular activity may be absent from class to participate in an extracurricular activity sponsored or sanctioned by the District, UIL, or an organization sanctioned by Board resolution. Such a policy must permit a student to be absent from class at least ten times during the school year, and the policy prevails over any conflicting policy. *Education Code 33.0811*

RECORD OF ABSENCES

The District shall maintain an accurate record of extracurricular absences for each student in the District each school year. *19 TAC 76.1001(c)*

SANCTIONED ACTIVITIES

This policy applies to all UIL-sponsored activities. Other organizations requiring student participation that causes a student to miss a class may request sanction from the Board. If sanctioned by the Board, student participation in the organization's activities shall be subject to all provisions of this policy. If approval is not granted by the Board, any absences incurred by a student in order to participate in that organization's activities shall be subject to the attendance provisions of the Education Code. *19 TAC 76.1001(f)* [See FD]

USE OF DISCRIMINATORY CLUB PROHIBITED

An extracurricular activity sponsored or sanctioned by the District, including an athletic event or an athletic team practice, shall not take place at an athletic club located in the United States that denies any person full and equal enjoyment of equipment or facilities provided by the athletic club because of the person's race, color, religion, creed, national origin, or sex. "Athletic club" means an entity that provides sports or exercise equipment or facilities to its customers or members or to the guests of its customers or members. *Education Code 33.082*

PEST CONTROL INFORMATION

At the time a student is registered, District personnel shall inform parents, guardians, or managing conservators that the school periodically applies pesticides indoors and that information on the application of pesticides is available on request. *Occupations Code 1951.455* [See CLB]

ACCREDITATION REQUIRED

Each district must be accredited by TEA. Accreditation shall be determined in accordance with the Education Code. *Education Code 11.001, 39.071*

ACADEMIC EXCELLENCE INDICATORS

The State Board shall adopt a set of indicators of the quality of learning on a campus. Campus and District performance on the indicators shall be compared to state-established standards and the degree of change from one school year to the next on each indicator shall also be considered. The indicators must be based on information that is disaggregated by race, ethnicity, gender, and socioeconomic status and shall include:

1. The results of certain state assessment instruments aggregated by grade level and subject area.
2. Dropout and completion rates, including dropout rates and District completion rates for grade levels 9 through 12. [See CFC]
3. Student attendance rates.
4. The percentage of graduating students who attain scores on the exit-level assessment that are equivalent to a passing score on the TASP, administered by state institutions of higher education.
5. The percentage of graduating students who meet the course requirements established by the State Board for the recommended high school program.
6. The results of the Scholastic Assessment Test (SAT), the American College Test (ACT), articulated postsecondary degree programs described by Education Code 61.852, and certified workforce training programs described by Labor Code Chapter 311.
7. The percentage of students, aggregated by grade level, provided accelerated instruction under Education Code 28.0211(c), the results of assessments administered under that section, the percentage of students promoted through the grade placement committee process under Education Code 28.0211, the subject of the assessment instrument on which each student failed to perform satisfactorily, and the performance of those students in the school year following that promotion on the state assessment instruments.
8. For students who have failed to perform satisfactorily on a state assessment instrument, the numerical progress of those students on subsequent assessment instruments, aggregated by grade level and subject area.

9. The percentage of students taking end-of-course assessment instruments.

10. The percentage of students exempted, by exemption category, from the assessment program.

11. The percentage of students of limited English proficiency exempted from the administration of an assessment instrument under Education Code 39.027(a)(3) and (4).

*Education Code 39.051(a), (b)*

Performance on the indicator at item 1 above shall be compared to state standards, required improvement, and comparable improvement, as established by the Commissioner. Required improvement is the progress necessary for the campus or District to meet state standards and for its students to meet exit requirements; comparable improvement is derived by measuring campuses and the District against a profile developed from a total state student performance data base that exhibits substantial equivalence to the characteristics of students served by the campus or District, including past academic performance, socioeconomic status, ethnicity, and limited English proficiency. *Education Code 39.051(c)*

Annually, the Commissioner shall define exemplary, recognized, and unacceptable performance on indicators at items 1 through 6 and shall project the standards for each level of performance for succeeding years. For the indicator at item 7 above, the Commissioner shall define exemplary, recognized, and unacceptable performance based on student performance for the period covering both the current and the preceding academic years. *Education Code 39.051(d); 19 TAC 97.1001(a), 97.1002*

The ratings standards established by the Commissioner shall be annually published in official TEA publications and shall cover the following:

1. Indicators, standards, and procedures used to determine district ratings;

2. Indicators, standards, and procedures used to determine campus ratings;

3. Indicators, standards, and procedures used to determine acknowledgement on additional indicators;

4. Procedures for submitting a rating appeal;

5. System safeguards analyses used to assess the integrity of the accountability system.

*19 TAC 97.1001(a)*

ACCREDITATION CRITERIA

PRIMARY

The District's accreditation is based primarily on:

1. The District's overall performance by all student populations and on the performance of each of its individual campuses, as demonstrated on the state-adopted Academic Excellence Indicator System (AEIS) and other indicators of student performance.
2. The District's current special education compliance status with TEA.

Use of the AEIS in the rating system shall include consideration of campus and District performance in relation to the state standard for each indicator, required improvement, and comparable improvement.

*Education Code 39.072(b); 19 TAC 97.2(b), 97.5*

OTHER

Other criteria for accreditation include the effectiveness of the District's programs for special populations, as well as consideration of compliance with statutory requirements and requirements imposed by the State Board under specific statutory authority relating to:

1. Reporting data through PEIMS.
2. High school graduation requirements.
3. Extracurricular activities.
4. Health and safety.
5. Purchasing.
6. Elementary school class size limits.
7. Removal of a disruptive student from the classroom.
8. At-risk programs.
9. Prekindergarten programs.

*Education Code 39.072(b)*

ACCREDITATION INVESTIGATIONS

The Commissioner of Education shall determine the frequency of on-site visits and the level of investigative review needed, according to annual comprehensive analyses of student performance and equity in relation to the AEIS. *Education Code 39.074(b)*

ACCREDITATION REPORT

The accreditation investigators shall report orally and in writing to the Board and, as appropriate, to campus administrators and shall make recommendations concerning any necessary improvements or sources of aid, such as regional education service centers. *Education Code 39.074(f)*

SPECIAL INVESTIGATIONS

The Commissioner shall authorize special accreditation investigations to be conducted:

1. When excessive numbers of students eligible to be tested in the state assessment program are absent from testing.
2. When excessive numbers of students are exempted from required state assessments.
3. In response to complaints alleging violations of civil rights or other requirements imposed on the state by federal law or court order.
4. In response to established compliance reviews of the District's financial accounting practices and state and federal program requirements.
5. When extraordinary numbers of students are placed in alternative education programs, other than placements under Education Code 37.006 (required removal) or 37.007 (expulsion).
6. In response to an allegation involving a conflict between members of the Board or between the Board and the District administration, if it appears that the conflict involves a violation of a role or duty, clearly defined in the Education Code, of the Board or the administration.
7. As the Commissioner otherwise determines necessary.

*Education Code 39.075(a)*

INVESTIGATION PROCEDURES

TEA shall adopt written procedures for conducting on-site investigation and shall make the procedures available to the complainant, the alleged violator, and the public. *Education Code 39.076(a)*

REVISION OF RATINGS

Ratings may be revised as a result of investigative activities by the Commissioner. *19 TAC 97.1001(b)*

ACCREDITATION RATINGS

TEA shall evaluate the District's performance and rate it for accreditation purposes as:

1. Exemplary (meets or exceeds state exemplary standards);
2. Recognized (meets or exceeds required improvements and is within ten percent of state exemplary standards);
3. Academically acceptable (exceeds academically unacceptable, but is below exemplary and recognized);
4. Academically unacceptable (is below the state's clearly unacceptable performance standard and does not meet required improvement).

a. The primary consideration for academically unacceptable status shall be the performance results on each of the academic excellence indicators for all student populations.

b. The District will retain academically unacceptable status until it meets the standards of academically acceptable, recognized, or exemplary status.

*Education Code 39.072; 19 TAC 97.3*

CAMPUS RATINGS

Campuses shall receive performance ratings of exemplary, recognized, acceptable, or "low performing" based on procedures established by the Commissioner of Education. *19 TAC 97.4*

GOLD PERFORMANCE RATINGS

In addition to district and campus performance ratings, the Commissioner shall develop a gold performance rating program based on enhanced performance. Under the gold performance rating program, a district or campus rated exemplary is eligible for an exemplary gold rating, a district or campus rated recognized is eligible for a recognized gold rating, and a district or campus rated academically acceptable is eligible for an academically acceptable gold rating.

The performance standards on which a gold performance rating is based should include:

1. Student proficiency on state assessment instruments and other measures of proficiency determined by the Commissioner;
2. Student performance on one or more nationally recognized norm-referenced assessment instruments;
3. Improvement in student performance;
4. In the case of middle or junior high school campuses, student proficiency in mathematics, including algebra; and
5. In the case of high school campuses:
   a. The extent to which graduating students are academically prepared to attend institutions of higher education;
   b. The percentage of students who take advanced placement tests and student performance on those tests; and
   c. The percentage of students who take and successfully complete advanced academic courses or college-level course work offered through dual credit programs provided under agreements between high schools and institutions of higher education.

*Education Code 39.0721*

EXCELLENCE EXEMPTIONS

Except as provided below, a school campus or district that is rated exemplary is exempt from requirements and prohibitions imposed and rules adopted by the State Board under the Education Code.

The school campus or District shall not be exempt from a prohibition on conduct that constitutes a criminal offense. The school campus or District shall not be exempt from requirements imposed by federal law or rule, including requirements for special education or bilingual education programs. The school campus or District shall not be exempt from a requirement or prohibition imposed by state law or rule relating to:

1. Curriculum essential knowledge and skills or minimum graduation requirements
2. Public school accountability
3. Extracurricular activities
4. Health and safety
5. Competitive bidding
6. Elementary school class size limits, except as provided below
7. Removal of a disruptive student from the classroom
8. At-risk program
9. Prekindergarten programs
10. Rights and benefits of school employees
11. Special education programs under Education Code Chapter 29, Subchapter A
12. Bilingual education programs under Education Code Chapter 29, Subchapter B

ELEMENTARY CLASS SIZE

The Commissioner may exempt an exemplary school campus from elementary class size limits under this section if the school campus submits to the Commissioner a written plan showing steps that will be taken to ensure that the exemption from the class size limits will not be harmful to the academic achievement of the students on the school campus. The Commissioner shall review achievement levels annually. The exemption remains in effect until the Commissioner determines that achievement levels of the campus have declined. [See BF]

*Education Code 39.112*

IMPROVEMENT PLAN EXEMPTION

If the District or a campus is required to develop and implement a student achievement improvement plan because it does not satisfy accreditation criteria, it may request from the Commissioner and be granted an exemption or waiver from any law or rule other than a prohibition on conduct that constitutes a criminal offense, a requirement imposed by federal law or rule, or a requirement or prohibition imposed by state law or rule relating to accountability, educator rights and benefits, or textbook selection. *Education Code 7.056(f), 39.131(a)(3)*

CHARACTER PLUS SCHOOL

TEA shall, based on data reported by districts, annually designate as a Character Plus School each school that provides a character education program that meets the prescribed criteria and is approved by the committee selected by the District. *Education Code 29.903(e)(2)* [See EHBK]

**GRANBURY ISD**
**BOARD OF TRUSTEES**
**OFFICIAL REGULAR MEETING**
**MINUTES**
**June 16, 2003**

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, June 16, 2003 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Micky Shearon

**Board Members Present**

Gene Ellis
Jerry Campbell
Charlie Cloud (left at 8:15 p.m.)
Mark Graves
Brad Johnson
Brian Condit

**School Officials Present**

William Harris, Superintendent
Jan VanDorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Troy Green, Executive Director of Human Resource
Martin Yarborough, Executive Director of Technology
Judy Duncan, Recording Secretary

**Others Present**

School Employees
Media
Community Members

**Meeting Called to Order**

President, Micky Shearon, called the meeting to order at 6:02 p.m.

**Convened in Closed Session**

The Board of Trustees convened in closed session at 6:03 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 – purchase, exchange, lease or value of real property.

**Reconvened in Open Session**

The Board reconvened in open session at 6:44 p.m. Board President, Micky Shearon announced that the board would take a recess until 7:00 p.m. The board reconvened at 7:01 p.m.

Troy Green led the invocation and President, Micky Shearon, led the pledge.

**Superintendent's Report**

Executive Director of Finance, Sharay Boynton, presented the financial statements for the period ending 4/30/03 as an information item.

The board was presented notification of the district's 2001-2002 administrative cost ratio as reported by the Texas Education Agency. Granbury ISD's administrative cost ratio for the 2001-2002 school year is 0.0828, which is below its established standard of 0.1250, and, therefore, no action is required from the district at this time regarding statutory limits on administrative costs.

Executive Director of Finance, Sharay Boynton, presented the board with a copy of the report from the Texas Association of School Business Officials regarding the management review of GISD's Custodial Department.

**Public Comments**

None

**Board Members Special Reports**

Charlie Cloud stated that his mother had bypass surgery and was doing well. He thanked everyone for their phone calls and concerns.

Mark Graves stated that he still needed volunteers for the July 4 children's games.

**Consent Agenda**

A request was made to pull bid agenda item #1 – alcohol and drug testing services and bid agenda #4 – vehicle fuel bid. A motion was made by Jerry Campbell and seconded by Charlie Cloud to approve the consent agenda items A – E; minutes of the May 19, 2003 regular board meeting and the May 31 2003 and June 2, 2003 special called board meeting minutes, budget amendments, Texas Cooperative Purchasing Network, donation from AMS PTO, bids – fencing proposal bid no. 2002-32 – renewal, custodial equipment bid no. 2002-34 – renewal, student insurance proposal bid no. 2003-21 and the custodial services bid no. 2003-19 as presented with bid items #1 and #4 pulled for a separate vote. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Charlie Cloud and seconded by Gene Ellis to approve bid item #1 – alcohol and drug testing services bid no. 2002-27 – renewal and bid items #4 – vehicle fuel bid no. 2003-13 as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Jerry Campbell and seconded by Charlie Cloud to approve the District Improvement Plan as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Jerry Campbell and seconded by Brad Johnson to approve the Campus Improvement Plan as presented. **MOTION CARRIED** Yes 7 – Noe 0

After much discussion of the student handbook, President Micky Shearon recommended that this agenda item be pulled from the agenda and placed on the July 21 board agenda. Jerry Campbell made a motion to table this item for further discussion at the July 21 board meeting. Superintendent Harris asked the board members to get with staff regarding their questions as soon as possible as many employees would be leaving for summer vacation.

The board took a recess at 8:45 p.m.

The board reconvened at 8:52 p.m.

A motion was made by Jerry Campbell and seconded by Mark Graves to approve the employee handbook as presented with some noted typographical corrections and the addition of a statement regarding student field trips that a teacher must be present with the students on the bus. **MOTION CARRIED** Yes 6 – Noe 0

A motion was made by Brad Johnson and seconded by Mark Graves to approve the 2003-2004 salary schedule, stipend schedule and extra duty pay schedule as presented. After much discussion, Brad Johnson called the question. **MOTION CARRIED** Yes 6 – Noe 0

A motion was made by Brad Johnson and seconded by Gene Ellis to nominate Mark Graves as a candidate for the TASB Board of Trustees for District 11, Position D. **MOTION CARRIED** Yes 5 – Noe 0 – Abstained 1. Mark Graves abstained

**Personnel**

Superintendent Harris recommended approval of the personnel appointments as presented with the appointment of Kellie Lambert as Assistant Principal at Granbury Middle School. Harris stated that the GMS Assistant Principal candidate that was voted on at a previous board meeting had decided to stay at the district where she is currently employed. A motion was made by Jerry Campbell and seconded by Mark Graves to approve the appointment of Michelle Bitner, English, Granbury High School; Sarah Blan, English, Granbury High School; Constance Braswell, 4th grade, Oak Woods Intermediate; Sonja Chastain, PE, Granbury Middle School; Kristen Davis, 4th grade, Brawner Intermediate; Lezlie Tarvin, Special Education; Oak Woods Intermediate; Catherine Ackerman, Music/Asst. Band Director, Acton Middle School; Jennifer Parker, Special Education, Granbury Middle School; Kathy Williams, History/Coach, Acton Middle School; Mark Kirk, 6th grade, Brawner Intermediate; Brannon Patillo, Language Arts, Acton Middle School; Lance Kyles, Social Studies, Granbury High School; Shelley Statler, 3rd grade, Roberson Elementary; Mindy Richardson, Kindergarten, Roberson Elementary; Beverly Huffman, 1st grade, Roberson Elementary; Leslie Rogge, Kindergarten, Roberson Elementary; Dee Babcock, 5th grade, Brawner Intermediate; Emily Wilson, 4th Grade, Brawner Intermediate; Rod Spears, Social Studies, Granbury High School; Darla Miles, 5th grade, Brawner Intermediate; Amanda Cantwell, English/Social Studies, HCJJC; James Dobbs, Math/Science, HCJJC; Jana Baker, PreK, Mambrino; Linda Boggs, Special Education, Mambrino; and Gaylene Carpenter, Special Education, Mambrino. **MOTION CARRIED** Yes 6 – Noe 0

**Adjournment**

There being no further business, the meeting was adjourned at 10:21 p.m.

Micky Shearon, President

Mark Graves, Secretary

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: July 21, 2003
For: Approval

**TO**: Mr. William Harris, Superintendent

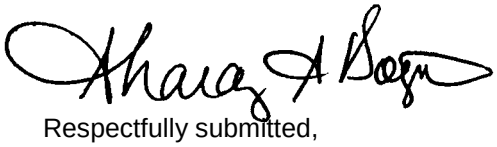
**FROM**: Sharay Boynton, Finance Director
**DATE**: July 14, 2003
**RE**: Budget Amendments

**SUMMARY:**

Attached are budget amendments that are for Board approval.

**RECOMMENDATION:**

I recommend the Board approve the amendments.



Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield
Date Submitted: July 14, 2003

## BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes donated funds in the amount of $3,000 allocated to function 51. These funds are donated by the Touchdown Club and will be used to purchase grass for practice fields.

Fund 242, Mr. Laine Meek, Originator
This Amendment recognizes funds in the amount of $13,000 allocated to function 35. These funds are generated through the summer feeding program.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $69 allocated to function 12. These funds are generated from lost and damaged book fines and will be used to purchase additional Library books and media.

Fund 199, Ms. Rebecca Johnson, Originator
This Amendment recognizes donated funds in the amount of $245 allocated to function 11 and funds in the amount of $1,968 allocated to function 12. These funds are donated and generated from the spring book fair and will be used to purchase additional Library books and media.

## BUDGET AMENDMENTS RECOGNIZING FUNCTION TO FUNCTION TRANSACTION

Fund 181 & 199, Mr. William Harris, Originator
This Amendment recognizes funds in the amount of $2,270 allocated from function 36 to function 51. These funds are being transferred from Athletic Activities to ground supplies to supplement the purchase of grass for the practice fields.

Fund 199, Mr. William Harris, Originator
This Amendment recognizes funds in the amount of $369 allocated from function 51 to function 41. These funds are being transferred to purchase furniture in the Superintendents office.

Fund 199, Mr. Martin Yarborough, Originator
This Amendment recognizes funds in the amount of $154 allocated from function 12 to function 11. These funds are being transferred to purchase a camera for GMS Journalism group.

Fund 199, Mr. Martin Yarborough, Originator
This Amendment recognizes funds in the amount of $485 allocated from function 12 to function 51. These funds are being transferred to purchase services related to electrical connections.

Fund 199, Mr. Jimmy Dawson, Originator
This Amendment recognizes funds in the amount of $225 allocated from function 11 to function 51. These funds are being transferred within the campus fund to purchase fencing at the GMS campus.

Fund 199, Mr. Randy Leach, Originator
This Amendment recognizes funds in the amount of $400 allocated from function 36 to function 61. These funds are being transferred to cover Community Education employee travel.

Fund 199, Ms. Cheryl Meger, Originator
This Amendment recognizes funds in the amount of $508 allocated from function 31and $868 allocated from function 12 to function 13. These funds are being transferred within the Bilingual program to purchase needed advertising for the program.

OFFICE OF THE SUPERINTENDENT

| | |
|---|---|
| **FOR:** | Board of Trustees |
| **DATE:** | July 21, 2003 |
| **ACTION:** | Approval |

SUMMARY:

Texas Government Code 824.602*(m)* and Policy DC (Legal) require, "For purposes of hiring retirees, the Board shall determine by rule whether there are acute shortage areas in the District based on the acute shortage area guidelines by the Commissioner of Education. The guidelines must include:

1. A list of acute shortage areas;
2. Suggested criteria for identifying local acute shortage areas; and
3. A requirement that a certified applicant for a position as a classroom teacher who is not a retiree be given preference in hiring.

Increasingly, the District has opportunities to hire retired employees to fill positions that fall in the acute teacher shortage areas as established by the Commissioner of Education. The Commissioner established the acute teacher shortage areas in a "Commissioner's Letter" during the summer of 2001. The District has been able to fill all positions with qualified teachers without hiring retirees to this point. However, it is felt that we will need to begin to take a closer look at retirees wishing to return to work in the established shortage areas because of shortages of non-retired educators in these areas.

By adopting this list of acute teacher shortage areas the District will move toward the accomplishment of Goal # 7 of the District Improvement Plan.

RECOMMENDATION:

That the Board approve the list of acute teacher shortage areas as presented.

Respectfully submitted,

William Harris
Superintendent

Staff Persons Responsible: William Harris
Troy K. Green

Date Submitted: 7/10/03

# GRANBURY INDEPENDENT SCHOOL DISTRICT DECLARATION OF ACUTE TEACHER SHORTAGE AREAS

For the purposes of hiring retirees, the acute teacher shortage areas in Granbury Independent School District are:

Mathematics (Secondary)*
Languages other than English (Secondary)*
Science (Secondary)*
Bilingual/English as a Second Language (all level)
Special Education (all level)
Technology Applications (Secondary)*

* (Secondary grades are grades 6-12)

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 21, 2003
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 15, 2003
**RE**: Donation from Lee's Carpet

**SUMMARY:**

According to Board Policy CDC (LOCAL) "The Board or Superintendent may accept any bequest or gift of money or property on behalf of the District." Lee's Carpet would like to donate to GISD carpet to cover one high traffic area. The purpose is to demonstrate the excellent quality of their carpet so that their carpet can be considered for future GISD carpet purchase. The choir room at the High School has a lot of traffic and could use the new carpet. Mr. Bob Small, GHS Principal and Mr. Larry Gehrke, Maintenance Director, feel that this would be mutually beneficial to GISD and the business. The value of the carpet and installation, per Mr. Gehrke, is approximately $3,000.

**RECOMMENDATION:**

It is recommended that the Board accept the donation of the carpet and installation from Lee's Carpet.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Larry Gehrke

Date Submitted: July 15, 2003

GRANBURY
INDEPENDENT SCHOOL DISTRICT

Cheryl Meger
Director

600 West Bridge • Granbury, Texas 76048 • Phone (817) 408-4050 • Fax (817) 579-2214

TO: **WILLIAM HARRIS**

FROM: **CHERYL MEGER**

SUBJECT: **CHANGES IN DEAF ED. SHARED SERVICES ARRANGEMENT**

DATE: **6/20/2003**

CHOOSE ONE: [√] *ACTION REQUIRED* [ ] *FYI* [ ] *DISTRIBUTE*

**I am attaching a copy of the new shared service arrangement for the regional deaf ed. program. Granbury is one of three sites of the regional program. Because changes have been made each member district's board needs to approve the new agreement. The fiscal agent has changed from Springtown to Peaster ISD and some of the member districts have had name changes. Otherwise, this is essentially the same agreement that has been passed by previous boards. Upon approval by all boards, legal review will follow and then submission to TEA. If I can provide further information, please let me know.**

# Brazos River Regional Day School Co-op for the Deaf
# Central Texas Shared Services, Greater Erath County Co-Op,
# East End Education Co-Op, Granbury ISD,
# Hood-Somervell County Co-Op, Palo Pinto County Co-Op,
# Parker County Co-Op, Springtown ISD, Stephenville ISD, Weatherford ISD

## SHARED SERVICE ARRANGEMENT

Central Texas Shared Services, East End Education Co-Op, Greater Erath County Co-Op, Granbury ISD, Hood-Somervell County Co-Op, Palo Pinto County Co-Op, Parker County Co-Op, Springtown ISD, Stephenville ISD, Weatherford ISD ("member districts"), hereby agree to operate their education programs under the authority of Education Code Section 29.007 and Texas Government Code Section 791.001 et seq., as the BRAZOS RIVER REGIONAL DAY SCHOOL PROGRAM FOR THE DEAF ("the BRRDSPD"). Member districts agree that:

1. General Covenants and Provisions

1.1 The purpose of the Agreement is to create a cooperative arrangement whereby the member districts may provide for the efficient delivery of legally required special education and related services to eligible students with hearing impairments who reside within the boundaries of the afore mentioned school districts. It is agreed and understood that any student who has a hearing impairment which severely impairs processing linguistic information through hearing, even with recommended amplification, and which adversely affects educational performance shall be eligible for consideration for the BRRDSPD, subject to the ARD committee recommendations.

1.2 The member districts do not intend by entering this agreement, or otherwise, to create a separate or additional legal entity.

1.3 The BRRDSPD's administrative offices will be located at Parker County Co-Op, 612 N. Rusk Street in Weatherford, Texas.

1.4 The special education program will be operated in compliance with federal and state law, including the Individuals with Disabilities Education Act 20 U.S.C., Section 1401 et seq.: Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794: the Americans with Disabilities Act, 42 U.S.C., Section 12101 et. seq.; Chapter 29 of the Texas Education Code: Chapter 30 of the Texas Education Code; implementing regulations for all applicable statutes; and the BRRDSPD policies approved by all member districts through the Management Board.

1.5 Eligible hearing impaired students from school districts other than those member districts who are parties to this agreement may be considered for placement upon request to the special education director of the fiscal agent. Terms of admission to the program shall be determined by the Management Board.

2. Management

2.1 The BRRDSPD shall be governed by the Management Board comprised of the Special Education Directors/Coordinators for the participating member districts or their designees.

2.2 The Management Board meets a minimum of two times a year to consider matters pertaining to the program.

2.3 The representative of the fiscal agent or designee serves as chairperson of the Management Board.

2.4 The chairperson presides over the meetings of the Board and calls meetings upon the request of any Board member.

2.5 The Board Chairperson shall record or appoint someone to record the minutes of each Management Board meeting.

2.6 BRRDSPD Board through the fiscal agent, may purchase goods and services necessary to administer and operate the BRRDSPD.

2.7 The BRRDSPD Board will recommend employment of the deaf education supervisor and be the responsible for designation of classroom sites.

2.8 Additional powers and duties of the BRRDSPD Board shall be determined by BRRDSPD policy.

3. Personnel

3.1 The chief administrator of the BRRDSPD will be the Special Education Director of the Fiscal Agent. The Director and Deaf Education Supervisor shall serve under a contract with the Fiscal Agent district. Administrative decisions regarding daily operations of the instructional program and approved budgeted expenditures consistent with BRRDSPD policy are within the authority of the Director and/or Supervisor. BRRDSPD policy will determine the extent of the administrative authority and contractual power of the Director and Supervisor.

3.2 The Special Education Director for the Fiscal Agent shall serve as Fiscal Agent's deputy officer for public records for purposes of the Texas Public Information Act and the Local Government Records Act.

3.3 The Fiscal Agent may either employ personnel or flow funds to member districts to employ personnel upon management Board approval.

3.4 Any hearing on an employee grievance, termination, or non-renewal is the responsibility of BRRDSPD, and will be held in accordance with the policies of the fiscal agent.

3.5 Each school district is responsible for employing and dismissing staff who serve only that district and itinerant staff serving shared services arrangement schools are governed by the general policies of the fiscal agent unless otherwise approved by the Management Board.

4. Fiscal Agent

4.1 PEASTER INDEPENDENT SCHOOL DISTRICT will serve as the Fiscal Agent for the BRRDSPD. PEASTER INDEPENDENT SCHOOL DISTRICT acknowledges that it is an accredited Texas school district and that it offers grades kindergarten through 12.

4.2 The Fiscal Agent is responsible for applying for, receiving, collecting, expending, and distributing all funds, regardless of source, in accordance with the budget adopted by the BRRDSPD Board. The Fiscal Agent shall provide accounting services, reports, BRRDSPD records, suitable facilities for special education administrative and support staff, and shall perform any other responsibilities required by BRRDSPD policies.

4.3 The Fiscal Agent will account for salaries and expenses of personnel who perform duties for more than one member district ("itinerant staff"); BRRDSPD operating expenses; IDEA, Part B and H (ECI) funds, State Deaf funds. The Fiscal Agent will maintain personnel records and payroll systems for itinerant staff and BRRDSPD office staff.

4.4 The Fiscal Agent will prepare and submit, on behalf of the BRRDSPD, any reports or applications required by federal or state law or BRRDSPD policy.

4.5 The Fiscal agent may negotiate contracts with outside service providers for special education and related services for students with disabilities in accordance with law and BRRDSPD policies. The Fiscal Agent shall require ADA compliance by each service provider.

4.6 The Fiscal Agent shall provide office space for supportive personnel and storage space for materials and supplies.

5. Member Districts' General Obligations

5.1 Member districts agree that any funds assessed under BRRDSPD policies or other legal requirement will be remitted within sixty (60) calendar days of receiving a statement from the Fiscal Agent.

5.2 Any allowable expenditure by member districts must be reported to the fiscal agent within 30 days.

5.3 Each member district will maintain locally and separately its own residential placement set-aside as described in 19 T.A.C., Section 89.1095. Each member district will be liable for costs associated with its residentially-placed students.

5.4 Each member district agrees to cooperate with the Fiscal Agent in maintaining the proper fiscal, personnel, and student records for the BRRDSPD operations.

5.5 Member districts shall provide suitable and sufficient classroom space to accommodate the auditorially impaired students of the program.

5.6 Any district requesting to be a member of the BRRDSPD may do so in writing to the management board. The request must be made by March 31st prior to the next fiscal year. The management board will then consider the financial and physical implications of allowing new members to share services, and make a decision to accept or reject the request. Any request for entrance not made by the specified time, may be considered by the board but will require majority vote.

5.7 A member district may withdraw from the BRRDSPD by notifying the remaining member districts of its intention to withdraw by December 15th of the last fiscal year it intends to remain a member of the BRRDSPD group. The termination date is June 30th. BRRDSPD shall be entitled to retain possession of any equipment, basic texts, and supplies furnished under this agreement.

5.8 Member districts are ultimately responsible for the education of all auditorially impaired students within its district boundaries whether the child is served in the local program, the BRRDSPD, or other placements. Such responsibility includes the provision of any related services as determined necessary by the ARD committee. Deaf instruction and deaf services will be provided by the BRRDSPD.

5.9 The district in which the student receives services will be responsible for maintenance and reporting of all Public Education Information Management System (PEIMS) data.

6. Fiscal Practices

6.1 The BRRDSPD will operate on a budget developed by the Management Board and approved by the Peaster board of trustees. The program budget is prepared by the fiscal agent in accordance with guidelines set forth in Texas Code Section 30.087 and Section 30.085.

6.2 Administrative costs, including, but not limited to, all costs and salaries related to the supervisor, classroom teachers, itinerant teachers, interpreters, classroom aides, and Regional Day School office staff, as well as any uncontrollable costs, incurred by the BRRDSPD, over and above the amount of state deaf and/or federal funds, shall be divided among member districts according to the number of students served at each site.

6.3 Member districts will be notified in writing, by the last week in October of the current fiscal year if excess costs are to be charged back to member districts and what the maximum total of their shared excess costs are estimated to be. Any additional excess cost required for service changes during a given school year must be approved by the individual members of the site requiring the change.

6.4 A district's pro-rata contribution of state and/or local funds to the shared services arrangement will be based on costs generated at specific sites. These costs will be distributed among site

members on a per pupil basis identified on Gallaudet Research Institute (GRI) count at the specific sites. All other costs are distributed among all members on a per pupil count identified on GRI.

6.5 In the event of dissolution or reconfigurations of the BRRDSPD:
*All real property*, (e.g. equipment and supplies), in the withdrawing district at the time of withdrawal notification, will remain in the district if the equipment/supplies are not needed for/by other students in the remaining co-op districts.
*Fiscal assets*, being any unspent funds generated by the withdrawing district, and the unencumbered fund balance determined at the end of fiscal year audit, will be pro-rated back to the withdrawing district at the "average" percentage of ownership for the last five years.

7. Risk of Loss

7.1 Each member district bears its own risk of loss. "Loss" includes, but is not limited to, damage to or loss of personal or real property, costs of administrative hearings, litigation expenses, awards of actual damages, court costs, attorneys fees, and settlement costs. (Regional Day School students will remain the responsibility of the District in which they reside.)

7.2 Expenditures incurred related to grievances, lawsuits, or any other legal action taken against the fiscal agent pertaining to this SSA including actions taken by co-op employees shall be shared by the co-op.

7.3 Each member district will insure its owned or leased vehicles used in the transportation of students with disabilities for the statutory maximum limits of school district liability for motor vehicle accidents.

8. Transportation

8.1 Each member district bears responsibility for providing or contracting for the transportation of each of its transportation eligible students to each facility at which services are provided.

9. The Agreement

9.1 This agreement will be automatically renewed by each member district annually unless otherwise terminated by action of TEA.

9.2 This agreement will supersede all previous agreements among the parties in relation to the operation of the BRRDSPD and responsibilities under any prior BRRDSPD agreement.

9.3 This agreement will apply to and bind the representatives and successors in the interest of the parties to this agreement.

9.4 This agreement is governed by the laws of the State of Texas.

9.5 If any provision of this Agreement becomes or is held violate of any law or unenforceable, then the invalidity of that provision will not invalidate the remaining provisions. The member districts agree that all remaining provisions of this Agreement will remain in effect.

9.6 Citations of and references to any specific federal or state statute or administrative regulation in this Agreement include any amendment to or successor of that statute or regulation.

9.7 The effectiveness of this agreement is conditioned upon the approval of the Texas Commissioner of Education, pursuant to Education Code, Section 29.007.

9.8 It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

SHARED SERVICE AGREEMENT
MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| East End Education Co-Op | 067-904 | _____ | _____ |

## BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

### SHARED SERVICE AGREEMENT
### MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| Greater Erath Co-Op | 072-902 | _____ | _____ |

## BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

### SHARED SERVICE AGREEMENT
### MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| Granbury ISD | 111-901 | _____ | _____ |

## BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

### SHARED SERVICE AGREEMENT
### MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| Central Texas Shared Services | 097-902 | _____ | _____ |

## BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

### SHARED SERVICE AGREEMENT
### MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| Hood-Somervell County Co-op | 213-901 | _____ | _____ |

BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

SHARED SERVICE AGREEMENT
MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| Palo Pinto County Co-op | 182-903 | _____ | _____ |

## BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

### SHARED SERVICE AGREEMENT
### MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| Parker County Co-Op | 184-908 | _____ | _____ |

BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

SHARED SERVICE AGREEMENT
MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| Springtown ISD | 184-902 | _____ | _____ |

BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

SHARED SERVICE AGREEMENT
MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| Stephenville ISD | 702-903 | _____ | _____ |

## BRAZOS RIVER REGIONAL DAY SCHOOL CO-OP FOR THE DEAF

### SHARED SERVICE AGREEMENT
### MEMBER DISTRICT APPROVAL

| Member | County District Number | Superintendent (Board Designee) | Director of Special Education |
|---|---|---|---|
| Weatherford ISD | 184-903 | _____ | _____ |

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 21, 2003
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 15, 2003
**RE**: Remanufactured Transmissions
Bid No. 2001-35 Renewal

**SUMMARY:**

The current bid for remanufactured transmissions will expire on August 31, 2003. The bid awarded in 2001 had a two-year renewal option for successive years if agreed to in writing by both parties, the District and the vendors. After discussions with Transportation Director, Mr. Terry Slemmons, it was decided that it would be in the best interest of the District to renew the bid.

The current awarded vendor was contacted and agreed to renew the bid. All terms and conditions of the bid will remain the same. A copy of the original summation of the process and outcome as well as a copy of the original tabulation is attached for your review.

**RECOMMENDATION:**

It is recommended that the Board approve the renewal of the Remanufactured Transmissions Bid No. 2001-35 for the period of September 1, 2003 to August 31, 2004.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Mr. Terry Slemmons

Date Submitted: July 15, 2003

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 27, 2001 **Bid Number**: 2001-35

1. **Item, material or service (specific or classification):** Remanufactured Transmissions

2. **Brief description:** A bid was let to provide remanufactured transmissions on an as needed basis.

3. **Period of time bid covers:** September 1, 2001 through August 31, 2002

4. **Person and title responsible for the expenditure:**

   Sonny Goode – Transportation Director
   James Winquist – Fleet Manager

5. **Number of bids sent to vendors:** 8

6. **Number of bids received from vendors:** 3

7. **Listing of recommended vendors and total prices:** Recommendation for award is to Armadillo Transmissions. Since these items are purchased on an as needed basis, an approximate expenditure cannot be identified at this time.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 6/16/98 (with 2 renewals)

10. **Percentage increase or decrease from last bid:**

    Item #1 Decrease of 16.3%
    Item #2 Increase of 1.79%
    Item #3 Decrease of 4.19%
    Item #4 Decrease of 16.3%
    Item #5 Increase of 1.79%
    Item #6 Decrease of 4.19%

11. **Budget information:** Expense for remanufactured transmissions will be charged to account code 199.34.6245.00.800.2.99.0.00. The budgeted amount for that code is $15,000.

Sharay S. Boynton
Executive Director of Finance

Dale Taylor
Assistant Superintendent

**REMANUFACTURED TRANSMISSIONS BID 2001-35**
**JUNE 25, 2001 11:00 A.M.**
**TABULATION**

| | Description - Remanufactured Transmissions | Armadillo Transmission | Bill's Transmission | Industrial Power & Isuzu | | |
|---|---|---|---|---|---|---|
| 1 | AT 643 (with PTO) | 1,250.00 | 1,500.00 | 1,858.00 Note 1 | | |
| 2 | AT 545 (with PTO) | 850.00 | 1,195.00 | 1,093.00 Note 1 | | |
| 3 | AT 540 (with PTO) | 800.00 | 1,050.00 | 1,093.00 Note 1 | | |
| 4 | AT 643 (without PTO) | 1,250.00 | 1,500.00 | 1,858.00 | | |
| 5 | AT 545 (without PTO) | 850.00 | 1,195.00 | 1,093.00 | | |
| 6 | AT 540 (without PTO) | 800.00 | 1,050.00 | 1,093.00 | | |

Note 1: Transmissions (with PTO) contain a PTO drive gear and the PTO is not included in the transmission assembly.

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 21, 2003
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 15, 2003
**RE**: Beverage Services Bid No. 2002-38 Renewal

**SUMMARY:**

A bid was let to provide beverage services for the food service program for the District last year. Normally these services are bid through the Texas Purchasing Consortium (TPC) by an Interlocal agreement between the TPC and Granbury ISD. The TPC Cooperative Purchasing Agreement does not prevent any participating school district from accepting and awarding bids for commodities individually and on its own behalf. (TPC Agreement Item #12 Other Individual Purchases Allowed) The Beverage Service awarded by the TPC will not be able to meet the needs of GISD according the Mr. Laine Meek, Support Services Director; so therefore, it was in the best interest of GISD to process an individual bid for beverage services. The current bid will expire August 7, 2003. The original bid had an option to renew for two additional one-year terms. After discussion with Mr. Meek, it was decided that it would be in the best interest to renew. Vendors were contacted and all have agreed to renew the bid as awarded.

A summation of the original process and outcome as well as a copy of the original tabulation is attached for your review.

The following is the recommendation of Mr. Laine Meek, Support Services Director.

**RECOMMENDATION:**

That the Board award the line items as shaded on the attached tabulation for the period of August 8, 2003 through August 7, 2004.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Laine Meek

Date Submitted: July 15, 2003

# BID FOR BOARD APPROVAL

**Board Meeting Date:** October 21, 2002 **Bid Number:** 2002-38

**1. Item, material or service (specific or classification):** Beverage Services

**2. Brief description:** A bid was let to provide beverage services for the food service program for the district. Normally these services are bid through the Texas Purchasing Consortium by an interlocal agreement between the TPC and Granbury ISD. The TPC Cooperative Purchasing Agreement does not prevent any participating school district from accepting and awarding bids for commodities individually and on its own behalf. (TPC Agreement Item #12 Other Individual Purchases Allowed) Our Food Service Director, Line Meek, felt it was in the best interest of the district to process an individual bid for beverages.

**3. Period of time bid covers:** From written notification of award through August 7, 2003 with the option to renew for two additional one year terms

**4. Person and title responsible for the expenditure:** Laine Meek – Support Services Director

**5. Number of bids sent to vendors:** 5

**6. Number of bids received from vendors:** 4

**7. Listing of recommended vendors and total prices:** Recommendation for award is shaded on the tabulation in the column under the vendor name. Anticipated expenditures for the 2002-2003 school year are $48,800.

**8. Explanation of other than low recommendations:** N/A

**9. Last bid date (bid of comparable nature within last 5 years):** N/A

**10. Percentage increase or decrease from last bid**: N/A

11. **Budget information:** Expenditures for beverage services will come from budget code 240.35.6341.00.xxx.3.99.0.00 with a budget of $758,861.

Sharay S. Boynton
Executive Director of Finance

Dale Taylor
Assistant Superintendent

**BEVERAGE SERVICES CSP 2002-38**
**OCTOBER 3, 2002 11:00 A.M.**
**TABULATION**

| | Description | Qty | Dr. Pepper | Dispenser Services | Coca Cola | Cen-Tex Flavors |
|---|---|---|---|---|---|---|
| 1 | Water, small, 24/8-12 oz, Dasani, Apani or Ozarka | 300 cs | No bid | No bid | 1,500.00 24/12 oz, Dasani, 5.00/cs | No bid |
| 2 | Water, large, 24/16-20 oz, Dasani, Apani or Ozarka | 325 cs | 1,982.50 6.10/cs, 16.9 oz Deja Blue | No bid | 1,787.50 24/20 oz, Dasani, 5.50/cs | No bid |
| 3 | Water Bottle, large, sport top, 24/16-20 oz, Dasani, Apani or Ozarka | 200 cs | No bid | No bid | No bid | No bid |
| 4 | Water Bottle, large, custom label, 24/16-20 oz, Dasani, Apani, Ozarka | 105 cs | No bid | No bid | No bid | No bid |
| 5 | Tea, bottled small, unflavored, 24/8-12 oz, Lipton or Nestea | 200 cs | No bid | No bid | 1,230.00 24/12 oz, Nestea, 6.15/cs | No bid |
| 6 | Tea, bottled small, 24/8-12 oz, Lipton or Nestea | 200 cs | No bid | No bid | No bid | No bid |
| 7 | Tea, bottled large, 24/16-20 oz, Lipton or Nestea | 200 cs | No bid | No bid | 2,200.00 24/20 oz, Nestea, 11.00/cs | No bid |
| 8 | Tea, bottled, large, 24/16-20 oz, Lipton or Nestea | 225 cs | No bid | No bid | 2,475.00 24/20 oz, Nestea, 11.00/cs | No bid |
| 9 | Fruit Drinks, bottled, small, all flavors, 24/8-12 oz Snapple or Fruitopia | 800 cs | 7,280.00 9.10/cs | No bid | 6,000.00 24/12 oz, Fruitopia or Minute Maid, 7.50/cs | No bid |
| 10 | Fruit Drinks, bottled, large, all flavors, 24/16-20 oz, Snapple or Fruitopia | 550 cs | 7,975.00 14.50/cs | No bid | 6,050.00 24/20 oz, Fruitopia or Minute Maid, 11.00/cs | No bid |
| 11 | Sport Drinks, bottled, small, all flavors, 24/8-12 oz, Gatorade or Powerade | 700 cs | No bid | No bid | 5,950.00 24/12 oz, Powerade, 8.50/cs | No bid |
| 12 | Sport Drinks, bottled, large, all flavors, 24/16-20 oz, Gatorade or Powerade | 850 cs | 8,925.00 16.9 oz Quickick, 10.50/cs | No bid | 10,200.00 24/20 oz., Powerade, 12.00/cs | No bid |
| 13 | Juice Drinks, bottled, all flavors, small, 24/8-12 oz, Minutemaid | 300 cs | No bid | 1,560.00 20/8 oz crtn, Lemonade & Lemonberry, 5.20/cs, Backyard | 3,150.00 24/12 oz, Minute Maid, 10.50/cs | No bid |
| 14 | Juice Drinks, bottled, all flavors, large, 24/16-20 oz, Minutemaid | 375 cs | No bid | 3,525.00 20/16 oz, Lemonade & Lemonberry, 9.40/cs, Backyard | 5,437.50 24/16 oz, Minute Maid, 14.50/cs | No bid |
| 15 | Fruit Drink Base, 5% juice, all flavors, 4/l gal, Growers or Hi C | 150 cs | No bid | 4,447.50 all flavors, 29.65/cs, Grower 5H | 7,014.00 Hi C 46.76/cs | 1,312.50 Island Fruit, 35.00/cs |
| 16 | Fruit Drink Base, 0% juice, all flavors, 4/1 gal, Growers or Hi C | 150 cs | No bid | 3,150.00 all flavors, 21.00/cs, Grower 5H | 7,014.00 Hi C, 46.76/cs | 1,125.00 Island Fruit, 30.00/cs |
| Total (Based on estimated usage) | | | **8,925.00** | **12,682.50** | **27,192.50** | **0** |

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 21, 2003
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 15, 2003
**RE**: Music, Band & Choir Supplies
Bid 2003-17 Revised

**SUMMARY:**

The above bid was originally approved by the Board on 5/19/03. The following week District Administration was contacted by a representative from J.W. Pepper of Dallas/Fort Worth inquiring whether they had been awarded the bid or not. Administration did not have evidence of a bid being submitted by J.W. Pepper. However, after further research, it was determined that indeed a bid had been received by J.W. Pepper but somehow misplaced by district personnel. A memo from Ms. Debbie Johnson explaining this matter further is attached for your review.

I contacted legal counsel regarding how the District should handle this situation. They have instructed us to consider the bid submitted by J.W. Pepper as we had the other bids and if they met the requirements, then to bring them to the Board to amend the award to add J.W. Pepper as an awarded vendor. As you can see from Ms. Johnson's memo, this has been done and J.W. Pepper did rank in such a way as to be recommended for award. Also attached is a summation of the process and outcome as well as a copy of the tabulation is attached for your review.

**RECOMMENDATION:**

I recommend the Board also award to J.W. Pepper of Dallas/Fort Worth for the purchase of music, band and choir supplies for the period of July 21, 2003 to May 31, 2004.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Kyle Maxwell
Duncan McMahan
Catherine Terrel

Date Submitted: July 15, 2003

# BID FOR BOARD APPROVAL

**Board Meeting Date:** July 21, 2003 (revised) Bid Number: 2003-17

1. **Item, material or service (specific or classification):** Music, Band and Choir Supplies and Equipment

2. **Brief description:** A catalog/price list discount bid was let to provide supplies for the band, choir and elementary music programs throughout the district. Vendors were asked to quote a percentage discount off their catalog or list prices. Vendors were also evaluated on questions asked in the bid regarding services provided by the companies, items available in the catalogs, minimum order amounts, free shipping, etc. Input was received from the following individuals, as a coordinator for their program, in the evaluation process.

| | | |
|---|---|---|
| Kyle Maxwell | - | Band Program |
| Duncan McMahan | - | Choir Program |
| Catherine Terrel | - | Elementary Music Program |

3. **Period of time bid covers:** June 1, 2003 through May 31, 2004

4. **Person and title responsible for the expenditure:**

   Campus personnel with principal approval

5. **Number of bids sent to vendors:** 30

6. **Number of bids received from vendors:** 13

7. **Listing of recommended vendors and total prices:** Recommendation for award is to the following vendors based on the three different programs to be covered under this award. A total expenditure cannot be identified at this time, as supplies are purchased on an as needed basis.

   Brook Mays - 0%
   Pender's Music – 10%
   Johnny Paul's Music – 30%
   Mister E's – 10-50%
   Southern Music – 10%
   Interstate Music – 0%
   Rhythm Band – 5%
   Music Is Elementary – 5%
   J. W. Pepper – 0%

8. **Explanation of other than low recommendations:** N/A

**9. Last bid date (bid of comparable nature within last 5 years):** 4/19/00

**10. Percentage increase or decrease from last bid**: This was not a line item bid so a comparison could not be made.



**11. Budget information:** All purchases will be made from funds budgeted in various accounts to include the following. Current budget for these accounts is approximately $20,000.

181.36.6395.00.001(041, 042).00.3.99.0.30(or 31)
181.36.6649.00.001(041, 042).00.3.99.0.30(or 31)

Purchases for the elementary program will come from funds budgeted in various instructional supply accounts.

**12. Other comments:** See attached memo.

Sharay S. Boynton
Executive Director of Finance

**MEMORANDUM**

**TO:** SHARAY BOYNTON

**FROM:** DEBBIE JOHNSON

**SUBJECT:** MUSIC, BAND & CHOIR SUPPLIES BID 2003-17

**DATE:** 07/09/03

**CC:** BID FILE

**CHOOSE ONE:** [X] ***ACTION REQUIRED*** [ ] ***FYI*** [ ] ***DISTRIBUTE***

On June 2, 2003, (originally on 5/19/03) the Board of Trustees approved the above referenced bid. The following week, Michelle Patton with J. W. Pepper of Dallas/Ft. Worth contacted me. She asked if her company had been awarded any portion of the bid. I told Michelle that I had no record of J. W. Pepper submitting a bid to the district. She informed me that her bid was delivered by FedEx and was signed for by an employee of the district. A copy of the FedEx tracking ticket was faxed to me and is attached. I confirmed that the bid had been received by the district prior to the deadline date and time for submittal. The due date was April 22, 2003 at 11:00 a.m., and the bid from J. W. Pepper was received on April 18, 2003 at 1:54 p.m.

After an extensive search of the business office, the bid could not be located. At the time this bid was due, the business office had 13 bids open. Based on the fact that the bid was submitted on time, and on the advice of legal counsel, I allowed Pepper Music to submit a duplicate copy of their bid. The tabulation for this bid had not left the district so no cost information that was submitted by other bidders was made public.

I evaluated the bid submitted by J. W. Pepper and ranked it according to the evaluation criteria called for in the bid. Based on my evaluation, J. W. Pepper would have ranked among the vendors to be recommended for award.

Therefore, I recommend that the attached tabulation reflecting the information submitted by J. W. Pepper be resubmitted to the Board. I recommend that J. W. Pepper of Dallas/Ft. Worth be included as an awarded vendor for the purchase of music, band and choir supplies. The period of award would be from written award notification through May 31, 2004.

We have implemented a new procedure for receiving and tracking bids in an effort to make sure this does not happen in the future.

**MUSIC, BAND & CHOIR SUPPLIES BID 2003-17**
**APRIL 22, 2003 11:00 A.M.**
**TABULATION**

| | | Brook Mays | Educational Record | Interstate Music | Johnny Pauls | King Music | Mister E's | Music Is Elementary | Pender's Music | Pepper | Plank Road | Rhythm Band | Southern Music | Suzuki Corp | Wenger |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **A. Catalog Percentage Discount on all Catalogs Submitted** | | | | | | | | | | | | | | | |
| Percentage discount off supplies/eqmt | | 0% | 0% | 0% Note 1 | 30% | 25% | 10-50% Note 3 | 5% | 10% | 0% | 0% Note 5 | 5% | 10% (not special order) | 10% | 0% |
| **B. Vendor Information** | | | | | | | | | | | | | | | |
| Number of items in catalogs submitted | | 10,000 | 5,000+ | 11,496 | 1,274 | Not identified | 806 | 278,500 | 4,000 | 250,000 | 3,000 | 1,000 | 15,000 | 471 | 400 |
| Percentage of catalog items in stock | | 50% | 99% | 72% | 60% | Not identified | 80% | 5% | 90% | 95% | 95% | 95% | 80% | 98% | 90% |
| Minimum order amount | | none | none | 25.00 | none | none | 1.00 | 25.00 | none | none | none | none | none | none | 1.00 |
| Free shipping | | yes, no truck ship | no <$500 | yes Note 1 | yes | yes | yes | yes | no | no | no | yes | no | yes | no Note 6 |
| Number of days to ship ARO | | 1 | 3-5 | 0-14 | 7 | 10 | 7 | 15 | 1 | 5 | 4-6 | 21 | 2 | 7-10 (1-3 from whs) | 30 |
| **C. Band Program Information** | | | | | | | | | | | | | | | |
| 1 | Does your company sell band instruments? | yes | no | yes | yes | yes | yes | yes | no | no | no | yes | no | no | no |
| 2 | Does your company sell classroom musical equipment? 1-stands, 2-music filing systems, 3-standing/seated risers, 4-conducting podiums | 1,2,3,4 | no | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | 1 | 1 | 2 | 1, 2 | 1,2 | 1 | 1, 2 | no | no |
| 3 | Does your company sell music related accessory items? | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | no |
| 4 | Does your company handle musical instrument repairs on-site? | yes | no | yes | yes | yes | yes | no | no | no | no | no | no | no | no |
| 5 | Does your company sell musical software? | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | no | yes | no | no |
| 6 | Does your company sell secondary level sheet music? | yes | no | yes | yes | yes | yes | yes | yes | yes | no | no | yes | no | no |
| 7 | Does your company have an area representative available to visit the school on a weekly basis? | yes | no | no | yes | yes | yes | no | no | no | no | no | no | no | no |
| 8 | Do you have a retail location where directors can preview sheet music? | yes | no | yes - home office | yes | yes | yes | no | yes | yes | no | no | yes | no | no |
| 9 | Does your company offer training in computer software/technology, midi/sequencing/keyboard instruction at no charge with purchase? | yes | no | no | yes | no | yes | no | no | yes | no | no | no | no | no |
| **D. Choral Music Program** | | | | | | | | | | | | | | | |
| 1 | Does your company sell classroom musical equipment? 1-stands, 2-music filing systems, 3-standing/seated risers, 4-conducting podiums | 1,2,3,4 | no | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | 1 | 1 | 2 | 1, 2 | 1, 2 | 1 | 1,2 | no | no |

| | | Brook Mays | Educational Record | Interstate Music | Johnny Pauls | King Music | Mister E's | Music Is Elementary | Pender's Music | Pepper | Plank Road | Rhythm Band | Southern Music | Suzuki Corp | Wenger |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | Does you company sell keyboard equipment? 1-keybaords, 2-electric piano, 3-pianos | 1,2,3 | no | 1,2 | 1,2,3 | 1,2,3 | 1,2,3 | 1 | no | no | no | 1 | no | 1,2,3 | no |
| 3 | Does your company sell music related teacher reference materials? | yes | no | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | no | no |
| 4 | Does your company sell the following sound and electronic equipment for the music program? 1-tuners, 2-turn tables, 3-speakers, 4-microphones, 5-mixer, 6-stereos, 7-CD players, 8-amplifiers, 9-dual impedance, 10-microphone tables, 11-microphone stands | 1,2,3,4,5,6,7 8,9,10,11 | no | 1,2,3,4,5,6,7 8,9,10,11 | 1,2,3,4,5,6,7 8,9,10,11 | 1,2,3,4,5,6,7 8,9,10,11 | 3,4,5,8,11 | 2,3,6, 7 | no | no | 1 | no | no | 4, 8, 11 | no |
| 5 | Does your company repair electronics and stereo equipment? If yes, do you provide free pickup/delivery? | yes, yes | no | yes, no | yes, yes | no | no | no | no | no | no | no | no | yes (warranty only), no | no |
| 6 | Does your company sell music related videos? 1-composers, 2-explanation, 3-orchestra, 4-animated musicals | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | no | no | 1,3,4 | 1,2,3,4 | 1,2,3 | 1,2,3,4 | 3 | 1,2,3,4 | no | no |
| 7 | Does your company sell audio music? 1-cassette tapes, 2-compact discs | no | 1,2 | 1 | 1,2 | no | no | no | 1,2 | 1, 2 | 1,2 | no | 1,2 | no | no |
| 8 | Does your company sell blank tapes in the following lengths? 1-15 minute, 2-30 minute, 3-60 minute | 1,2,3 | no | 1,2,3 | 1,2,3 | no | no | no | no | no | no | no | no | no | no |
| 9 | Does your company sell music software? 1-sequencing, 2-accompaniment software, 3-music notation, 4-CD Rom title | 1,2,3,4 | no | 1,2,3,4 | 1,2,3,4 | no | 1,2,3 | no | 2,3,4 | 1,2,3,4 | 2,3,4 | no | 2,3,4 | no | no |
| 10 | Does your company offer training in computer software/technology, midi/sequencing/keyboard instruction at no charge with purchase? | yes | no | no | yes | no | yes | no | no | yes | no | no | no | no | no |
| 11 | Does your company offer training seminars in the following areas? 1-conducting, 2-composer seminars, 3-music reading sessions, 4-riser choreography, 5-sight reading sessions | no | no | no | 1,2,3,4,5 | no | no | no | 1,2,3,4,5 | 1,2,3,5 | no | no | 3, 5 | no | no |
| 12 | Does your company offer a computerized system of ordering? | yes | yes | yes -not on bids | yes | no | no | no | yes | yes | yes | no | yes | yes | yes |
| 13 | Does your company have internet on-line access for ordering? | yes | yes | yes - not for bids | yes | no | no | yes | yes | yes | yes, credit card only | yes | yes | yes, credit cards only | yes |
| 14 | Does your company have computer access to show stock balances of all items at time order is placed? | yes | yes | yes | yes | no | no | no | no- will have for '03-'04 school yr | yes | yes | no | no | yes | no |
| 15 | Can you provide a computer print out of all items to be purchased at time of order? | yes | yes | yes on real time not projections | yes | yes | no | yes | yes | yes | yes | yes | yes | yes | no |

| | | Brook Mays | Educational Record | Interstate Music | Johnny Pauls | King Music | Mister E's | Music Is Elementary | Pender's Music | Pepper | Plank Road | Rhythm Band | Southern Music | Suzuki Corp | Wenger |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **E. Elementary Music Program** | | | | | | | | | | | | | | | |
| 1 | African Slit Drums | 19.99 Taos 102LD | No bid | 62.50 Grover EM7926 | 27.30 Afroton | 50.55 Economy EM993 | No bid | No bid | No bid | No bid | No bid | No bid | No bid | 62.55 Suzuki SLD-4 | No bid |
| 2 | Auto Harp String Sets | 39.99 Labella-ATA | No bid | 40.25 Schmidt SA500 | 231.00 | 60.37 | 180.00 | 29.00 8/C | No bid | No bid | No bid | No bid | No bid | No bid | No bid |
| 3 | Bongo's, 5" and 6" heads | No bid | No bid | 16.00 Barclay BBX | 90.97 Rhythm Tech | 19.12 | 35.00 | 11.00 MIE6565 | No bid | No bid | 44.95 Remo | 13.50 RB1302 | No bid | 38.25 Suzuki BG-100 | No bid |
| 4 | Bongo's, 7" and 8" heads | 39.99 Evans EB0709 | No bid | 19.00 Barclay BSX | 213.47 Rhythm Tech | 50.73 | 50.00 | 14.00 MIE 85775 | No bid | No bid | No bid | 31.00 RB1303SP | No bid | No bid | No bid |
| 5 | Boom Whackers 25 Note Chromatic | 69.99 RBI-BW300 | No bid | 57.40 EM970 BW300 | 151.98 RB | 89.95 | No bid | 90.00 | 104.55 (-10%) | No bid | Note 4 | 85.00 BW300 | No bid | No bid | No bid |
| 6 | Boom Whackers 8 Note Pentatonic | 14.99 RBI-BW100 | No bid | 15.95 EM970 BW100 | 32.00 RB | 18.73 | No bid | 13.95 6 note | 24.95 (-10%) | No bid | Note 4 | 17.95 BW100 | No bid | No bid | No bid |
| 7 | Boom Whackers Tube Caps | 4.99 RBI-BWC8 | No bid | 6.50 EM971BWCG | 29.90 8 pack | 7.48 | No bid | 6.95 | 6.98 6 caps 8.50 8 caps (-10%) | No bid | Note 4 | 7.00 BWC8 | No bid | No bid | No bid |
| 8 | Casio Portable Keyboard 61 Key | 139.99 Casio CTK574 | No bid | 167.00 Casio CTK671 | 250.00 CTK631AD | 153.96 | 275.00 CTK574 | 229.00 CTK681 | No bid | No bid | No bid | 159.00 CTK 574 | No bid | No bid | No bid |
| 9 | Casio Portable Keyboards 37 key | 39.99 Casio SA67 | No bid | 47.00 Casio SA67 | 100.00 SA65KB | 50.36 | 89.99 SA65 | No bid | No bid | No bid | No bid | 59.00 SA-65 | No bid | No bid | No bid |
| 10 | Casio Portable Keyboards 61 keys | 89.99 Casio CTK481 | No bid | 95.00 Casio CTK481 | 275.00 CTK671 | 93.56 | 175.00 CTK481 | 189.00 LK50 | No bid | No bid | No bid | 119.00 CTK 471/481 | No bid | No bid | No bid |
| 11 | Castanets with handle | 13.99 CB Perc. 4863 | No bid | 6.98 PA138 | 7.00 T1gerwood | 7.49 | 6.75 | 2.25 | No bid | No bid | No bid | 1.85 RB858 | No bid | 9.00 Suzuki CT-100 | No bid |
| 12 | Castanets without handle | 8.99 CP Perc CP131 | No bid | 4.30 EM330 | 11.20 Tigerwood | 7.27 | 10.00 | 4.75 | No bid | No bid | No bid | 0.70 RB810 | No bid | 0.85/pr Suzuki CP-200 | No bid |
| 13 | Chromaharp 21 chord | 165.00 RBI RB1552 | No bid | 139.00 EM646-21 | 480.00 RB | 304.50 | 348.00 CAP2522 | 202.50 | No bid | No bid | No bid | 125.00 RB1552 | No bid | No bid | No bid |
| 14 | Chromaharp 15 chord | 149.00 RBI-1545 | No bid | 123.00 EM646-15 | 455.26 RB | 263.20 | 303.00 CAP2515 | 170.00 | No bid | No bid | No bid | 110.00 RB1545 | No bid | No bid | No bid |
| 15 | Chromaharp String Sets | 42.00 RBI S100Strings | No bid | 40.25 SA500 | 148.00 RB | 78.75 | 94.50 | 27.00 | No bid | No bid | No bid | 44.00 S100 | No bid | No bid | No bid |
| 16 | Claves | 4.00 Latin Perc. CP200 | No bid | 3.90 EM190 | 8.23 Rosewood | 3.71 | 2.95 | 6.75 Rosewood | No bid | No bid | No bid | 2.95 RB723 | No bid | 5.40 Suzuki CV-100 | No bid |
| 17 | Cluster Bells | 2.50 Duplex 3566 | No bid | 2.34 EM235AS | 5.98 Duplex | 4.00 | No bid | 1.65 | No bid | No bid | No bid | 1.40 RB838 | No bid | 5.40 Suzuki LB-100 | No bid |
| 18 | Cowbell 5" Copper | No bid | No bid | 8.50 Barclay JC050B | 14.67 5-3/4" Copper | 15.16 | No bid | 9.75 | No bid | No bid | No bid | 7.95 RB1220 | No bid | No bid | No bid |
| 19 | Cowbell 6" Copper | No bid | No bid | 8.70 Barclay JC060B | 16.07 6-7/8" copper | 16.76 | No bid | 10.75 | No bid | No bid | No bid | 8.95 RB1221 | No bid | No bid | No bid |
| 20 | Finger Cymbals | 5.00 CB Perc. 4696 | No bid | 6.65 Grover EM988 | 8.40 4432 | 7.46 | 10.00 | 10.00/set | No bid | No bid | No bid | 4.75 RB784 | No bid | 7.65/set Suzuki FC-100 | No bid |

| | | Brook Mays | Educational Record | Interstate Music | Johnny Pauls | King Music | Mister E's | Music Is Elementary | Pender's Music | Pepper | Plank Road | Rhythm Band | Southern Music | Suzuki Corp | Wenger |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 21 | Gongs, 7-14 | 110.00 RBI 1070, 1071, 1072, 1073 | No bid | 21.25 Grover 7" EM710 | 96.00 Wuhon 12" | 191.52 | No bid | 37.75 #1073 | No bid | No bid | No bid | 16.95 RB1070 | No bid | No bid | No bid |
| 22 | Guiros, 12" | 10.99 CP GOCL | No bid | 9.55 PA085 | 27.30 Afroton Med. | 43.20 | No bid | 7.25 | No bid | No bid | No bid | 29.00 RB1072 | No bid | 17.55 Suzuki WG-200 | No bid |
| 23 | Guiros, 16" | 10.99 CP 4340 | No bid | No bid | 34.30 Afroton Large | 48.00 | No bid | 8.00 | No bid | No bid | No bid | No bid | No bid | No bid | No bid |
| 24 | Jingle Bells, 3 bells on handle | 2.00 RB 838 | No bid | 1.80 EM 354 | 5.90 RB 4 bell wrist | 7.19 | 3.50 | 1.65 | No bid | No bid | No bid | 1.40 RB838 | No bid | No bid | No bid |
| 25 | Mallmark Choir Chimes, 25 note | No bid | No bid | No bid | No bid | 77.60 | No bid | 629.00 Suzuki HB-25 | No bid | No bid | No bid | No bid | No bid | No bid | No bid |
| 26 | Maracas Large Wooden | 12.99 CP-4330 | No bid | 11.80 PA096 | 12.25 | 21.40 | 15.00 | 8.50 | No bid | No bid | No bid | 7.25 RB1201 | No bid | No bid | No bid |
| 27 | Maracas Medium Wooden | 12.99 CP 4328 | No bid | 11.00 PA096-M | 10.47 | 20.40 | 12.00 | 7.75 | No bid | No bid | No bid | 6.75 RB1203 | No bid | 15.75/pr Suzuki WM200 | No bid |
| 28 | Maracas Plastic | 9.00 Toca T2110 | No bid | 6.80 PA 916L | 6.97 Med | 13.60 | 8.00 | 3.50 | No bid | No bid | 19.95 Rhythm Tech | 2.75 RB1208 | No bid | 7.65/pr Suzuki MC100 | No bid |
| 29 | Metallophones, RBI Soprano | 315.00 RB 9778 | No bid | 329.00 RB9778 | No bid | 435.85 | No bid | 283.50 Samba SSM CH | No bid | No bid | No bid | 295.00 RB9778 | No bid | 277.20 Suzuki SM200 & SMC-100 | No bid |
| 30 | Metallophones, RBI Alto Chromatic | 399.00 RB9775 | No bid | 409.00 RB9775 194.00 RB9774 | No bid | 552.00 | No bid | 350.00 Samba SAM CH | No bid | No bid | No bid | 370.00 RB9775 | No bid | 367.20 Suzuki AM200 & AMC-100 | No bid |
| 31 | Metallophones, RBI Alto Diatonic | 230.00 RB9776 | No bid | 239.00 RB 9776 | No bid | 304.75 | No bid | 192.50 Samba SAM361 | No bid | No bid | No bid | 210.00 RB9776 | No bid | 215.10 Suzuki AM-200 | No bid |
| 32 | Metallophones, RBI Bass Chromatic | 999.00 RB9772 | No bid | 1004.00 RB9772 | No bid | 1437.60 | No bid | 787.50 Samba SBM CH | No bid | No bid | No bid | 893.00 RB9772 | No bid | 691.20 Suzuki BM-200 & BMC-100 | No bid |
| 33 | Metallophones, RBI Bass Diatonic | 560.00 RB 9773 | No bid | 604.00 RB 9773 | 1600.00 Orff | 789.60 | No bid | 419.30 Samba SBM 362 | No bid | No bid | No bid | 530.00 RB9773 | No bid | 395.10 Suzuki BM-200 | No bid |
| 34 | Metallophones, RBI Soprano Diatonic | 189.00 RB9779 | No bid | 188.00 RB9779 | 260.00 Orff | 266.28 | No bid | 157.50 Samba SSM 360 | No bid | No bid | No bid | 165.00 RB9779 | No bid | 152.10 Suzuki SM-200 | No bid |
| 35 | Metallophones, Studio 49 Alto Diatonic | 250.00AM | No bid | 229.00 Studio 49AM | 599.98 | 448.80 | No bid | 325.80 Studio 49 | No bid | No bid | No bid | 375.00 AM2000 | No bid | 215.10 Suzuki AM-200 | No bid |
| 36 | Metallophones, Studio 49 Bass Diatonic | 799.00 BM2000 | No bid | 784.00 Studio 49 BM2000 | 1798.00 | 1078.80 | No bid | 899.00 Studio 49 | No bid | No bid | No bid | 830.00 BM2000 | No bid | 395.10 Suzuki BM-200 | No bid |

| | | Brook Mays | Educational Record | Interstate Music | Johnny Pauls | King Music | Mister E's | Music Is Elementary | Pender's Music | Pepper | Plank Road | Rhythm Band | Southern Music | Suzuki Corp | Wenger |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 37 | Metallophones, Studio 49 Soprano Diatonic | 175.00 SMM | No bid | 163.00 Studio 49 SM | 398.00 | 334.80 | No bid | 284.50 Studio 49 | No bid | No bid | No bid | 258.00 SM200 | No bid | 152.10 Suzuki SM-200 | No bid |
| 38 | Oscar Schmidt Auto Harp | 199.00 OS15B | No bid | 213.00 Schmidt OS21C | 320.00 OS15B | 262.80 15 chord 292.80 21 chord | 320.00 OS21C | 175.00 15 chord Schmidt | No bid | No bid | 249.95 | No bid | No bid | No bid | No bid |
| 39 | Remo Hand Drum 10" | 13.00 HD851000 | No bid | 10.15 EM 211 | 20.30 Remo | 20.00 | 20.00 KD-0010-01 | 11.75 Remo | No bid | No bid | 22.95 | 13.00 HD8510-00 | No bid | No bid | No bid |
| 40 | Remo Hand Drum 12" | 16.00 HD851200 | No bid | 12.60 EM 181 | 57.75 Remo | 23.20 | 23.20 KD-0012-01 | 13.75 Remo | No bid | No bid | 25.95 | 16.00 HD8512-00 | No bid | No bid | No bid |
| 41 | Remo Hand Drum 14" | 18.00 HD851400 | No bid | 14.45 EM 182 | 63.00 Remo | 26.40 | 26.40 KD-0114-01 | 14.95 Remo | No bid | No bid | 29.95 | 18.50 HD8514-00 | No bid | No bid | No bid |
| 42 | Remo Hand Drum 16" | 21.00 HD851600 | No bid | 16.45 EM 183 | 74.55 Remo | 33.60 | No bid | 17.75 Remo | No bid | No bid | No bid | 21.00 HD8516-00 | No bid | No bid | No bid |
| 43 | Remo Hand Drum 6" | 13.00 KD010601 | No bid | 10.25 KD0106 | 17.15 Remo | 16.00 | 16.00 KD-0106-01 | 9.75 Remo | No bid | No bid | No bid | No bid | No bid | No bid | No bid |
| 44 | Remo Irish Bodhran 16" | 99.00 ET2316BH | No bid | 63.50 EM46816 | 34.97 Garden Music | 148.00 | 148.00 ET-2016-BH | 39.00 Remo | No bid | No bid | No bid | No bid | No bid | No bid | No bid |
| 45 | Remo Irish Bodran 18" | 109.00 ET2318BH | No bid | 72.65 EM 46818 | 165.62 Remo | 159.20 | 159.00 ET-2018-BH | 42.75 Remo | No bid | No bid | No bid | No bid | No bid | No bid | No bid |
| 46 | Remo Kid's Djembe | 49.00 KD060801 | No bid | 44.00 EM508 | 55.30 | 63.20 | 63.00 KD-0608-01 | 44.00 Remo | No bid | No bid | 69.95 | 50.00 KD060801 | No bid | 44.55 Suzuki RK-D | No bid |
| 47 | Remo Kid"s Doumbek | 39.00 KD030601 | No bid | 34.00 EM287 | 41.30 Remo | 47.20 | 48.00 | 31.50 Remo | No bid | No bid | No bid | 36.00 KD030601 | No bid | no bid | No bid |
| 48 | Remo Kid's Gathering Drum | 49.00 KD581601 | No bid | 62.75 EM 513822 | 83.30 Remo | 60.00 | 60.00 KD-5816-01 | 63.00 KD-5822-01 | No bid | No bid | 74.95 8x16 85.95 8x18 199.95 21x22 | 91.00 KD582201 | No bid | 71.55 Suzuki R-KGD | No bid |
| 49 | Remo Kid's Konga | 34.00 KD150601 | No bid | 33.90 EM51501 | 20.97 RH120600 | 40.00 | 40.00 | 30.50 Remo | No bid | No bid | 47.95 | 34.00 KD150601 | No bid | 26.55 Suzuki R-KK | No bid |
| 50 | Remo Kid's Tubano | 75.00 KD001001 | No bid | 62.50 EM51401 | 84.00 KD001001 | 96.00 | 96.00 | 64.50 Remo | No bid | No bid | No bid | 67.00 KD001001 | No bid | 62.55 Suzuki R-KT | No bid |
| 51 | Remo Shape Drums | 29.99 SS3000-05 | No bid | 28.50 EM 781 | 55.30 Remo | 39.96 | 52.00 SS-1000-06 40.00 SS-3000-05 | 31.00 Remo | No bid | No bid | Note 4 | 39.95 SS-3000-05 | No bid | No bid | No bid |
| 52 | Resonator Bells, 25 Note Set | 219.00 RB2122 | No bid | 189.00 EM644 | 350.00 RB | 203.57 with case | No bid | 210.00 | No bid | No bid | No bid | 99.00 RB 2155 | No bid | 179.55 Suzuki TB-150 26 note | No bid |
| 53 | Resonator Bells, Step Ladder | 22.00 200ST | No bid | 11.65 EM187 | No bid | No bid | No bid | 15.00 | No bid | No bid | No bid | 13.50 RB991 | No bid | 62.55 TB25 Suzuki (ladder,bells & malletts) | No bid |

| | | Brook Mays | Educational Record | Interstate Music | Johnny Pauls | King Music | Mister E's | Music Is Elementary | Pender's Music | Pepper | Plank Road | Rhythm Band | Southern Music | Suzuki Corp | Wenger |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 54 | Rhythm Sticks | 1.99 FN200 | No bid | 0.83 EM989 | 1.93/pr Hohner S5603 | 2.69 | 2.75 | 4.80/pr | No bid | No bid | No bid | 0.95 RB767 | No bid | 2.65 Suzuki RS-100 | No bid |
| 55 | Sandblocks | 2.99 FN225 | No bid | 2.36 EM991S | 2.07/pr Hohner S4200 | 6.78 | 2.95 | 2.25 | No bid | No bid | No bid | 2.00 RB753 | No bid | 4.50 Suzuki SB-100 | No bid |
| 56 | Sleigh bells, 25 Bell | 14.00 Toca T2531 | No bid | 17.70 PA 098 | 21.00 | 14.36 | 36.00 | 10.00 3570 | No bid | No bid | No bid | 9.50 RB809 | No bid | 17.55 Suzuki SB-200 | No bid |
| 57 | Song Bells 17 note | 32.00 RB2207 | No bid | No bid | No bid | 58.50 | No bid | 26.00 | No bid | No bid | No bid | 29.95 RB2207 | No bid | No bid | No bid |
| 58 | Song bells 25 note | 49.99 RB2206 | No bid | No bid | No bid | 70.20 | No bid | 39.00 | No bid | No bid | No bid | 48.00 RB2206 | No bid | No bid | No bid |
| 59 | Soprano Recorder, one piece | 1.99 101A | No bid | 1.35 Tudor TD175 | 5.57 Hohner S9509 | 2.97 | 6.36 | 1.75 TD175W | No bid | No bid | Note 4 | 1.95 CR101 | No bid | 2.70 Suzuki SRE-1 | No bid |
| 60 | Suzuki Tonechimes, 25 note chromatic | 599.00 HB25 | No bid | 607.00 HB25 | 922.60 | 816.00 | No bid | 629.00 | No bid | No bid | No bid | No bid | No bid | 593.10 Suzuki HB-25 | No bid |
| 61 | Tambourines Wooden Rim, 8" Tunable head | 6.50 RB526 | No bid | 12.50 D8ST | 19.60 Remo TA510847 | No bid | No bid | No bid | No bid | No bid | Note 4 | No bid | No bid | No bid | No bid |
| 62 | Tambourines Wooden Rim, 7" Tunable Head | 5.25 RB525 | No bid | No bid | 12.53 Omni 706 | No bid | No bid | No bid | No bid | No bid | Note 4 | No bid | No bid | No bid | No bid |
| 63 | Tambourines Wooden Rim, 6" Tunable Head | 5.00 RB525X | No bid | No bid | 17.50 Remo TA510647 | No bid | No bid | No bid | No bid | No bid | Note 4 | No bid | No bid | No bid | No bid |
| 64 | Tambourines Wooden Rim, 10" Tunable Head | 8.00 RB527 | No bid | 14.35 D10T | 22.40 Remo TA511047 | 22.36 | 21.20 | 14.50 | No bid | No bid | Note 4 | 14.95 RB930FJ | No bid | 16.65 Suzuki TM-10 plastic head | No bid |
| 65 | Temple Blocks with stand and malletts | 149.00 CP-4197 | No bid | 176.00 PA290 | 662.00 Ludwig | 211.99 | 344.50 | 160.00AR1 | No bid | No bid | No bid | 118.00 RB602 | No bid | 179.10 Suzuki TB5 | No bid |
| 66 | Tone Blocks | 2.00 RB755 | No bid | 1.05 EM333 | 3.68 Hohner | 5.70 | 45.00 | 2.50 3275 | No bid | No bid | No bid | 2.00 RB755 | No bid | No bid | No bid |
| 67 | Triangles | 2.00 K44 | No bid | 3.64 7" EM344 | 3.47 Hohner 4" | 4.62 5" 7.14 7" | 10.00 | 3.00 3504 | No bid | No bid | No bid | 2.95 RB749 | No bid | No bid | No bid |
| 68 | Tunable Conga | 95.00 RB1401 | No bid | 85.00 DRSWB2040 | 319.16 Rhythm Tech | 199.60 | 369.50 | 129.00 LPA610 with stand | No bid | No bid | No bid | 90.00 RB1401 | No bid | 179.10 Suzuki CSN10 | No bid |
| 69 | Wood Blocks | 5.50 T3505 | No bid | 315.00 EM332 | 20.65 St. Louis 3458M | 8.40 | 5.50 | 4.00 | No bid | No bid | No bid | 3.85 RB760 | No bid | 7.50 Suzuki WB200 | No bid |
| 70 | Xylophone, RBI Alto Chromatic | 450.00 RB9665 | No bid | 471.00 RB9665 | 698.60 RBI | 667.20 | No bid | 394.00 Samba SAH-6H | No bid | No bid | No bid | 430.00 RB9665 | No bid | 403.20 Suzuki AX200 & AXC100 | No bid |
| 71 | Xylophone, RBI Alto Diatonic | 260.00 RB9666 | No bid | 278.00 RB9666 | 420.00 Soner | 368.40 | No bid | 210.00 Samba Sax333 | No bid | No bid | No bid | 245.00 RB9666 | No bid | 224.10 AX-200 Suzuki | No bid |
| 72 | Xylophone, RBI Bass Chromatic | 719.00 RB9662 | No bid | 724.00 RB9662 | 1106.00 RBI | 1039.20 | No bid | 822.50 Samba SBX-CH | No bid | No bid | No bid | 695.00 RB9662 | No bid | 718.20 Suzuki BX200 & BXC100 | No bid |

| | | Brook Mays | Educational Record | Interstate Music | Johnny Pauls | King Music | Mister E's | Music Is Elementary | Pender's Music | Pepper | Plank Road | Rhythm Band | Southern Music | Suzuki Corp | Wenger |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 73 | Xylophone, RBI Bass Diatonic | 415.00 RB9663 | No bid | 436.00 RB9663 | 651.00 RBI | 573.60 | No bid | 437.50 Samba SBX-334 | No bid | No bid | No bid | 395.00 RB9663 | No bid | 395.10 Suzuki BX-200 | No bid |
| 74 | Xylophone, RBI Soprano Chromatic | 439.00 RB9668 | No bid | 415.00 RB9668 | 1600.00 Studio 49 | 592.80 | No bid | 310.00 Samba SSX-CH | No bid | No bid | No bid | 385.00 RB9668 | No bid | 304.20 Suzuki SX200 & SXC100 | No bid |
| 75 | Xylophone, RBI Soprano Diatonic | 240.00 RB9669 | No bid | 252.00 RB9669 | 385.00 RBI | 360.00 | No bid | 168.00 Samba SSX 332 | No bid | No bid | No bid | 225.00 RB9669 | No bid | 161.10 Suzuki SX200 | No bid |
| 76 | Xylophone, Studio 49 Alto Diatonic | 249.00 AX | No bid | 249.00 Studio 49 AX | 558.00 Sonor | 472.80 | No bid | 350.00 Studio 49 | No bid | No bid | No bid | 399.00 AX2000 | No bid | 224.10 Suzuki AX200 | No bid |
| 77 | Xylophone, Studio 49 Bass Diatonic | 799.00 BXG2000 | No bid | 826.00 Studio 49 BX2000 | 2200.00 Studio 49 | 1113.60 | No bid | 825.00 Studio 49 | No bid | No bid | No bid | 890.00 BX2000 | No bid | 395.10 Suzuki BX200 | No bid |
| 78 | Xylophone, Studio 49 Soprano Diatonic | 180.00 SX | No bid | 173.00 Studio 49 SX | No bid | 343.20 | No bid | 260.00 Studio 49 | No bid | No bid | No bid | 289.00 SX2000 | No bid | 161.10 Suzuki SX-200 | No bid |
| Will all items be shipped free | | yes | N/A | yes Note 1 | yes | yes | yes | yes | no | no | no | yes | N/A | yes | no |
| Can you ship within 10 days ARO | | yes | N/A | yes Note 2 | yes | yes | yes | yes | yes | yes | yes | no | N/A | yes | no |

Note 1: Catalog supplied is a school only edition. Discounts from 10-60% have been applied. Price shown is school net. Musical instruments that show only a retail price are subject to 35% off retail shown.
All items will be shipped free freight only if PO states **"price per bid".** Steel cabinets and risers will have freight added.
Note 2: Provided item is not a special order or color.
Note 3: Discount excludes printed music. Shipping will be added to all items not shipped UPS.
Note 4: We offer several types. Item #61-64 Tambourines are not wooden nor are the tunable.
Note 5: Prices for Section E - Elementary Music Progrma are subject to change and will not be held firm. There is no shipping charges on student CD's and cassettes. Titles will have words "student CD".
Note 6: Must specify inside delivery on PO.
A "no bid" was received from Midwest Musical Imports.

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 21, 2003
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 15, 2003
**RE**: Accelerated Reader RFP 2003-22

**SUMMARY:**

A request for proposals was let in May 2003 to provide for the purchase of electronic quizzes to accompany the Accelerated Reader program. Responses were due June 3, 2003. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Ms. Bette Babers, Librarian Coordinator, reviewed the responses and the following is her recommendation.

**RECOMMENDATION:**

I recommend the Board award to Follett Library, Perma Bound and Renaissance Learning the purchase of Accelerated Reader products effective from the date of award to June 30, 2004.

Staff Person Responsible: Debbie Johnson
Bette Babers

Date Submitted: July 15, 2003

# BID FOR BOARD APPROVAL

**Board Meeting Date:** July 21, 2003 **Bid Number:** 2003-22

1. **Item, material or service (specific or classification):** Accelerated Reader Services

2. **Brief description:** This bid was processed to give district personnel the ability to purchase electronic quizzes to accompany the Accelerated Reader program. It will also provide other software, materials and services to enhance or improve the Accelerated Reader program for the district.

3. **Period of time bid covers:** Date of award through June 30, 2004 with option to renew for 2 additional years.

4. **Person and title responsible for the expenditure:**

   Campus personnel with campus principal approval

5. **Number of bids sent to vendors:** 5

6. **Number of bids received from vendors:** 5

7. **Listing of recommended vendors and total prices:** It is recommended award be made to Follett Library, Perma Bound and Renaissance Learning. Follett and Perma Bound are two of our awarded vendors for the purchase of library books. Awarding to them will allow the purchase of AR quizzes at the same time that AR books are ordered. Renaissance Learning can provide the district with 24-hour turnaround time on quizzes without the purchase of the AR books. Total expenditure is not known at this time as quizzes and services are purchased on an as needed basis. It is anticipated that expenditures will be between $15,000 - $25,000.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** N/A – this is the first bid of this type

10. **Percentage increase or decrease from last bid**: N/A

11. **Budget information:** Expenditures will come from campus funds budgeted for each campus.



**ACCELERATED READER RFP 2003-22**
**JUNE 3, 2003 11:00 A.M.**
**TABULATION**

| | | **Demco Media** (Note 1) | **Follett Library** | **Perfection Learning** | **Perma Bound** | **Renaissance Learning** | |
|---|---|---|---|---|---|---|---|
| 1 | Can your company provide the following types of AR quizzes? If yes, what is cost? | | | | | | |
| | Reading practice | yes, $2.58 | yes, $2.58 | yes, $2.58 (20 minimum) | yes, $2.58 | yes, $2.58 | |
| | Literacy | yes, $6.95 | yes, $6.95 | yes, 6.95 (20 minimum) | yes, $6.95 | yes, $6.95 | |
| | Voice | yes, $1.00 | yes, $1.00 ($3.58 with quiz) | yes, $1.00 | yes, $1.00 | yes, $1.00 | |
| | Other (such as state adopted reading series) | yes, $83 for SO quiz set | yes, prices vary | yes, $2.58 | yes, $2.58 | yes, prices vary | |
| 2 | Can all four formats of quizzes be ordered electronically via your web site? | no | no | yes | no, reading available fall of 2003 | yes | |
| | If no, list the ones that can't | all | literacy, voice, other | n/a | literacy, voice | n/a | |
| 3 | How often are quizzes updated on your web site? | N/A | weekly | weekly | quarterly | weekly | |
| 4 | Are quizzes available in the following formats? | | | | | | |
| | Electronic | yes | yes | yes | yes | yes | |
| | Diskette | yes | yes | yes | yes | yes | |
| | CD-Rom | yes | yes | yes | yes | yes | |
| | Will diskette & CD-Rom be shipped free? | Not answered | no | no | no | no | |
| 5 | What is the delivery time for each format once you have received the order and PO? | | | | | | |
| | Electronic | 3-4 days | 2 wks | 2 days | 7-10 days | 24 hours | |
| | Diskette | 7-10 days | 2 wks | 1-2 wks | 7-10 days | 24 hours | |
| | CD-Rom | 7-10 days | 2 wks | 1-2 wks | 7-10 days | 24 hours | |
| 6 | Can your company provide both AR books and quizzes? | yes | yes | yes | yes | no, quizzes only | |

| | | **Demco Media** (Note 1) | **Follett Library** | **Perfection Learning** | **Perma Bound** | **Renaissance Learning** | |
|---|---|---|---|---|---|---|---|
| 7 | Can your company provide quizzes for books that you do not supply? | yes | yes | yes | yes | yes | |
| | If so, are these listed on your web site | no, Note 2 | no | no | yes, in fall of 2003 | yes | |
| 8 | Can your company provide all AR quizzes and tests? | yes | yes | yes | yes | yes | |
| 9 | Does your company provide tracking for previously purchased quizzes | no | no | no | yes | no | |
| 10 | Would your company be able to accept a PO with a not to exceed amount? | yes | yes | yes | yes | no | |
| 11 | Does your company sell AR award products? | no | yes | yes | yes | yes | |
| | | | | | | | |
| | | | | | | | |

Note 1: Discount offered is only for purchase of books and does not apply to any Renaissance Learning products purchased through Demco Media.

Note 2: List can be created from Renaissance Learning website and forwarded to Demco Media.

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 21, 2003
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 14, 2003
**RE**: Workers Comp Renewal

**SUMMARY:**

July 2000, the Board accepted the proposal from Hibbs Hallmark & Company and Claims Administrative Services, Inc of the West Texas Educational Insurance Association to provide Workers' Compensation coverage for GISD with the deductible funding option for a three-year term. The 2002-2003 school year was the third year of the three-year term. CAS offered a 5% discount on the fixed cost if the 2002-2003 school year is the first year of a new three-year commitment. The Board accepted this renewal in July, 2002. CAS has offered the same discount for a new three-year plan. The packet is attached for your reference.

Since we have been with this program, our workers comp claims have been aggressively worked and administered. There have even been instances where claims have been denied due to the fact that they were not a true workers comp claim. The company that had this program prior to CAS was not this aggressive and the cost of our program continued to increase.

Another factor to consider regarding the renewal of this program is the insurance market in general. The costs involved in purchasing the stop loss coverage required for workers comp funds as well as other partially self-insured programs has continued to increase significantly due to the hit that these carriers took with the September 11 incident and the fact that there are fewer providers. It was felt at the time of renewal last year that the discount offered by committing for an additional two years would help offset this increased cost. However, with the commitment from last year, the District is already maintaining the discount so a new plan is not necessary to get the discount.

Mr. Larry Anderson and myself have reviewed the proposal and the following is our recommendation.

**RECOMMENDATION:**

That the board approve continued participation in the West Texas Educational Insurance Association Workers Compensation Fund with the 2003-2004 school year being the second year of a three-year plan.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Larry Anderson
Date Submitted: July 11, 2002

CLAIMS ADMINISTRATIVE SERVICES, INC.

*A Tradition of Excellence*

May 30, 2003

RECEIVED
JUN 05 2003
By_____

Mr. Larry Anderson
Director
Granbury ISD
600 West Pearl Street
Granbury, TX 76048-2046

**12 Years of Success**

**448 Member Districts And Growing**
*Largest WC Program For Schools & Colleges in Texas*

Re: **Good News About Your Workers' Compensation Program**
***12 Years of Success in Reducing Your Workers' Compensation Cost***
(Your installment billing information for your 3-Year Contract is enclosed)

Dear Mr. Anderson:

CAS appreciates the honor to have served Texas Schools for 12 years. Providing you with a long-term solution for controlling your cost of workers' compensation, as it was in 1991, remains our focus. Over the past 12 years, CAS' growing partnership with Texas Schools & Community Colleges has proved mutually beneficial. Working together we have produced gratifying and lasting results.

- ✓ **11,523 Fewer School Employee Injuries since 1991**
- ✓ **Every medical bill is reviewed for overcharges. CAS reduces medical bills on average 56% for a savings to members of $35,811,876.**
- ✓ **Member schools' average loss ratio has dropped by 60% since joining CAS. And, 62% of members experienced a loss ratio of 25% or less.**
- ✓ **The average cost of a members' claim since joining CAS has been reduced by 58% since 1991. Even with the increase in state benefits and rising medical costs, the average claim cost has been reduced by over $3,000–a significant savings for our partner districts.**
- ✓ **Texas Schools participating in the CAS program have saved over $135 million since 1991.**
- ✓ **99% of member districts have chosen to remain in this program.**

The retention of 99% of our members reflects the beliefs of your district and those of 447 other districts that partnering with CAS represents the most cost effective, the most competitive, and the most service oriented workers' comp program you can offer your employees. You may rest assured that even in this time of a hard insurance market, the CAS program remains strong and secure. Due to CAS' outstanding history of providing quality service, our continued focus on effective safety and claims handling, and our "Tradition of Excellence" in providing quality, value added programs, the cost of our program remains the most competitive available. CAS is committed to continuing to "raise the bar" in reducing your cost and ensuring your district the most competitive and the most secure programs.

501 SHELLEY DRIVE, 75701
P.O. BOX 7500, 75711
TYLER, TEXAS

903 / 509 8484 *Direct*
800 / 765 2412 *Toll-Free*
903 / 509 1888 *Fax*

www.cas-services.com

*We make a difference*

Understanding that every dollar we spend is yours, CAS is conscientiously frugal in our approach to how we spend your claims dollars. CAS will continue to strive to provide your district with the safest work environment, give your employees the highest level of care, and provide your district the greatest savings available.

**To ensure this long-term commitment, CAS' workers' compensation programs adhere to the following tenets:**

- ✓ **CAS uses only financially strong, "A" Rated Insurance Carriers.**
- ✓ **Only districts with proven low losses qualify for the program.**
- ✓ **CAS' Safety Program, the only program providing consistent safety visits to each member, assures the lowest number of employee injuries.**
- ✓ **CAS' Claims team provides quality claims management of each claim. CAS consistently receives high marks by outside auditors for controlling claims cost and for our excellent claims management.**
- ✓ **No assessments are possible beyond your loss fund.**
- ✓ **Lowest cost possible in the marketplace.**

***CAS remains as the largest provider of workers' compensation to Texas Schools. Our 12-year commitment to focusing on providing your employees with the safest work environment and keeping your district's cost as low as possible has allowed us to develop partnerships with over 40% of Texas Schools and Community Colleges.***

**Conclusion:**

Because of your and CAS' commitment to a long-term solution to providing the best service, the safest work environment for your employees, and the lowest cost possible, your workers' compensation program continues to exceed all other available programs.

CAS commits to remaining focused on the district's needs and to continuing to raise the bar in providing more services while ensuring your district the lowest cost possible.

I have enclosed additional information that indicates the continued lowering of your cost and of employee injuries last year along with information about your program.

All the Staff of CAS-Claims Administrative Services join me in wishing you a safe and successful year for your district.

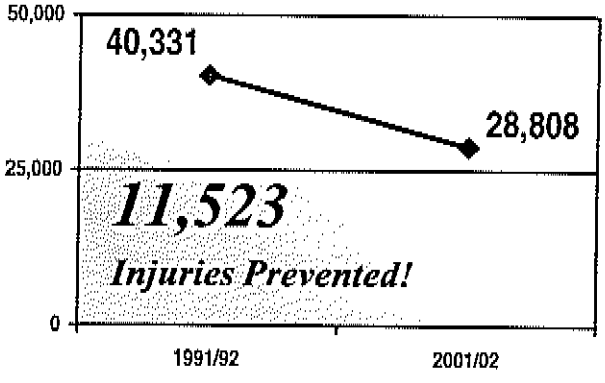
Sincerely,

Barry L. Jones,
CEO/President

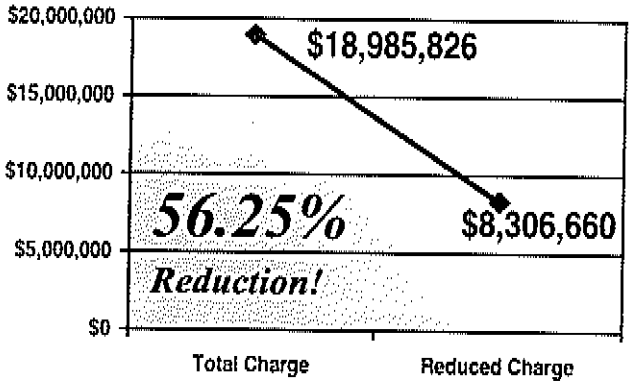
Enclosures: 12 Years of Success Graphs
CAS Products and Services
Renewal Addendum

# 12 Years of Success

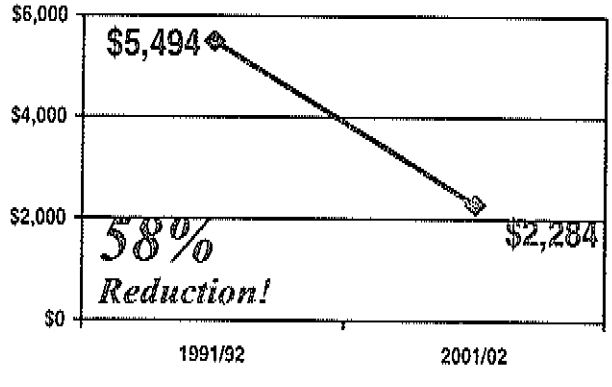
### Number of Employee Injuries Prevented




### Medical Bill Reduction

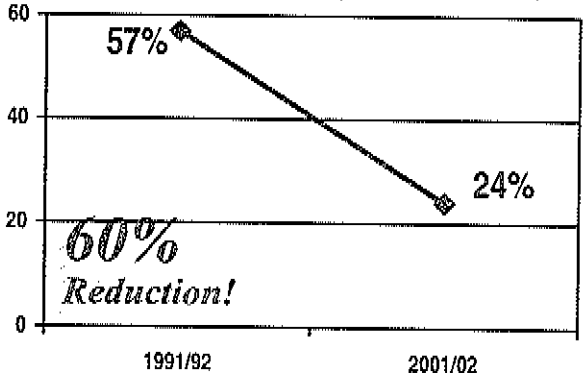



### Average Cost Per Claim




### Average Loss Ratio

*(Losses as a percent of Std. Premium)*




**A Tradition of Excellence**

*A Tradition of Excellence*

# *Remember the Good Old Days?*

## Workers' Compensation Facts:

- Most companies are offering one-year contracts only, that upon expiration are subject to the rates available at the end of the contract.
- As the insurance market continues to trend upward, with little relief in sight, finding comfort in a multi-year option can be rewarding.
- Fewer and fewer carriers are offering multi-year contract guaranteeing their rates for that contract period.

***Claims Administrative Services not only offers multi-year contracts guaranteeing their rates but also gives our existing clients an option to keep those rates beyond their multi-year contract.***

We value each and every one of our 448 clients. This is clearly illustrated in our pride of having a 99% client retention rate. We thank you for allowing us a chance to earn your business every day and have given you an option to continue enjoying our program, with its every-increasing service components, at the same rates you had when you joined our program.

You will notice on your renewal, an option to either continue your existing three-year contract or start a new three-year contract. By continuing your current contract, you get closer to the termination of that contract and are therefore subject to the current Workers' Compensation rates available at contract end.

However, you can take advantage of our offer to enter a new three-year contract and keep the same rates you have had since you have been under contract with us! This is unheard of in the insurance marketplace today. It is our thanks to you for truly being a partner with us. We hope you take advantage of this offer, and are looking forward to being your Workers' Compensation provider well into the future.

## RENEWAL INSTRUCTIONS—ACTION REQUIRED

Attached are two copies of your renewal addendum, **effective 9/1/2003**. Please sign **both** copies; **retain** one copy for district files and **return** one copy to CAS in the envelope provided. Or, if you prefer, you may fax it to (903) 509-1888.

Should you have any questions, please contact:
**CAS Customer Service, (800) 765-2412.**

*Thank You.*

*A Tradition Of Excellence*

# Workers' Compensation
# Renewal Information

For

## Granbury ISD

Participating in the

**West Texas Educational Insurance Association**
2003/2004

**2nd Year of a 3 Year Contract**

**FIXED COST**..... $118,145
Excess insurance, Claims Administration, Safety and Loss control for the 2003/2004 year

**LOSS FUND MAXIMUM**..... $230,058
The Loss Fund computation is subject to change, based on the final September 1 participants, by a factor of approximately +/- 5%.

Estimated payroll of $29,311,544 based on prior years.

**An invoice will be mailed 7/1/03 payable on 9/1/03.**

***CAS is pleased to offer once again the opportunity To guarantee your discounted fixed cost rate!***

**To guarantee the discounted fixed cost rate select a new Three-Year Plan and receive a 5% discount each year for a new Three-year term.**

The advantage of our Three-Year Plan is the 5% discounted fixed cost rate.

Please select one of the following and return by 6/15/2003

| ☐ **Begin New 3 Year Plan/Year 1** | | | |
|---|---|---|---|
| ☐ FULL | | ☐ QUARTERLY *(40%, 20%, 20%, 20%)* | |
| Fixed Cost | $116,964 | Fixed Cost | $118,145 |

| ☐ **Continue Current 3 Year Plan/Year 2** | | | |
|---|---|---|---|
| ☐ FULL | | ☐ QUARTERLY *(40%, 20%, 20%, 20%)* | |
| Fixed Cost | $116,964 | Fixed Cost | $118,145 |
| ☐ DRAFT OUR W/C FUND BANK ACCOUNT ON DUE DATE *(due dates are 9/1, 12/1, 3/1 and 6/1)* | | | |
| ____ **Please initial that your district authorizes payment by draft for any and all billings. Your account will be drafted on the invoice due date.** | | | |

**Date:**_____,2003 **Signature:**_____
**Designated Employee**


**Claims Administrative Services, Inc.**
501 Shelley Drive • P.O. Box 7500 • Tyler, Texas 75711
**Phone:** (903) 509-8484 • **Fax:** (903) 509-1888
**Toll Free:** (800) 765-2412 • **e-mail:** cas@hhccas.com


***A Tradition Of Excellence***

# GRANBURY

# INDEPENDENT SCHOOL DISTRICT

## 2003-2004
## PARENT – STUDENT
## HANDBOOK

**600 WEST PEARL**
**GRANBURY, TEXAS 76048**
**(817) 408-4000**
www.granbury.k12.tx.us

**(La versión en español puede obstenerse en la oficina escolar)**

# GRANBURY INDEPENDENT SCHOOL DISTRICT
# GRANBURY, TEXAS 76048

## BOARD OF TRUSTEES

| | |
|---|---|
| Mickey Shearon | President |
| Charlie Cloud | Vice-President |
| Mark Graves | Secretary |
| Jerry Campbell | Member |
| Brad Johnson | Member |
| Gene Ellis | Member |
| Brian Condit | Member |

## ADMINISTRATION

| | |
|---|---|
| William Harris | Superintendent (817-408-4007) |
| Jan Van Dorn | Assistant Superintendent (817-408-4009) |
| ~~Dale Taylor~~ | ~~Assistant Superintendent (817-408-4008)~~ |
| Troy Green | Executive Director of Human Resources (817-408-4185) |
| Martin Yarborough | Executive Director of Technology (817-408-4100) |
| Sharay Boynton | Executive Director of Finance (817-408-4015) |
| Sharon Whitefield | Director of Curriculum and Instruction (817-408-4035) |
| Cheryl Meger | Director of Special Education (817-408-4050) |
| Randy Leach | Director of Athletic/Community Education 817-408-4080) |
| Larry Anderson | Director of Facilities (817-408-4075) |
| Larry Gehrke | Director of Maintenance (817-408-4170) |
| Terry Slemmons | Director of Transportation (817-408-4150) |
| Laine Meek | Aramark Food Service/Custodial Director (817-408-4085) |
| Vicki Thomas | Advanced Academics/Science & Testing Coordinator (817-408-4035) |
| Nancy Peterson | English/Language Art & Social Studies Coordinator (817-408-4035) |
| Stacie Brown | Math & Science Coordinator (817-408-4035) |
| Debbie Richey | At Risk Coordinator (817-408-4035) |
| Carolyn Thomas | Extended Day Coordinator (817-408-4072) |
| Holli Benton | Special Programs Coordinator (817-408-4070) |
| Robert (Bob) Small | Principal, Granbury High School (817-408-4600) |
| Bobby Mabery | Principal, Acton Middle School (817-408-4800) |
| Jimmy Dawson | Principal, Granbury Middle School (817-408-4850) |
| Carolyn Horton | Principal, Brawner Intermediate School (817-408-4950) |
| Roger Morgan | Principal, Crossland Intermediate School (817-408-4700) |
| Heather Allen | Principal, Oak Woods Intermediate School (817-408-4750) |
| Rebecca Johnson | Principal, Mambrino School (817-408-4900) |
| Ralph Purget | Principal, Acton Elementary School (817-408-4200) |
| Nancy Alana | Principal, Baccus Elementary School (817-408-4300) |
| Kathy Haynes | Principal, Roberson Elementary School (817-408-4500) |
| John Shreve | Principal, STARS Academy (817-408-4450) |
| Biff Peterson | Principal, Behavior Transition Center (817-408-4400) |

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**This student handbook contains information needed by both students and parents during the school year. It is organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other person who has agreed to assume the school-related responsibility for the student and filed the appropriate documents thereto.**

**READ THIS CAREFULLY, IT CONTAINS INFORMATION THAT LEGALLY AFFECTS YOU AND YOUR CHILD.**

## RESPONSIBILITIES OF THE SCHOOL COMMUNITY

**Rights and Responsibilities of Administrators:** References in this handbook to "administrator" or "principal" may include the superintendent, assistant superintendent, principal, assistant principal, or the principal's designee as named on each campus. During the absence of the campus principal, the principal's designee will assume all responsibilities, rights, and duties of the principal. Administrators have the responsibility to:

1. Implement and assess the discipline management program in that school. (SBOE Rule)
2. Respond to discipline problems referred to them by teachers.
3. Assume responsibility and leadership to implement and assess the Discipline Management Plan. Refer appropriate students to school-community guidance programs. (SBOE Rule)
4. Require the development of a student code of conduct that clearly describes the district expectations with respect to student conduct.
5. Promote effective training and discipline of all students.
6. Provide appropriate assistance to students in learning mature self-discipline.
7. Encourage parent communication with the school, including participation in required parent-teacher conferences.
8. Serve as appropriate role models for the students on their campuses in accordance with the standards of the profession.

**Rights and Responsibilities of Teachers:** Teachers have the responsibility to:

1. Use discipline management techniques developed in the District's Discipline Management Plan.
2. Ensure good student discipline by being in regular attendance and on time.
3. Perform their teaching duties with appropriate preparation, assignments, and resource materials.
4. Comply with State, District and School policies, directives, rules and regulations.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Teach to the standards of performance required by the District.
7. Establish rapport and an effective working relationship with parents, students, and other staff members.
8. Teach students to strive toward self-discipline.
9. Encourage good student work habits that will lead to the accomplishment of personal goals.
10. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.
11. Be available to students and parents before and after the instructional hours, as appropriate.

Remember - a child spends the majority of his/her waking hours at school. The school and home must work together to make this a positive experience for everyone concerned. Talk positively about school and encourage your child to come to school every day, prepared for class.

## ADMISSION

The Granbury ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of educational services, activities, and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. The District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Parents or legal guardians of students under 18 years of age will be required to provide information establishing the student as a legal resident of the District for the purpose of enrollment.

Students who leave the STARS Academy and who desire to re-enter Granbury High School may enroll only during the last week or during the first three weeks of the trimester. This is necessary due to the transition from a self-paced modular curriculum to a structured trimester schedule.

Jan Van Dorn has been designated to coordinate compliance with these legal requirements and should be contacted at 600 W. Pearl, Granbury, Texas 76048 or 817-408-4009 for information.

## ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

## ATTENDANCE

**Compulsory Attendance:** A person who is at least five years of age and under 21 years of age on the first day of September of any school year is entitled to the benefits of the available school fund for that year. **Students who are less than six years old who elect to enroll in school are required to attend school and are subject to the compulsory attendance laws**. Students who are within the compulsory attendance age range but who have already graduated from high school or received a high school equivalency certificate are exempt. Students must complete the school year in which they become 18. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions.

**Attendance Requirement for Credit:** To receive credit or be promoted in a class, a student must attend at least 90 percent of the days the class is offered**.** The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than 90 percent of the number of days the class is offered cannot be given credit for the class or be promoted to the next grade unless the student petitions the attendance committee for relief because the absences are the result of extenuating circumstances and that committee grants that relief**. If a petition for credit is denied, the student or parent may appeal the decision to the Board by completing a written request to the Superintendent**.

Parents should notify the school when their child or children are absent for any reason. When a medical appointment or some other pre-scheduled event is planned, parents should notify the school before such absence so that arrangements can be made for class work. A student who must leave school during the day must bring a note from his or her parents that morning or the parents must notify the principal's office by telephone.

**Excused Absences/Extenuating Circumstances:** The district accepts student absences, with the knowledge and consent of the parents, for one of the following reasons as excused and/or extenuating circumstances and for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, any reason which the principal judges an emergency beyond the control of the student or parent and any other unusual cause acceptable to the superintendent, teacher or principal
2. Days of suspension
3. Participation in court proceedings or child abuse/neglect investigation
4. A migrant student's late enrollment or early withdrawal
5. Days missed as a runaway
6. Completion of a competency-based program for at-risk students
7. Late enrollment or early withdrawal of a student under Texas Youth Commission
8. Teen parent absences to care for his or her child
9. Participation in a substance abuse rehabilitation program
10. Homelessness, as defined in federal law

*Partial Day Absences for Medical Appointments:*

Students who miss a portion of a school day to visit a health care professional should provide documentation of the visit from the office of that health care professional to the school attendance office. When documentation is provided the student will be excused for the absence. ~~and, in accordance with state guidelines, the absence will be deleted from the record.~~ However, for grades 7-12 the absence will be listed on the report card for each period missed and will be included in the calculation of *Attendance For Credit* in policy FDD(LOCAL). For grades Pre-Kindergarten – 6, if the student was not present at 10:00 a.m. the absence will be listed on the report card.. This type of absence will not be considered when determining perfect attendance.

***A student may be excused for temporary absence:***

- Resulting from any cause acceptable to the teacher, principal, or superintendent
- A student will not be counted absent for funding for the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent submits a written request for the excused absence
- For treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment and brings documentation of the appointment or treatment.

**Make-Up Work for Absentees:** A student whose absence is excused shall be permitted a reasonable

time within which to make up work missed. **A reasonable time is generally defined as the number of days absent, plus one.** Make-up assignments will be graded and averaged with other grades according to the values in Section I of GRADING PROCEDURES. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Parents may contact the campus office for assignments. In order for assignments to be ready on the day requested, the request must be made before 10:00 a.m. For work not requested prior to the student's return to school, immediately upon the student's return to school the student should ask his/her teachers for detailed assignments covering the work missed and arrange to complete such make-up work promptly. The responsibility for requesting and completing make-up work rests entirely upon the student.

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. Administration may require a doctor's signature for 3 consecutive days or a pattern of absences.

If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent and following the appeal procedure as set forth for student complaints in Board Policy FNG(LOCAL).

The District shall provide the following alternative ways for students to make up work or regain credit lost because of absences:

1. Complete additional assignments, as specified by the committee
2. Satisfy time-on-task requirements before and/or after school
3. Attend tutorial sessions as scheduled
4. Attend Saturday or evening classes
5. Maintain the attendance standards for the rest of the semester
6. Successfully complete summer school program for K-8

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

**Absences and Extra-Curricular Activities:** A student must be in attendance at least one-half day to participate in school-related activities on that day or evening. Should the activity be scheduled on Saturday or a school holiday, the student must be in attendance at least one-half day the last day of instruction prior to the activity.

**Unexcused Absences and Truancy:** A student absent from school or from any class, without permission, including required tutorials, will be considered truant and subject to disciplinary action. A zero may be recorded for all work missed because of an unexcused absence.

School employees investigate and report violations of the state compulsory attendance law. Truancy is now a Class C misdemeanor, with the courts having greater flexibility in prosecuting truancy cases and in sentencing persons convicted of truancy. The school *will* file a complaint against parents when children are in violation of the compulsory attendance law. **A student who has accrued more than three days of unexcused absence in 4 weeks or more than ten days or parts of days of unexcused absence in a 6 month period shall have a complaint of truancy filed with local authorities.** A parent or guardian's failure to attend a hearing under the truancy statutes is a Class C misdemeanor.

**Tardies:** Students who are tardy to class shall be disciplined according to campus procedure. Repeated instances of tardiness shall result in more severe disciplinary action. Excessive tardies and missed D-Halls may result in assignment to ISS.

## BEHAVIOR TRANSITION CENTER

**PURPOSE:** The purpose of the Granbury Behavior Transition Center is to provide an alternative education setting for students in accordance with Texas Education Code Chapter 37.008. The BTC will provide an opportunity for students to perform at grade level in courses specified in the code. In addition, students will have the opportunity to learn behavioral and interpersonal skills and to develop the self-esteem necessary for them to function more effectively both as students and as members of the community.

## BUS TRANSPORTATION

Providing transportation to and from school is a service offered by Granbury ISD to all students who will abide by the rules and regulations designed to produce a safe and efficient transportation system. **Riding a school bus is a privilege which will be withdrawn for**

**inappropriate behavior as outlined in these school bus passenger guidelines and conduct rules.** Transportation services on privately owned streets and roadways will be at the discretion of the Granbury ISD.

***School Bus Passenger Guidelines:***

1. Parents must sign and return Code of Student Conduct within two weeks of registration. Failure to do so will result in the suspension of the bus riding privileges until such time as the signed code is returned.
2. Students will ride their assigned bus unless otherwise approved **in writing by the Principal.**
3. Students are expected to be at their assigned bus stop before the bus is scheduled to arrive. Walking distance to bus stop may be up to 1/4th mile for PK-6 and ½ mile for grades 7-12. The bus must maintain a schedule and **will not wait for late arrivals.**
4. All students must board the bus at their designated stop and be discharged at the same location. Any permanent changes must be approved by the Transportation Director. Emergency changes are approved by the principal.

***Bus Conduct Rules:***

1. Students will remain seated at all times when bus is moving.
2. Absolutely no shoving, tripping, scuffling or fighting will be tolerated.
3. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
4. Talking to a seat neighbor in a normal voice is acceptable. Loud talking or yelling creates a distraction for the driver and will not be allowed.
5. Students are to keep all parts of their bodies inside the bus at all times.
6. Possession or use of tobacco, alcohol, or drugs in any form is prohibited.
7. Eating and drinking on the bus is prohibited.
8. Musical instruments, playground equipment, and other items too large to be held in the student's lap may be allowed on the bus provided there is sufficient room to place them on the seat. If a bus is crowded, such items will not be allowed. No item may be placed in the aisle at any time.
9. The driver is charged with the safety and control of all students on the bus and is authorized to assign seats. Students are expected to be cooperative and responsive to driver's requests. Being argumentative and rude will be grounds for disciplinary action.
10. The bus is an extension of the school and students are expected to exhibit the same type of behavior that would be acceptable in a classroom.
11. The rules of safety and good conduct are common sense rules. No attempt will be made to list all of the undesirable behaviors or all of the appropriate behaviors. Therefore, any activity not listed that is disruptive, dangerous, in bad taste, or creates unnecessary distraction to the driver will be reported and will be subject to disciplinary action.

***Disciplinary Procedures Relating to School Bus Conduct:***

The principal has the authority to use his/her discretion to supersede the disciplinary punishment listed for bus violations. The principal may consider the age of the student as well as other factors, including whether the violation is a nuisance or a safety factor. **The principal or designee may suspend a student immediately and for a length of time he/she deems appropriate, regardless of the number of times of offense if a student is fighting on the bus, using foul or abusive language, showing disrespect to the driver, or any other flagrant violation.**

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program, as agreed upon in the Admission-Review-Dismissal (ARD) Committee meeting.

***1. Misconduct or Violation of Safety Procedures:***

**First Offense:** A written "Bus Conduct Report" will be filed with the appropriate school principal or designee, who will notify the parents that a second offense will normally result in suspension. The principal or designee will meet with the student to discuss the problem behavior and to review all bus conducts rules. It is the parent's responsibility to discipline the student.

**Second Offense:** A written "Bus Conduct Report" will be filed with the appropriate school principal or designee, who will notify the parents of a suspension from riding the bus for up to five (5) days.

**Third Offense:** A written "Bus Conduct Report" will be filed with the appropriate school principal or designee who will notify the parents of suspension from riding the bus for ten (10) to thirty (30) days.

**Fourth Offense:** A written "Bus Conduct Report" will be filed with the appropriate school principal or designee who will notify the parents that the student is suspended from riding the bus for the remainder of the semester or the remainder of the school year.

***2. Damage to Seats or Other Equipment:***

**First Offense:** Student(s) or student's parents or guardians will be held responsible for all costs related to repair or replacement of the damaged equipment.

**Second Offense:** Student(s) or student's parents or guardians will be held responsible for all costs related to repair or replacement of the damaged equipment and may be suspended from riding the bus for the remainder of the school year.

One copy of the "Bus Conduct Report" will be sent to the parent. One copy will go to the Transportation Director, and a copy will be kept in the principal's office.

People who observe misconduct on school buses or school buses in violation of the law are encouraged to report such conduct to the Director of Transportation.

## CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Original work includes, but is not limited to, other students' works, published material, or material displayed on electronic media. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

## COMPLAINTS BY STUDENTS/PARENTS

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. All complaints should be voiced first at the level at which the problem has arisen and it is the District's intent that all complaints be resolved at the campus level, if possible. When resolution at this level is not possible, student/parents will follow appropriate procedures. To review relevant policies or obtain further information, see the principal.

A student and/or parent should contact Jan Van Dorn at the Administration Office at 600 W. Pearl or call 817-408-4009 with a complaint regarding:

- possible discrimination in any school program on the basis of sex;
- the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the student.

On all other matters, a student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within seven calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within seven calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

## COMPUTER ACCESS - ACCEPTABLE USE AND CODE OF CONDUCT

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications services such as the Internet. Prior to such authorization, the student and his/her parents must sign and return the District Acceptable Use Policy acknowledging their responsibilities and the consequences. Students and parents are warned that unauthorized or inappropriate use of District computers may result in loss of privileges, as well as criminal charges.

## CONFERENCES

Students and parents may expect teachers to request a conference:

1. if the student is not maintaining passing grades or achieving the expected level of performance;
2. if the student presents any other problem to the teacher, or

3. in any other case the teacher considers necessary.

A student or parent who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

## COUNSELING

Students are encouraged to talk with a counselor, teachers, and principal in order to learn about the curriculum, course offerings, graduation requirements, and the differences between graduation programs. All students in grades 7-12 and their parents will be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with the counselor so that they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. Unless consent is refused by an order of a court, a physician, psychologist, counselor, or social worker licensed or certified by the state may consult with a child without the consent of the child's parents, managing conservator, or guardian when that professional has reasonable grounds to believe that a child has been sexually or physically abused, is contemplating suicide, or is involved in chemical addiction, dependency, or abuse. **Because of the limited resources of the school district, clinical counseling by the school counselors is limited. The counselor may make available information about community resources to address personal concerns.**

## CREDIT BY EXAMINATION

Granbury Independent School District will provide Credit by Exam in grades one (1) through twelve (12) for the purpose of grade acceleration. Students in grades Kindergarten through six(6) may be accelerated one grade level upon successful completion of the exam and school recommendation. With no prior instruction, students in grades seven (7) through twelve (12) may earn credit for an academic subject with a grade of at least 90 on the approved exam. With prior instruction, students in grades seven (7) through twelve (12) may earn credit with a grade of at least 70 or above on the approved exam.

Testing for grade acceleration is contracted through the Region XI Education Service Center in Fort Worth. Applications are available at each campus and the central administration testing office and must be filed at the students' own campus with the counselor.

Fall Semester Test Dates:

| Testing Dates | Registration Deadlines |
|---|---|
| September 12, 2003 | August 15, 2003 |
| September 13, 2003 | August 15, 2003 |
| November 24, 2003 | September 19,2003 |

Spring Semester Test Dates:

| Testing Dates | Registration Deadlines |
|---|---|
| March 26, 2004 | February 24, 2004 |
| June 4, 2004 | May 3, 2004 |
| June 24, 2004 | May 21, 2004 |

## DETENTION

Students may be assigned detention hall (D-Hall). Teachers may assign only one day of detention for any single offense. If the offense requires more than one day of detention, the teacher must refer that student to the principal. Students may be detained after school hours or on Saturday for detention. Before assigning a student to after-school detention, the teacher shall inform the parents of the reason for the detention and permit parents to make arrangements for the necessary transportation of the student. All students detained for disciplinary purposes shall be under the direct supervision of professional staff.

Excessive detention assignments or refusal to serve the assigned noon or after-school detentions may result in additional days in D-Hall, placement in Saturday detentions or placement in In-School Suspension (ISS). There are no set numbers of detention assignments that result in reassignment to ISS. The principal has the authority to assign students to ISS or to suspend students for not serving their assigned D-Halls.

Members of extra-curricular organizations or teams who are assigned D-Hall and fail to serve that D-Hall will not be permitted to participate in the next activity scheduled for that organization or team.

## DISCIPLINE

The District developed a Student Code of Conduct as required by law, which governs student

discipline and supersedes policies adopted by the Board within the context of previous law, a copy of which is an exhibit to this handbook. Except in cases specifically cited by state law which mandate required discipline actions for violations of the Student Code of Conduct, the principal is authorized to consider the circumstances of each disciplinary situation, including the following factors:

1. The seriousness of the offense.
2. The age of the student.
3. The frequency of the misconduct.
4. The attitude of the student.
5. The potential effect of the misconduct on the school environment.

Any adult employed by the District has authority to correct, and shall be required to correct, any student at any time while on campus or at any school function. Any action by a student contrary to teacher or adult authority will result in disciplinary action.

**Placement Review Committee:** Each school shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and to make recommendations to the district regarding readmission of expelled students. This committee shall be composed of two teachers selected by the campus faculty and one teacher to serve as an alternate member and one member of the administrative staff of each campus. The teacher refusing to readmit the student may not serve on the committee.

**Placement of Students with Disabilities:** 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 committee. A student with a disability who receives special education services may not be placed in alternative education programs solely for educational purposes if the student does not also meet the criteria for alternative placement under "Removal for Certain Conduct" or "Expulsion for Serious Offenses."

**Discipline Management Techniques:** Discipline management techniques are always available when assessing penalties for violations of the code of conduct, regardless of the offense. Discipline management techniques shall include:

1. Verbal correction
2. Cooling-off or time-out
3. Counseling by teachers, special services, or administrative personnel
4. Parent-teacher conferences
5. Rewards or demerits
6. Behavioral contracts
7. Assigned school duties other than class tasks
8. Removal of the student to the office or other assigned areas
9. Withdrawal of privileges, including participation in extracurricular activities and honorary positions
10. Probation
11. Detention (See "Detention" for details.)
12. Grade penalties for unexcused absences when students may not make up missed assignments
13. Referral to outside agency or authority for criminal prosecution
14. Temporary confiscation of items that disrupt the educational process
15. Saturday/Evening School: All students assigned to Saturday School must present a picture identification when they arrive at school. The District does not furnish transportation to Saturday School
16. **Corporal Punishment**
17. **Removal to Alternative Education Program**
18. **Removal to In-School Suspension (ISS)**. This is a form of discipline in which the student will be permitted to come to school but will not be permitted to attend regular class. It is the responsibility of the student to make up work missed in his/her regular classes. To be released, students must complete all assignments.
19. **Suspension**. A student may be suspended for no more than 3 consecutive days for an offense. There is no limitation on cumulative totals. When a student is suspended from school, the parent or guardian is to be notified immediately that the student is suspended and is to be picked up at the school principal's office. When parents cannot be located to be notified, the student is to be kept in isolation until the end of the school day, at which time the student is to be sent or taken home and the parent notified. No student is to be released from school without the parent's prior notification. Students that have been suspended from school are prohibited from being on any school property or school event.
20. **Expulsion**. A student who has been expelled will be prohibited from attending classes and will lose credit for the semester or year. Expelled students are also prohibited from being on any Granbury ISD campus or attending any extra-curricular activities that involve Granbury ISD.

**Consequences for Expulsion**:

- The student looses credit for the semester of expulsion.
- The student may not attend another public school during the time of expulsion.

- The student may be required to complete his assigned time in a discipline alternative education program before returning to a regular campus.
- The student may forfeit his/her driver's license or be prevented from applying for a driver's license during this time he is expelled.
- The school district is required to notify the Juvenile Probation Department of all expulsions. The student is considered by the Juvenile Probation Department as "a child in need of supervision" and appropriate supervision will be assigned to the child by the Juvenile Probation Department.

***It is the responsibility of each student and parent to read the Student Code of Conduct attached hereto. When your signature is affixed to the verification form, you are also verifying that you are aware of the Student Code of Conduct and consequences of behavior. ~~The Student Code of Conduct reflects changes enacted by the 1997 legislature~~.***

## DISRUPTIONS BY STUDENTS OR OTHERS

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

**Disruption of Classes:** For purposes of this rule, "school property" includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-related activities, and "public property" includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

1. Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.
4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud, profane, vulgar language or obscene gestures causing disruption of class activities.

## DISTRIBUTION OF MATERIAL

**Delivery to Students**: ***No balloons or flowers will be delivered to students at school. Parents are to receive permission from the principal for delivery of any other objects to their own children or other children.***

**School Materials**: All school publications are under the supervision of the teacher, sponsor and principal.

**Non-school Materials:** Written material, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

The principal will designate the location for approved non-school materials to be placed.

## DRESS/GROOMING CODE

There is a close relationship between high standards of dignity and pride and proper grooming. Personal appearance is important. The student and parents share in the responsibility for proper grooming of the student. The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Modesty will be the dominant feature in all clothing. Behavior, attitude and community standards take precedence over individual clothing and hairstyle. While the enforcement of the

student dress code rest with the principal, teachers and other staff should be familiar with the dress code and be cognizant of student dress and grooming, referring violations to the principal. **The campus principal is the final authority concerning propriety of clothes, hairstyle, and jewelry.**

**The following dress code will be enforced:**

Pants

- Pants/Jeans/ Shorts will be worn at the natural waistline, not below or above (no sagging/baggy will be permitted)
- Pants/Jeans/Shorts must be appropriately sized, fitting in the waist, crotch, and leg; not baggy, oversized or excessively tight
- Jeans must be regular/original/classic straight-legged or boot cut (May not be wide-legged, wide-bottomed, full thigh, or loose fit)
- Pants/Jeans/Shorts must be hemmed, free of holes, splits, fraying, patches

**Shirts**

- Shirts will be short or long sleeve in grades 4 - 12
- Shirts must be appropriately sized in the shoulders, sleeves, and length; not baggy or excessively tight in grades 4-12
- Shirt/top must be cut straight across the bottom (e.g., T-shirt, sweatshirts and Hawaiian print shirts) to be worn outside. Shirt/top cut with tails or otherwise designed to be worn tucked in, must be tucked in.
- The untucked shirt/top must cover the midriff at all times (e.g., standing, sitting, stretching and bending)
- The untucked shirt/top can not be oversized/undersized and may not extend below the natural crotch on boys and girls
- Sweaters, sweatshirts, and vests do not have to be tucked in

**Shorts, Skorts, Skirts**

- Shorts are permitted in grades Pre K – 3
- In grades 4-12, shorts are allowed as follows:
- ~~Navy blue, khaki or denim~~
- No shorter than 3 inches above the top of the knee
- May not be oversized, wide-legged, full thigh or wind shorts
- Dress and skirt length must be no shorter than 3 inches above the top of the kneecap
- Dress and skirt slit must not exceed 3 inches above the top of the kneecap

**Shoes**

- Shoes must be worn at all times

**Hair**

- Hair must be a natural human color
- A neatly trimmed mustache above the lip that does not extend beyond the lip line is the only facial hair permitted
- Sideburns must be cut above the bottom of the ear

**Miscellaneous**

- Clothing items must be free of pictures, emblems and/or writings that are lewd or obscene
- Clothing items must not advertise or depict tobacco products, alcoholic beverages, drugs, or and substance prohibited under policy FNCF (LOCAL)
- Clothing items or style may not be construed as gang related or indicative of gang identification, including bandannas
- All clothing and grooming should conform to standards that may not, in the principal's opinion, cause disruption of or interference with normal school operations
- Body piercing jewelry may only be worn in the ears

**The Following Will Not Be Permitted:**

- JNCO, BOSS, ZONZ. L2, and other similar brand jeans/pants
- Overalls
- Muscle shirts
- Tank tops
- Garments with spaghetti straps
- Crop tops
- Halters
- Midriffs
- Bicycling or spandex shorts/pants
- Tight fitting dresses or skirts
- See "through" or see "in" garments
- Any clothing that reveals skin or undergarments
- Bathing Suits
- Torn, ripped or cut-off clothing
- Cleats ~~or thong flip flop shoes~~
- Caps, hats, or sunglasses during school hours
- Chains or jewelry that have the potential to be used as a weapon (Examples; heavy neck chains, double or triple rings, wallet chains, chain belts, etc.)
- Leather collars or collars intended for use on animals may not be worn on school property
- Black lipstick
- Black nail polish
- Decorative facial art
- Shoes with pop out rollers

Spirit Days

The principal, 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 these standards 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. [See

FNCA(LOCAL)] A sponsor, coach, or other person in charge, with the principal's approval, may establish dress standards for students who participate in these activities.

The dress and grooming code may be modified with administrative consent to accommodate extracurricular activities and special events.

## DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or Marshall quickly, quietly, and in an orderly manner.

Emergency alarms will be established by the campus principal.

**Procedure:**

1. The fire alarm will be the signal for a fire drill.
2. The students will file out in a single file behind the appointed leader and will follow him/her to the assigned exit.
3. The class will move to a safety zone at least 100 feet from the building.
4. The class will turn around, face the building, and wait for the signal to return to class.
5. All teachers will be responsible for appointing a leader in each class, informing each class as to the manner and behavior of leaving the building, and showing the proper route to follow.
6. Teachers will be the last to leave the classroom and see that doors are closed. The teacher will stay with his/her class.
7. No books or other articles should be carried out. Girls may take their purses.
8. Teachers will take their grade books with them and take roll at the assembly location to verify accountability of students.
9. The class members will walk when leaving the building and when entering the building. No student will be permitted to leave the line.
10. There must be no talking during emergency drills in order that signals and instructions may be heard by all.

## EARLY ARRIVALS AND LATE PICK-UPS

Granbury ISD provides before school and after-school child care for a fee at all elementary campuses. This service is available at a weekly or monthly tuition rate only. The tuition covers extended care for students between the hours of 6:30 a.m. and 6:30 p.m. Parents may contact the principal's office to make arrangements for this service.

Before-school and after-school childcare ***will not*** be provided for students who do not subscribe to the tuition service. School facilities are open with adult supervision fifteen (15) minutes before school starts and fifteen (15) minutes after school is dismissed. Students should not be at school facilities before or after these times unless they are involved in an approved, supervised activity. Students not picked up, in a timely manner, may be turned over to local law enforcement officials.

NOTE: This section does not pertain to students utilizing school transportation to get to and from school. Bus students will be supervised from the time the bus arrives at the school until the time the bus departs from the school.

## ELECTRONIC ITEMS PROHIBITED

During the instructional day, students shall not bring into a school building or have in their possession in a school building electronic items such as cellular phones, pagers, radios, CD/tape players, games, or toys. Such items can be disruptive and are susceptible to theft, damage and destruction. Items found in possession of students during the instructional day will be confiscated and returned only to the parent. School personnel cannot be held responsible for investigation or recovery of lost or damaged items. Parents may be charged a fee for the return of cellular phones and pagers. Appropriate disciplinary action will be taken for the possession.

## EMERGENCY MEDICAL TREATMENT (Policy FFAC)

Parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as often as necessary.

## EMERGENCY SCHOOL CLOSING INFORMATION

**Campus Emergencies or Disasters:** If a campus should experience a major emergency or disaster, the District asks that parents **NOT** go to the campus. This is very important, as it will be necessary for emergency vehicles to move freely to and from the site of the crisis. Traffic jams can develop quickly and the safety of everyone can be jeopardized.

The District will provide information as deemed necessary to the school web page, www.granbury.k12.tx.us, and WBAP AM 820. Whenever possible, the information could include the nature of the emergency and the status of the situation, evacuation locations, and requests for parental action.

In the event of an emergency at the Comanche Peak Steam Electric Station requiring evacuation of the students, they will be taken to either Cleburne High School at 1501 Harlin Drive in Cleburne or to Stephenville Junior High School at 2798 Frey St in Stephenville. Information concerning any evacuation of the schools can be heard on WBAP 820 AM radio.

**Bad Weather:**

1. On bad weather days, a decision will be made by 6:00 a.m. to close schools or delay the start of school. This information will be broadcast on the school web page, www.Granbury.k12.tx.us, and WBAP AM 820. It may possibly be broadcast on Television Channel 5. Since weather and road conditions can change quickly, this decision will be made during the early morning hours rather than during the evening hours the night before.
2. The most efficient means of informing everyone, including school staff, of weather-related school scheduling changes is through the radio and television stations. It is also essential that telephone lines within the school district remain open. Therefore, please do not call the schools, school personnel, the transportation department, the administration building, or the radio or television station for normal communication and emergencies.
3. A decision to start late will be communicated as an amount of time. EXAMPLE: "School will start one and one-half hours late." This means that all schedules, including buses, will be running one and one-half hours later than normal. If your child's bus normally comes by at 7:20 a.m., then on that day the bus would be expected to arrive at 8:50 a.m.
4. The District's primary concern will always be the safety of the children. Even at times when school is in session, a child who is unable to be in school or who is tardy due to hazardous roads, the absence or tardy will be excused.
5. School personnel, including the superintendent and transportation director, will be driving the most difficult roads to determine safety in running school buses.

## EXTRA-CURRICULAR ACTIVITIES

A student shall be permitted to participate in extra-curricular activities subject to the following restrictions:

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation. See PROMOTION and GRADE CLASSIFICATION in this handbook or the principal for further information on promotion.
2. During subsequent grading periods, a student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extra-curricular activities for at least three weeks. A student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that he/she has: (1) earned a passing grade (70 or above) in all academic classes and (2) completed three weeks of suspension.
3. A student is allowed up to **15** activity-related absences during a year in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision, as do other Board sanctioned activities. A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

Since participation in athletics, band, choir, and other UIL activities is voluntary, those students who choose to participate are choosing also to submit themselves to the rules of that particular sport or organization and may be dismissed for violations of those rules. Students found in violation of school policies or state laws with regard to the use of drugs, and/or alcohol are subject to disciplinary action, which may include suspension from the organization.

## FIELD TRIPS

Field trips may be co-curricular or extra-curricular. Field trips offer an opportunity for instructors to bridge the gap between the classroom instruction and observation of the real world application of the information taught or locations. Trips to historic sites instill pride, character and patriotism, while assisting students to understand historical events.

**Out-of-district field trips will be limited to one trip per grade level or subject area each year. Monies will not be collected from students to cover admission fees. When special events or exhibits are offered which will be educationally beneficial to students, teachers may request special consideration for a trip, defining the benefit to the students' education. Such requests will be submitted to the Superintendent for final approval.**

The locations for out-of-district field trips in grades 1-6 will be determined by the administration and teachers to assure that classes are not scheduled to visit locations previously visited at a prior grade level, unless a repeat visit is deemed appropriate because of the instructional level.

Field trips/student activities **may not** be taken in May except in extenuating circumstances.

In-district field trips will be approved by the campus principal on an individual basis and request for such trips will be submitted at least two weeks in advance so that parent notification and transportation arrangements may be made.

Many students are involved in two or more extracurricular activities and, from time to time, requirements of these activities may conflict. When such a conflict occurs, the following guidelines will be used to resolve the issue:

- An actual event or competition will have priority over a practice or rehearsal.
- UIL events shall have priority over non-UIL events (e.g., student council, JROTC, National Forensic League, Future Problem Solvers).
- Higher level UIL competitions will have priority over lower level events (the ascending order is district, bi-district, area, region, state).
- District competitions or representation will have priority over non-district events.
- School sponsored events will have priority over non-school sponsored events.
- Where activities have equal priorities, or agreement cannot be made because they are outside the guidelines above, the student shall make the decision based on personal preference. No punishment (e.g., extra running or exercises) will be assessed for the student's decision.

In the event conflicts occur in interpretation, the athletic director will resolve athletic conflicts and the principal will resolve other conflicts. When athletic and non-athletic conflicts cannot be resolved by the guidelines, the athletic director and the principal will confer and develop a consensus on the resolution of the issue.

## FEES

**Check Acceptance Procedure**: In the event that a check written to any GISD campus, club or organization is returned unpaid by your bank, GISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of $25.00 plus applicable sales tax. The use of a check for payment is your ACKNOWLEDGEMENT and ACCEPTANCE of this procedure and its terms.

Materials that are part of the basic education program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Costs for the materials for a class project that the student will keep.
2. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
3. Security deposits.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Musical instrument rental and uniform maintenance, when provided by the District.
7. Personal apparel used in extracurricular activities that becomes the property of the student.
8. Parking fees and replacement student identification cards.
9. Fees for lost, damaged or overdue library books and school-owned equipment.
10. Fees established for driver training courses.
11. Fees for optional courses offered for credit that requires use of facilities not available on District premises. (Fees shall not be charged, however, if parents of at least 22 students request a transfer to another school in the District to take required curriculum courses, other than fine arts or career and technology not offered at the original school.)
12. Summer school courses. Any required fee or deposit may be waived if the student and

parent are unable to pay. Application for such a waiver may be made to the principal.

## FOOD AND DRINK

Food or drink is not to be taken into the classroom. The only exceptions to this rule are special teacher-directed activities, which must be cleared by the principal. Supervised snack time at Kindergarten –3 level is acceptable.

## FOOD SERVICES

**Lunchroom:** The District participates in the National School Lunch Program and offers free and reduced-price breakfast and lunch based on a student's financial need. Information can be obtained from each campus cafeteria manager or Laine Meek, Food Service Director. Wholesome, well-balanced meals are served to all children each day in the lunchroom. At lunch, all grade levels will be given a choice of at least two (2) entrees. The salad bar is an option for students in grades 7-12. Milk will be offered with all tray lunches. All students are expected to be quiet and courteous in the lunchroom.

PK-6th grade students are permitted to charge on an emergency basis. Students who accumulate **two unpaid** charges will not be permitted to charge again. These students will be served a peanut-butter sandwich as their meal. High School and Middle School students will not be allowed to charge under any circumstances.

**Prices for Cafeteria Meals:**

| | PK-6 | 7-8 | 9-12 | Staff | Adult Visitor |
|---|---|---|---|---|---|
| Breakfast | | | | | |
| Regular | $.75 | $.75 | $.75 | $1.00 | $1.25 |
| Reduced | $.30 | $.30 | $.30 | N/A | N/A |
| Lunch | | | | | |
| Regular | $1.60 | $1.75 | $2.00 | $2.50 | $3.00 |
| Reduced | $ .40 | $ .40 | $ .40 | N/A | N/A |

**Grades PK-12:** Granbury ISD maintains a closed campus for all students in grades PK-12. All lunches, whether bought at school or brought from home must be eaten in the lunchroom. ~~**Fast foods may not be delivered to the school or brought to school in original containers.**~~

## FUND RAISING

Student clubs or classes, outside organizations and parent groups may occasionally be permitted to conduct fund-raising activities. An application for permission to conduct a fund-raising event must be made to the principal. These events must also be approved by the Assistant Superintendent. Except as approved by the process indicated, fund-raising is not permitted on school property. No door-to-door or brochure sales will be approved.

## GENERAL RULES OF CONDUCT

**Rights and Responsibilities of Students:** All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others, or who violate District or school rules, shall be subject to disciplinary measures designed to correct the misconduct and to promote responsibilities of citizens in the school community.

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed and groomed.
4. Showing courtesy and respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless the fees are waived.
7. Avoiding violation of the Code of Student Conduct.
8. Obeying all school rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
6. Cooperating with staff in investigation of disciplinary cases and volunteering known information relating to a serious offense.

**Jurisdiction:** The District has jurisdiction over its students during the regular school day and while going to and coming from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. This Code of Conduct applies to all school-sponsored and school-related activities, on or off

campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to legal authorities for criminal prosecution for violations of the law. A violation of the law and the student code of conduct involving retaliation against an employee, even though it occurs off school grounds and not at any school-related activity, is also subject to District jurisdiction as described at "DISCIPLINE" below.

**General Rules of Conduct: Any item prohibited in school is prohibited on the bus.**

Students at school, school-related activities, or on the bus are prohibited from:

1. Cheating or copying the work of another
2. Throwing objects, outside supervised school activities, which may cause bodily injury or damage property
3. Leaving school grounds or school-sponsored events without permission
4. Directing profanity, vulgar language, or obscene gestures toward other students
5. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees, students, or visitors
7. Playing with matches or fire, or committing arson
8. Stealing from students, staff, or the school
9. Damaging or vandalizing property owned by the District, other students, or District employees
10. Disobeying school rules about conduct on school buses
11. Fighting, committing physical abuse, or threatening physical abuse
12. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
13. Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence
14. Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.
15. Assaulting a teacher or other individual
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug, abusable glue, aerosol paint, other volatile chemical or an alcoholic beverage
17. Possessing a knife of any size or other object that could be considered a weapon (such as a stun gun or cattle prod)
18. Bringing a firearm to school. Federal and state law requires expulsion for this conduct
19. Possessing or using tobacco products
20. Hazing
21. Bullying
22. Possessing a paging device or cellular telephone.
23. Behaving in any way that disrupts the school environment or educational process (See page 11 for dress and grooming standards)
24. Engaging in any conduct constituting felony criminal mischief as defined by law
25. Membership or participation in any secret society, fraternity, sorority, or gang
26. Engaging in unruly, disruptive, or abusive behavior that seriously interferes with the teacher's communication with students or with the ability of students to learn
27. No chewing gum is allowed on campus

## GRADING

**PK:** The District shall utilize report cards based on TEA Pre-kindergarten Curriculum Guidelines. There will be an adjustment period for the 1st six weeks. Additionally, teachers should schedule a parent conference during that time period. Teachers will use the grading system key on the report card for academics and social and emotional behavior.

**Kindergarten:** The District shall utilize report cards based on Texas Essential Knowledge & Skills (TEKS). Teachers will use the key on the report card for academics, and social ~~and work skill~~ development and work habits. PE and Fine Arts will use E (90-100), S (80-89), N (70-79), U (69 and below). There will be an adjustment period for the 1st six weeks. Additionally, teachers should schedule a parent conference during that time period.

**Grade 1st – 6th Grades:** There is no adjustment period for 1st grade, as the report card is designed to reflect skills the student demonstrates only.

Numerical scores shall be used for reporting grades in all academic content areas. Grades for physical education, fine arts, and conduct will be reported in E, S, N, and U. Study habits/social development will use a √ or N.

No grade below 50 will be reported on the report cards or permanent records for any average

numerical grade that is lower than 50. Grades shall not be recorded in excess of 100.

**Conduct Grades:** The conduct grade will be entered on the report card in a separate category. It is not intended to reflect any part of the student's academic grade. Study habits and social development are not reflected in the conduct grade, but show the student's progress in the areas shown on the report card. Examples of conduct might include verbal aggression, fighting, and other behaviors. (See page 15 in this handbook under General Rules of Conduct.)

**Academic Achievement: Promotion and Retention**

**Grades 1-8**

Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for all subject areas and a grade of 70 or above in ~~three of the following areas:~~ Language Arts and Mathematics and a grade of 70 or above in either Science ~~and~~ or Social Studies. Summer school may be offered for students who do not meet the ~~above~~ specified criteria. Attendance in summer school does not guarantee promotion.

**Grades 9-12**

- Grade-level advancement for students in grades 9-12 shall be earned by course credit and a grade of 70 or higher shall be considered a passing grade.
- The parent/guardian of a student who has not successfully completed a subject or course for any semester or trimester shall be notified by the District as soon as possible regarding any summer program available in the District that may permit the student to successfully complete the failed subject(s) or course(s).
- Credit for a course shall be awarded if a student had satisfactorily met all state and local requirements. A student shall either:

a) Be enrolled in and complete a course that meets State Board instructional time requirements with a passing grade; or
b) Meet standard requirements of the course, regardless of the time the student has been enrolled in the course.

- A student who makes below a 70 on a scale of 100 must repeat that semester or trimester.

**Students with Disabilities:** Promotion standards and appropriate assessment and acceleration options, as established by individual education programs (IEP) or grade level classification of students eligible for special education, shall be determined by the ARD committee.

**Limited English Proficient Students:** In assessing students of limited English proficiency for mastery of the TEKS, the District shall be flexible in determining the methods to allow the student to demonstrate knowledge or competency independent of their English language skills in the following ways:

1. Assessment in primary language
2. Assessment using ESL methodologies
3. Assessment with multiple varied instruments

**Student Success Initiative:** In addition to the above standards of mastery and promotion, students in grade 3 must meet the passing standard established by the State Board on the TAKS Reading required under state law in order to be promoted to the 4th grade.

**Homework:** A suggested time allowance recommended for homework is 10 minutes per grade level. For example, 3rd – 30 minutes; 4th – 40 minutes; 5th – 50 minutes; 6th – 60 minutes. GISD recognizes that family time is important therefore, teachers are encouraged to give special consideration for Wednesday, weekends, & holidays.

**Make-up Work:** Students may make up assignments and tests if the absence is excused, ~~justifiable but unexcused~~ or with prior approval from the principal if excused, or is the result of school-sponsored activities. Students have the number of days absent, plus one day, to finish makeup work. Long term assignments or projects, assigned well before the absence, may be due upon return.

**Late Work:** Teachers may deduct up to 10 points daily for late work for 1st – 6th. After the 3rd day, the student may receive a "0". (for example, if the student earns an 80 on a late paper, he/she would receive a 70 if it were one day late.) The teacher shall contact the parent after the 3rd late day.

**Minimum Number of Grades Per Period:** The teacher will document a minimum of two (2) grades per week in the content areas of

Reading/English Language Arts and Mathematics. In all other content areas, the teacher may document only one per week as appropriate.

## STUDENT ASSESSMENT

~~Curriculum, instruction, and assessment are closely linked. Assessment is a process that informs or drives instruction by providing information on two fundamental questions: How are we doing? How can we do it better?~~

Granbury ISD uses a variety of assessment ~~strategies to set standards, create instructional pathways, motivate performance, provide diagnostic feedback, evaluate progress, and communicate progress to others.~~ During the school year to assess progress.

~~Assessments will be administered at the end of learning segments or units as appropriate to determine student mastery of the Texas Assessment of Knowledge and Skills (TAKS) as stated in the state documents, district curriculum documents, and/or a student's individual education plan (IEP). These assessments may include portfolios, rubrics, performance-based, observation, and paper/pencil tests.~~

The Texas Assessment of Knowledge Skills (TAKS), a criterion-referenced test, is required in Reading and Mathematics of all students in 3rd through ~~8th and 10th~~ 11th grades. ~~Additional~~ TAKS ~~testing in~~ Writing is required of students in 4th, ~~8th~~ 7th, 10th and 11th grades. TAKS ~~testing in~~ Social Studies and Science is required in 8th, 10th and 11th grades. Please refer to the district calendar for test dates.

Iowa Test of Basic Skills (ITBS), a norm-referenced test, is administered to students in ~~various~~ grades 3-6 to access progress. The Cognitive Ability Test (CogAT)~~, intelligence test~~, is given to students in 3rd grade. These assessment's results are used to evaluate a variety of district programs such as Advanced Academics, Reading, and Math.

Students are also assessed according to each grade level's benchmarking system. Kinder through 2nd grade students are assessed in reading through the Texas Primary Reading Inventory (TPRI). 3rd through 8th grade students prepare for the TAKS by taking TAKS released tests ~~according to the calendar~~. The results of these tests are used to evaluate each individual student's strengths and weakness that will be used in planning instruction.

**Additional Guidance:**

- All grading standards must be horizontally aligned within the district by department.
- Accelerated Reader points should always be a positive incentive and should never be used to negatively impact a student's academic grade. Extra credit grades may be given for AR.
- No grades will be given in tutorial classes (example: TAKS remediation, language lab).

**Permanent Record and Other Purposes:** Numerical scores shall be maintained in the permanent records for grades 2-8 and used on all academic achievement records (transcripts) for grades 9-12. Numerical scores shall be used in determining promotion, course credit, and maintenance of a grade of 70 for participation in extracurricular and other activities.

**Grade Conversion Scale:** When letter grades are used, the following conversion table shall be in effect:

90-100 = A
80-89 = B
70-79 = C
69-below = F

**Report Cards:** At least once every six weeks, the District shall give written notice to parents of students' grades in each class or subject. ("Parent" includes legal guardian.) For students in alternative programs (see Board Policy EIE) the report shall clearly specify the instruction level at which the student is functioning. The notice shall provide for the signature of the parent and must be returned to the District.

If in any class or subject a student receives a grade of less than 70 on a scale of 100, the grade notice shall state the need for a conference between the appropriate teacher and the parent. Teachers shall advise parents in the grade report whether students are recommended or required to attend tutorials in the subsequent six weeks' grading period. The number of student absences will be included in the report to the parents at the end of each six weeks' period. This shall be reported by the principal's office as the total number of absences per six weeks.

Report cards will be distributed the week following each grading period. Elementary and intermediate report cards will be sent with students and secondary report cards will be mailed. ~~An elementary child's instructional level will be given, where feasible.~~ Kindergarten and pre-kindergarten students' progress shall be reported to parents by checklist.

**Three Weeks Reports:** At the end of the first three-weeks of a grading period, the teacher shall provide notice of progress to the parent or guardian of a student whose grade average in any class is lower than 70 or whose grade average is deemed borderline by the teacher. This is not intended to be a detailed report, but should be a brief notice of a potential problem. The parent will be requested to schedule a conference with the teacher of that class or subject.

~~**Student Advancement:** A student may be promoted only on the basis of academic achievement or demonstration of proficiency of the subject matter of the course or grade level. In measuring the academic achievement or proficiency of a student who is dyslexic, the student's potential for achievement or proficiency in the area must be considered.~~

~~1. Grades K-8: Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course level, grade-level standards for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.~~

~~2. Grades 9-12: Grade-level advancements for students in grades 9 – 12 shall be earned by course credits. Changes in grade level classification shall be made at the beginning of the school year. (See High School section for more detail.~~

~~The parent/guardian of each student who has not successfully completed a subject or course for any semester shall be notified by the District as soon as possible regarding any summer program available in the District that may permit the student to successfully complete the failed subject(s) or course(s).~~

~~3. Grades 9-12: Credit for a course shall be awarded if a student has satisfactorily met all state and local requirements. A student shall either:~~

~~a) Be enrolled in and complete a course that meets State Board instructional time requirements with a passing grade; or~~

~~b) Meet standard requirements of the course, regardless of the time the student has been enrolled in the course.~~

~~A student who makes below 70 as a grade must repeat that trimester/semester. A student who is scheduled to take an exam and fails to do so will be required to repeat that entire trimester/semester, unless arrangements are made prior to exam time.~~

## HALLS AND CORRIDORS

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a teacher. The hall pass must be visible while the student is in the hall.

Hallways should be kept clear of books, backpacks, trash and debris.

## HAZING

Hazing means any intentional, knowing, or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include other students. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in a District school, or that may reasonably be expected to cause a student to leave the organization or the school rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Students shall have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing and failure to report known hazing can result in criminal penalties, as well as school discipline.

## HOMEBOUND

Students with disabilities that prohibit daily attendance for an extended period of time may be served with homebound services.

Parents' request for homebound services shall be made to an administrator or counselor. A packet will be made available to the parent and the request for homebound services will be processed when the packet is completed by the parent and physician and is returned to the campus. That packet contains 1) Parents Rights Booklet; 2) Consent to Request Information; 3) OHI Eligibility Form; and 4) Request for Homebound Services.

When the completed packet is returned to the campus, the administrator or designee will notify the campus diagnostician and schedule an Admission/Review/Dismissal (ARD) meeting. The ARD committee will determine eligibility for services, extent of services and projected length of service, and will develop the goals and objectives for an Individual Educational Plan (IEP).

Certified instructional faculty will provide a minimum of four (4) hours of instruction per week. The instructor shall serve as a liaison between the school and home. A weekly attendance sheet will be utilized and shall be submitted to the attendance clerk on the student's home campus.

When homebound services are no longer needed, a dismissal ARD or 504 committee meeting must be scheduled.

## HOMELESS

In accordance with the McKinney-Vento Homeless Assistance Act of 2001, Granbury Independent School District will provide services for students who are considered homeless. Parents are required to fill out a Student Residency Questionnaire to determine eligibility. If eligibility is determined, students will be able to immediately enroll without school records, medical records, proof of residency, or other documents. Students will be able to attend school while records are obtained.

Granbury Independent School District's Homeless Liaison will coordinate area agencies to provide clothing, shelter, immunizations, and school supplies for homeless students as needed. The District's Homeless Liaison may be contacted at 600 West Bridge Street, Granbury, Texas 76048 or 817-408-4050.

Parents or guardians who are homeless may choose to enroll their children (or, unaccompanied youth may choose to enroll) in a public school in the attendance area where they are living. Transportation services will be provided to homeless students to the extent feasible with the request made by the parent or guardian regarding school selection. Granbury Independent School District will provide a written explanation of its decision and the right to appeal if a student is sent to a school other than that requested by parent, guardian, or youth.

## HOMEWORK

Homework deserves special attention to ensure its value in the learning process and to avoid frustrating the student, teacher, or parent. The assignment should serve as reinforcement of learning at the level of independent practice. The review or grading of the work should provide immediate feedback to the student and inform the teacher of student progress toward mastery. **Students in advanced courses may expect differentiated assignments that could require more time outside the classroom.**

**Reason for Homework:**

1. To expand, reinforce, or enrich regular class work.
2. To build interest in reading and learning.
3. To hold students accountable for work missed due to absences.
4. To encourage parent-awareness of student learning.
5. To provide an opportunity to pursue special interest or ability areas.
6. To increase learning time.
7. To establish independent study skills.
8. To complete work started in class.

**Student Responsibility in Regard to Homework:**

1. Make sure he/she understands the homework assignment(s) before leaving school.
2. Take home all necessary homework and materials needed to complete the assignment(s).
3. Have an organized means of keeping and carrying homework to and from school.
4. Arrange for a place to work and have a regular time to study.
5. Schedule time for homework that is compatible with family and/or after school activities.
6. Do homework with a minimum of parental help.
7. Do homework assignments as carefully and neatly as in-school work.
8. Complete homework on time and be sure it is turned in on time.
9. Budget time for long-term projects.
10. Be accountable for all required work that is missed due to absences.

**Parent Responsibilities:**

1. Provide necessary assistance and a positive, supportive attitude and encourage good study habits.
2. Promptly communicate any concerns or questions regarding homework assignments to the teacher. Encourage the child to seek additional help from the teacher, if needed.
3. Provide an appropriate time and environment for study and learning. A parent should look at the homework and show an active interest in it. DOING the homework for the student will not ~~really~~ help the child learn the necessary skills.
4. Monitor television, radio and outside activities to be sure the student has sufficient study time.
5. Encourage student to attend tutorials before school, during lunch, after-school and evening tutorials for assistance with homework and studying.

## IDENTIFICATION CARDS

Because of the large number of students on the secondary campuses and the need to be able to identify any student immediately, all students in grades 7-12 will be required to carry a student identification card. The card will also be used to check out library books and to provide special privileges based upon six weeks grades. The first card will be provided free of charge each year. If the card is lost or stolen, students will be charged $5.00 for a replacement. Identification cards may be issued to students in grades PK-6 to be used for library services**.**

## INSTRUCTIONAL TELEVISION

The District provides the opportunity for students in grades 7-12 to view a 12 minute educational program on current events and news items, two minutes of which contain commercial advertising. A parent who prefers that his or her child not view any commercial broadcast at school should notify the building principal in writing. An alternative supervised assignment will be made for the student.

## INSURANCE

The school provides student accident insurance for all students when they are participating in UIL or extracurricular activities. At the beginning of the school year, student accident insurance is made available for purchase for any parent who wishes coverage for his/her child. **The school is not liable for any doctor bills, or any expenses incurred as a result of injury to students while at school or engaged in a school activity.**

## LAW ENFORCEMENT

**Questioning of Students:**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

**Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal

considers to be a valid objection to notifying the parents. Since the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

**Notification of Law Violations**

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

## LOCKERS

Lockers, which are provided for convenience and use for students, remain under the jurisdiction of the school even when assigned to an individual student. A student has the full responsibility for the security of the locker and may place a lock on the locker if so desired. A student is responsible for keeping the locker closed, neat and clean. Those who place a lock on their locker must provide the principal's office with a key or combination. If students do not comply with this regulation, the lock will be removed from the locker. The school reserves the right to inspect all lockers and searches of lockers may be conducted at any time there is reasonable cause to do so or to check the health, safety and welfare of students whether or not a student is present. Students shall not place, keep, or maintain any article or material in lockers that is forbidden by District policy.

No locks are permitted in elementary or intermediate school.

## LOST AND FOUND

Lost and found articles are to be turned in to the office and the owner may claim these items by making proper identification. Students should never carry large sums of money to school. The school will not be responsible if money is lost or stolen. If an article of value is lost or stolen, it should be reported to the principal's office immediately. **Unclaimed articles will be donated to charity at the end of the semester.**

## MEDICAL INFORMATION

~~**Bacterial Meningitis:**~~

~~**What is meningitis?** Meningitis is an inflammation of the covering of the brain and spinal cord – also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.~~

~~There are two common types of bacteria that cause meningitis:~~

- ~~Strep pneumoniae causes pneumococcal meningitis; there are over 80 subtypes that cause illness~~
- ~~Neisseria meningitidis – meningococcal meningitis; there are 5 subtypes that cause serious illness – A, B, C, Y, W-135~~

~~**What are the symptoms?** Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.~~

~~Children (over 1 year old) and adults with meningitis may have:~~

- ~~Severe headache~~
- ~~High temperature~~
- ~~Vomiting~~
- ~~Sensitivity to bright lights~~
- ~~Neck stiffness, joint pains~~
- ~~Drowsiness or confusion~~

~~*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia),which sometimes happens with meningitis, particularly the meningococcal strain.~~

~~**How serious is bacterial meningitis?** If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.~~

~~**How is bacterial meningitis spread?** Fortunately, none of 0the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).~~

~~The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.~~

~~**What is the risk of getting bacterial meningitis?** The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, menigococcal meningitis, is highest among children 2 to 18 years old.~~

~~**How is bacterial meningitis diagnosed?** The diagnosis is usually based on combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).~~

~~**How can bacterial meningitis be prevented?** Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.~~

~~Vaccines against pnemococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshman living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.~~

~~**What you should do if you think you or a friend might have bacterial meningitis?** Seek prompt medical attention.~~

~~**For more information:** Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or~~ Regional ~~Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.~~

**Clinic:** Duties of the nurse are to aid in maintaining good health and to take care of injuries that occur at school until a parent can be notified. The nurse is not equipped to care for ill students, but only to provide a place to wait to be picked up when they become ill at school. If a student is not ill enough to leave school, he/she will be returned to his/her classroom. Students who become ill at school are NOT to call home and ask their parent to come after them. This decision and phone call will be made by the school nurse.

**Communicable Diseases:** Parents of students with a communicable or a contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. These diseases include chicken pox, diphtheria, viral gastroenteritis, head lice, viral hepatitis Type A, impetigo, influenza, measles, German measles, bacterial meningitis, mumps, pink eye, polio, ringworm, salmonellosis, scabies, shigellosis, streptococcal sore throat and Scarlet Fever, pulmonary tuberculosis, and whooping cough, or a fever.

**Emergency Medical Treatment:** Parents are asked to complete an enrollment card each year that includes parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by parents as necessary, including emergency names and number to contact.

**Immunization:** *[See Board Policy FFAB(LEGAL)]* All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria/tetanus, polio, measles, mumps, and rubella. The school nurse can provide information on the required doses of these vaccines. Proof of immunization may be personal records by a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate, signed by a U.S. licensed physician, which states that, in the doctor's opinion, the immunization required would be detrimental to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed annually unless the physician specifies a life-long contraindication.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed annually.

Vaccine requirements for Texas Children are as follows:

Younger than 2 months:

- No vaccines required

2 months through 3 months:

- One dose polio vaccine
- One dose DTP/StaP vaccine
- One dose Hib vaccine

4 months through 5 months:

- Two doses polio vaccine
- Two doses DTP/DtaP vaccine
- Two doses Hib vaccine

6 months through 11 months:

- Two doses polio vaccine
- Two doses HIB vaccine
- Three doses DTP/DtaP vaccine

12 months through 14 months:

- One dose MMR vaccine received on or after first birthday
- Two doses Hib vaccine
- Three doses polio vaccine
- Three doses DTP/DtaP vaccine

15 Months through 4 years:

- One dose MMR vaccine received on or after first birthday
- One dose Hib vaccine on or after 15 months of age, unless a primary series and booster have been completed.
- Three doses polio vaccine
- Four doses DTP/DTaP (Fourth dose not required until 18 months.)

5 years through 6 years:

- Three doses polio vaccine including one received on or after the fourth birthday
- Four doses DTP/DtaP vaccine including one received on or after the fourth birthday (proof of pertussis vaccination not required for children 5 years of age or older)
- One dose MMR vaccine received on or after the first birthday
- Children born on or after September 2, 1991 must have two doses of measles vaccine (this dose may be received as part of a second MMR)
- (Effective 8-1—98) Children born on or after September 2, 1992 must have three doses hepatitis B vaccine

7 years and older:

- Three doses polio vaccine including one received on or after fourth birthday
- Three doses DTP/DtaP vaccine including one received on or after fourth birthday and one dose within the last 10 years
- One dose MMR vaccine received on or after first birthday
- Children born on or after September 2, 1991 must have two doses of measles vaccine (this dose may be received as part of a second MMR)
- Children born between September 1, 1978 and September 1, 1991 (inclusive) must show proof of two doses of measles vaccine within 30 days after their 12 birthday (this dose may be received as part of a second MMR)
- (Effective 8-1-98) Children born on or after September 2, 1992 must have three doses hepatitis B vaccine

**Lice Policy:** If live lice are detected on a student, the student will be sent home for treatment. Students may return to school if the nurse does not detect live lice. Nits (egg sacs) need to be removed as thoroughly as possible.

In grades PK-6, parents will be notified if live lice are detected in their children's classroom.

**Medication Policy:** Prescription drugs, in the original container, will be administered if specific written permission is given by the parent and the medication is delivered to the nurse or principal by an adult. **Non-prescription drugs** such as aspirin, ibuprofen, herbs, and vitamins **will be administered upon presentation of the medication form. Medication may not be transported by the student to or from school on the school bus.**

**Meningitis:** Acute meningitis may be caused by a variety of organisms including viruses, bacteria, fungi, mycoplasma, and parasites. Viral or aseptic meningitis or meningoenciphalitis is an acute inflammation of the meninges that may or may not involve parts of the brain as well. The most common causative agents are enteroviruses, but no cause is determined in the majority of cases. Severity of symptoms is determined by the extent of tissue involvement. Onset is generally gradual and may be preceded by a nonspecific febrile illness. Headache and hyperesthesia are the most commonly reported symptoms in children and adolescents. Nausea, vomiting, leg pain, and photophobia are also common.

Bacterial meningitis is one of the most potentially dangerous infections in children. The most common causative organisms in children 2 months to 12 years of age are *S. pneumoniae, N. meningitides* (see below), and *H. influenzae* type b. Onset of symptoms is usually gradual and may be preceded by several days of upper respiratory symptoms. Increased lethargy and irritability follow.

The bacteria are passed between people who are in close contact through coughing, sneezing,

nasal discharge, saliva, and touching of infected secretions. It can be spread by sharing eating utensils, drinking cups, water bottles, and kissing. While household contacts are at the highest risk of contracting this illness, others sharing these exposures are at risk as well.

**Stop-spread guidelines:**

- The best way to prevent spread of meningococcal disease is to alert everyone that a case has occurred so that appropriate preventive treatment can begin.
- Anyone having close contact with the ill person (e.g., household members and friends sharing eating and drinking utensils, sharing water bottles, or kissing) in the 2 weeks prior to the onset of symptoms should take antibiotics, e.g., refampin, per licensed prescriber's order, to lower the risk of the spread of the disease. Treatment of all close contacts should be done within the first 2 weeks of diagnosis of the first case, but preferably as soon as possible within the first 24 hours. Deciding who is a close contact can be established by consulting with the school nurse, school physician, and/or local board of health.
- Inform parents and staff that antibiotics do not provide absolute protection against disease. Therefore, any student or adult who develops symptoms such as fever or headache requires prompt evaluation by a health care provider.

- **Varicella (Chicken Pox)**: Varicella (Chicken Pox) illness is characterized by a generalized, itchy, blister-like rash, with mild fever and fatigue. The rash appears as red bumps, which quickly become blistered, ooze, and then crust over. New spots continue to appear for about three to four days. The spots will dry up and scab over before falling off.

The Varicella (Chicken Pox) vaccine is now available and is recommended between 12 and 18 months of age, or at any age if a child has not had chickenpox. If a child has not had the illness or vaccine by age 4, they must receive the Varicella (Chicken Pox) vaccine prior to attending school.

**Physical Education Classes:** The District is committed to the total development of all students, therefore, all students who are enrolled in a physical education class will participate in physical education activities. In response to a parent request, **the principal or designee** may excuse a student from physical education one day at a time. **(Three or more days or a permanent excuse from physical education requires a doctor's statement).** A student's refusal to fully participate by dressing in recommended dress ~~at the secondary schools~~ will result in a reduction in grade.

## PARENTAL INVOLVEMENT AND RESPONSIBILITIES

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Throughout this plan, the term "parents" includes single parent, legal guardian, or person having lawful control of the student. The school asks parents to:

- Sign and return to the school the written statement that the parent understands and consents to the responsibilities outlined in the student handbook. Parents with questions are encouraged to contact the principal.
- Maintain up-to-date work, home, and emergency telephone numbers and other pertinent information in the child's school records.
- Encourage their children to put a high priority on education and to commit themselves to making the most of the educational opportunities the school provides.
- Stay informed on school activities and issues. The District newsletter, Open House opportunities, and parent/booster club meetings provide good opportunities for learning more about the school.
- Become a school volunteer. For further information, contact the campus principal.
- Participate in campus parent organizations. The activities are varied, ranging from band boosters to the campus committee formulating campus performance objectives fostering improved educational opportunities for all students. The District will provide all parents a copy of the "school report card" containing a comparison of the school's performance in relation to the District, the state, and a comparable group of schools. For further information, contact the school principal.

- Monitor their children's progress and contact teachers as needed. Conferences may be arranged as shown in "Conferences."
- Provide for the physical needs of the child.
- Teach the child to be attentive and to obey the rules.
- Ensure regular and prompt school attendance by their child and report and explain absences and tardies to school personnel.
- Encourage and lead the child to develop proper study habits at home.
- Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare. One or more conferences is required between teacher and parents of a student if the student is not maintaining passing grades or achieving the expected level of performance or presents some other problem to the teacher. (SBOE Rule)
- Keep informed of school policies and academic requirements of school programs.
- Discuss report cards and school assignments with their child.
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
- Cooperate with school administrators, teachers and other school staff.
- Ensure attendance at school tutorials when required of their child, or as the need arises.
- Become familiar with student code of conduct and submit a signed statement that indicates the parents understand and consent to the responsibilities outlined in that code.
- Ensure that student is dressed according to the established school dress code.
- Model appropriate behavior.
- Control their child: Under Family Code 33.01, a student's parent is legally liable for property damage caused by a) the negligent conduct of the student, if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or b) the willful or malicious conduct of a student who is at least 12 but under 18 years of age.

## PEST CONTROL AND ASBESTOS INFORMATION

**Pesticides:** This district periodically applies pesticides. Information concerning these applications may be obtained from ~~Dale Taylor~~ Larry Gerhke at (817) 408-~~4008~~ 4170

**Asbestos:** The Asbestos Management Plan is available for public inspection in the Central Office. It contains information about inspections, response actions, and post-response action activities.

## PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

Students in kindergarten and grades 1, 3, 5, 7 and grade 9 will be screened for vision and hearing problems annually at any time during the reporting year prior to May 31.

Students in grades 6 and 9 shall be screened for abnormal spinal curvature before the end of the school year.

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member.

A student desiring to participate in the UIL athletic competition shall submit annually a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program.

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

## PLEDGES

Students will pledge allegiance to both the United States Flag and the Texas Flag, and be given the opportunity to have a one-minute silent medication period daily. Students may be exempt upon written request from parents.

## PROTECTION OF STUDENT RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey or evaluation as part of a federally funded program. Parents will be notified before such a survey, analysis, or evaluation is administered, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.

- Critical appraisals of other individuals with whom the student or student's family has close family relationships**.**
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers**.**
- Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

## RANDOM DRUG TESTING

Any student in grades 7-12 who is a member of a campus organization that engages in extracurricular activity competition shall be subject to mandatory student drug testing. The testing shall be done in accordance with accepted practices and procedures established by the drug-testing laboratory affiliated with the District. The testing parameters shall be set at industry-accepted standards as defined by the National Institute for Drug Use.

The district will also allow any student in grades 7-12 who is not subject to mandatory drug testing to voluntarily be added to the random drug testing pool. A student (with parental consent) or parent may make the request for the student to be included in the random test program.

Student privacy shall be protected to the maximum extent possible. Records of test results shall be kept confidential and provided only to District administrators and other personnel responsible for administering this program.

Students testing positive on a random test will be subject to suspension from extracurricular competition for a period established by district policy, will be required to attend counseling sessions and must complete a written assignment prior to reinstatement of eligibility for competition.

## RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning or have the parent personally appear at the principal's office. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents.

## SEARCHES

School officials may search lockers, personal items or vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found.

The District shall use trained dogs to sniff out and alert officials to the presence of concealed prohibited items, illicit substances and alcohol. This action is implemented in response to drug and alcohol related problems in District schools with the objective of maintaining a safe school environment conducive to education.

Students found to be in possession or control of prohibited items will be subject to disciplinary action in accordance with the Student Code of Conduct. A citation may also be issued by law enforcement officers.

## SEXUAL HARASSMENT

The District believes that every student has the right to attend district schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, the counselor, or nurse. Students and/or parents may also talk to Jan Van Dorn, in the Superintendent's office at 817-408-4009.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member shall be presented by a student and/or parent in a conference with the principal or with the Title IX Coordinator, Jan Van

Dorn, who will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to the person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ(LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

## SKATEBOARDS ROLLERBLADES/BICYCLES

Bicycles are permitted on GISD property but must be kept on sidewalks. Bicycles are not to be ridden on any grass field, playground, or track. The District is not responsible for bicycles.

Skateboards, skates or rollerblades are ***NOT*** permitted on GISD property at any time. Students with skateboards, skates or rollerblades on school premises after school hours are subject to arrest and charges of trespassing.

## SPECIAL PROGRAMS

The District provides special programs for students with special needs. Students or parents with questions about these programs should contact the building principal who can answer questions about programs and services, as well as eligibility requirements. Special programs include:

- Compensatory Education:
  State Compensatory Education is a program designed to improve and enhance the regular education program for students in at-risk situations. The purpose is to increase the achievement and reduce the dropout rate of identified students in at-risk situations.
- ESL (English as a Second Language):
  The goal of English as a second language program is to enable limited English proficient students to become competent in the comprehension, speaking, reading, and composition of English language through the integrated use of second language methods. The English as a second language program shall emphasize the mastery of English language skills as well as mathematics, science and social studies, as integral parts of the academic goals for all students to enable limited English proficient students to participate equitably in school. The basic curriculum content of the program is based on the essential skills and knowledge by the state.
- Special Education:
  Special Education services are offered to students with disabilities to meet individual educational needs and are provided without cost to the eligible student or to the parents. A free appropriate public education is available from birth until age 21 for students with auditory and visual impairments and from ages 3-21 for all other eligibilities.
  In order to meet educational needs of all identified children, a full continuum of services is provided. Service delivery alternatives are available ranging from consultation to mainstream teachers, content mastery, resource, speech therapy, life skills, transition services, homebound, preschool programming for children with disabilities, visually impaired services, vocational programming and deaf education services. The district is committed to provide special education services based on best practices.
- Title I:
  Title I is a Federal aid program for schools in the United States. The goal of Title I is to provide a high quality education for every child. The program provides additional help with instruction for students who need it the most. Students who are at risk of not meeting the state's essential skills and knowledge requirements are the most in need. Schools with high poverty levels have access to Title I resources. Funding for each campus is based on the number of low-income families.
- Advanced Academics (formerly Gifted/Talented)
- Career & Technology (CATE)

## STUDENT RECORDS

**General Record Information:** A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. **A parent whose rights have been**

**legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights**. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of a written request form. The records' custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, or the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Program (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grades in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records. Copies of student records are available at a cost of $.10 per page, payable in advance. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post-secondary education;
3. If the parent fails to follow proper procedures and fails to pay the copying charge; or
4. When the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within 10 school days after the issuance of this handbook.

Directory information includes:

- a student's name,
- address,
- telephone number,
- date and place of birth,
- participation in officially recognized activities and sports
- weight and height of members of athletic teams,
- dates of attendance,
- awards received in school, and
- most recent previous school attended.

Further information with regard to the Family Educational Rights and Privacy Act of 1974 is located in the office of the superintendent and may be examined at the request of the parent.

**Special Education Records:** Requests to inspect and review the special education records will be directed to the Director of Special Education Services and an appointment with the appropriate school personnel will be scheduled without necessary delay. The appropriate personnel upon request will interpret any information in the records. Amendments to the records will follow operational guidelines established by state and local policies. Student eligibility folders will be

maintained within the Special Education Services office at least seven years after the cessation of services to the disabled students. After that time records will be destroyed unless written requests not to destroy the records have been received from parents or adult disabled students.

## STUDENT RIGHT TO PRAY

The school recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## TELEPHONE USAGE AND MESSAGES

Parents should make special transportation or after school arrangements with children before they arrive at school. **Campuses cannot assume responsibility for delivery of messages**.

Students and/or parents of students should plan not to receive or make telephone calls during school hours. **Classes will not be interrupted to deliver messages except in cases of emergency.**

## TESTING/STUDENT ASSESSMENT

The District will administer state mandated criterion referenced tests and norm-referenced tests annually and language assessments for students in special programs as mandated by law.

**Six Weeks & Trimester:** Six weeks and multiple unit tests may be given at grades 7-12. Trimester examinations will be administered in grades 10-12 on a prearranged schedule at the end of each trimester. No early trimester/semester exams will be administered.

**Unit Testing:** Tests will be given at the end of learning segments or units as appropriate to determine student mastery of the Texas Assessment of Knowledge and Skills as stated in the state documents, district curriculum documents and/or a student's individual education plan.

**TAKS Testing:** Annual criterion-referenced (TAKS) testing in mathematics and reading is required for all students in grades 3 through 8. Additional TAKS testing in social studies, science and writing is required for all students in grades 4 and 8.

- Students in grade 10 will be tested in writing, reading, and mathematics on an exit level TAKS test, which must be mastered before a student is eligible to graduate from high school. Students not mastering any section of that test when administered in grade 10 will have the opportunity to retest any section(s) not mastered.
- Students on all grade levels who fail to master sections of the TAKS tests may be required to participate in remedial activities designed to assist them in acquiring essential skills needed to master these tests.

**End-of-Course Testing:** End of course tests will be administered to students according to state law. These test grades may be used to enhance a student's performance grade for the semester or year. Options will be determined for the grade level and may include any of the following

- In lieu of a six weeks' or trimester exam.
- In lieu of some other activity or grade.
- As added points to raise grade.

**Under no circumstances will end-of-course test scores be used to lower a student's grade.**

**NOTE: No school-related activities or building usage may be scheduled on any grade level the evening before or the day of any scheduled TAKS test at any grade level, except exit retest. Parents are encouraged to help students get plenty of rest and come prepared to give their best effort on these days.**

## 2003-04 TESTING SCHEDULE

~~August 22 – Sept 19 Language assessment test to any new student who shows any language other than English as home language (or no later than four weeks after any late enrollments).~~

| | |
|---|---|
| September 18 | ASVAB |
| September 27 | ACT (GHS) |
| September 30 | PLAN (GHS) |
| October 11 | SAT I & II (GHS) |
| October 21 | PSAT Test (Middle School) |
| October 21 | PSAT Test (GHS) |
| October 14,15 or 16 | ITBS, Gr 3, 4, 5 & 6 |
| October 21 | TAAS Exit Writing, Gr 11, 12 |
| October 22 | TAAS Exit Math, Gr 11 & 12 |
| October 23 | TAAS Exit Reading, Gr 11 & 12 |
| October 25 | ACT |
| November 1 | SAT I & II |
| November 12-13 | GHS Trimester Exams |
| December 6 | SAT I & II |
| December 13 | ACT |
| January 24 | SAT I & II |
| February 7 | ACT |
| February 24 | TAKS Writing, Gr 4 & 7 |

| | |
|---|---|
| February 24 | TAKS Reading, Gr 9 |
| February 24 | TAKS English Language Arts Gr 10 & 11 |
| February 24 | TAAS Exit Writing, Gr 10 - 12 |
| February 24 | SDAA Writing, Gr 4 & 7 |
| February 25 | TAAS Exit Math, Gr 10 - 12 |
| February 26 | TAAS Exit Reading, Gr 10 - 12 |
| Feb 25-26 | GHS Trimester Exams |
| March 3 | TAKS Reading, Gr 3,4 & 5 |
| March 24 | Reading Proficiency Test in English |
| March 27 | SAT |
| April 3 | ACT (GHS) |
| April 27 | TAKS Math, Gr 3, 4, 5, 6, 7, & 8 |
| April 27 | SDAA Math, Gr 3, 4, 5, 6, 7, & 8 |
| April 27 | TAKS Social Studies, Gr 10 |
| April 27 | TAKS Math, Gr 11 |
| April 27 | TAAS Exit Writing, Gr 12 |
| April 28 | SDAA Reading, Gr 3, 4, 5, 6, 7 & 8 |
| April 28 | TAKS Reading, Gr 4, 5, 6, 7 & 8 |
| April 28 | TAKS Math, Gr 10 |
| April 28 | TAKS Science, Gr 11 |
| April 28 | TAAS Exit Math, Gr 12 |
| April 29 | TAAS Exit Reading, Gr 12 |
| April 29 | TAKS Social Studies, Gr & 11 |
| April 29 | TAKS Math, Gr 9 |
| April 29 | TAKS Social Studies, Gr 8 |
| April 29 | TAKS Science, Gr 5 |
| April 29 | TAKS Scienc,e Gr 10 |
| May 1 | SAT I & II |
| May 3-7 | AP Advanced Placement Exams |
| May 4, 5 or 6 | CogAt Grade 3 |
| May 10-14 | AP Advanced Placement Exams |
| May 25-26 | GHS Trimester Exams (Seniors) |
| May 26-27 | GHS Trimester Exams (Others) |
| June 5 | SAT I & II |
| June 12 | ACT |

## TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Students:

- are responsible for the care and return of the books. (Students who are issued a damaged book should report that fact to the teacher.)
- are required to use these books carefully.
- are to cover books, and to keep them covered, as directed by the teacher.
- will be charged for damaged textbooks and replacement of lost textbooks.

## TOBACCO USE/POSSESSION

Students, patrons or staff shall not possess or use tobacco products, including, but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, while under the school's jurisdiction, at any school-related activity, on school premises, or within 500 feet of school premises.

In accordance with the law and Board Policy DH, Granbury ISD campuses are smoke-free and employees shall not use tobacco products within District buildings, in District vehicles, or in the presence of students at school or school-related activities.

## TRAVEL – SCHOOL SPONSORED

Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances:

1. The parent personally requests that the student be permitted to ride with the parent; or
2. On the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.
3. The principal may determine that extenuating circumstances warrant that the student not be required to travel with the group. This determination will be made on an individual basis for a single trip. Special exceptions will be determined by the principal if written notice from the parent is given to the principal at least 24 hours in advance.

**Travel Permits:** In order to ride a school bus to and from extracurricular activities sponsored by Granbury schools, a student must have on file, in the principal's office, a travel permit. The permit gives parental consent for a student to go on trips and also states that the student will return by bus unless picked up by the parent or guardian.

## TUTORIALS

The District ~~may~~ provides tutorial services at District schools. ~~If the District provides tutorial services~~, It shall require a student whose grade in a subject for a reporting period is lower than 70 to attend tutorials.

## VANDALISM & DAMAGE TO SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students may be subject to criminal penalties.

## VEHICLES

All vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so, with or without the presence of the driver. The driver has full responsibility for the security of his or her vehicle and must make certain it is locked and that the keys are not given to others. The driver shall be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his/her car and will be subject to disciplinary action by the District, as well, as referred for criminal prosecution.

## VISITORS

Parents and other visitors are always welcome to visit District schools and are encouraged to do so. **All visitors** must first report to the principal's office before going to any area on the campus. **Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment**. A parent who wishes to talk to a teacher regarding his/her child shall call the office or write a note to the teacher requesting an appointment. Only parents, guardians or other appropriate adults will be allowed to visit the school. Please do not ask to bring friends from out of town or from other schools to visit classes.

## USE OF BUILDINGS

Buildings are not to be occupied by students after school hours unless they are supervised by a teacher or have permission from the school administration.

## WITHDRAWALS

Parents should inform the school of their intent to withdraw their children from school at least one day before the student's last day, so that records can be cleared, and a signed report card and book card can be made ready. Each student is involved with several teachers, so it takes time to gather the necessary information.

# ADDITIONAL
# ELEMENTARY/ INTERMEDIATE INFORMATION

**Gum:** Chewing gum is not permitted at school.

**Supplies:** Parents shall provide all supplies necessary for each student to do the best possible work in school. The child's name should be put on all supplies, lunches, coats, sweaters, etc. Each year many good items, which lack identification, are left by students, and never claimed by their owners.

**Forms:** It is absolutely necessary that certain forms be on file for each student. Read and respond to any notes sent home with the child. Keep the school informed of current address and telephone numbers where parents can be reached. School personnel will not transport your child home, ~~except in case of emergency.~~

**Parties:** There will be three parties during the year in each classroom. These parties are planned for the pupils in the class. If you are not a room mother/father or helper, please do not plan to attend or bring younger children. Parents are at times asked for donations of party items, but should not be asked to donate cash.

**Lunch:** Please have the child bring his/her lunch or buy it at school every day. It is disruptive for parents to bring lunches to students after class has started.

**Discipline:** A list of classroom and campus rules will be sent home. Disciplinary action shall be taken at the teacher's discretion in accordance with set classroom rules (e.g. loss of privileges, time-out). The teacher shall make contact with the parent either by phone or in person when discipline problems arise.

Referral to office will be made only after other discipline techniques have failed. Except in extreme cases, a discipline referral form shall accompany the student to the office. Corrective action is made at the principal's discretion. (e.g., removal from class for a specified time, emergency removal from class, referral to outside agencies, behavior contracts, assigned work tasks, detention, I.S.S. - length of stay to be determined by principal, or ~~spanking~~ corporal punishment).

**Teacher-Parent Conference:** You will be asked to attend a conference with your child's teacher. Kindergarten conferences will be used instead of a checklist for the first reporting period.

**Lockers:** Locks are not to be placed on lockers at the elementary or intermediate grade levels. No valuables should be placed or left in lockers.

**Visitors:** All visitors must check in at campus office.

**Clubs:** None at Elementary/Intermediate grade level.

Your child's teacher is_____

Conference time:_____

# ADDITIONAL MIDDLE SCHOOL INFORMATION

## BAGS

*Bags will not be allowed in the classroom nor will they be allowed to be stored in the hallway for safety purposes.* They must fit in the student's locker and should be kept there during the school day. The school is not accountable for lost items.

## GRADING POLICY

Philosophy: Frequent and comprehensive measurement of student achievement is a critical element of both student and school success. That measurement is gained through teacher-designed tests, informal teacher observations, projects, demonstrated skills, daily work, criterion-referenced tests and through other means. The results of evaluation are used to provide feedback to students and their parents, to determine what must be learned and to improve student performance and instruction.

Application: The following guidelines will be used in student evaluation:

- Major evaluations consist of exams, projects involving significant time and effort, important performances, demonstrations of skills and other assessments of a comprehensive nature. Major evaluations may range from 33% to 67% of a six weeks grade. There will be a minimum of two major evaluations during each six weeks.

- Minor evaluations consist of homework, daily work, minor quizzes or tests, brief demonstrations of skills, oral or board work, daily performances or other assessments of a limited nature. Minor evaluations may range from 33% to 67% of a six weeks grade. There will be at least ten minor evaluations during each six weeks, spread as evenly as instruction will allow throughout the entire period.

- All recorded grades during a six weeks will be entered as major or minor evaluations and the two categories must total 100% of the grade.

- The semester grades will be an average of the three six weeks grades.

- Any six weeks average below 50 will be recorded on the report cards as a 50 during the first, second, fourth, and fifth six weeks. Actual grades for the third and sixth weeks will be recorded on the report card.

Additional guidance:

- Homework may be used to reinforce classroom learning, evaluate student understanding, improve knowledge and skills, validate results of class work, improve understanding of instruction, progress toward completion of a project, or for other reasons contributing directly to student success. To be of optimum value, homework should be frequently checked or graded and the results recorded and computed in the student's six weeks grade. A suggested time allowance for homework is 10 minutes per grade level.

- Students who have been absent shall complete make-up work and exams. Students will normally have one day for each day absent, plus one additional day to make up missed work. If the student knew of the assignment well in advance of the absence, it may be due immediately upon return as determined by the teacher. Teachers may also assign additional work to ensure students have

sufficient opportunity to master the essential knowledge and skills or to meet course requirements. This additional work shall be based on the instructional objectives fro the course and may provide greater depth of subject matter that routine make-up work. Students shall receive a zero for work not made up within the allotted time and for make-up work after an unexcused absence. The grade for make-up work after a suspension shall be reduced by 20%.

- Late work: Teachers may deduct up to 10 points for late work. After the 3rd day, the student may receive a "0". (For example, if the student earns an 80 on a late paper, he/she would receive a 70 if it were one day late.) The teacher shall contact the parent after the 3rd late day.

- Students who are determined to have engaged in academic dishonesty (e.g., cheating, copying, plagiarism or unauthorized communication during ad exam) shall receive a zero on that evaluation based on the judgment of the classroom teacher.

Student Advancement

- To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. The overall average shall be derived by averaging the final numerical grade for all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects:
  - Language arts (including reading improvement if required to be taken
  - Mathematics
  - Social Studies
  - Science

- The parent or guardian of each student who has not successfully completed a subject or course for any semester shall be notified by the District as soon as possible regarding any summer program available in the District that may permit the student to successfully complete the failed subjects or courses.

Additional Guidance:

- All grading standards must be horizontally aligned within the district by departments.

- Accelerated Reader points should always be a positive incentive and should never be used to negatively impact a student's academic grade.

- No grades will be given in tutorial classes (example: ~~TAAS~~ TAKS remediation, language lab).

## LIBRARY

Students must have an ID card to use library facilities.

Books are checked out for 2 weeks. A $.10 fine per day is assessed on overdue materials. If the student has an excused absence, no fine will be assessed if the book is turned in the first day upon returning to school.

## MAKEUP WORK

Students may make up work after an absence if the absence is excused, unexcused but justifiable, or is the result of a suspension or school sponsored activities. Students have the number of days of the absence plus one day to finish makeup work. Long term assignments or projects assigned before the absence may be due upon returning to school.

Extenuating Circumstances:
The Board has established the following as extenuating circumstances:

1. Board-approved extracurricular activity or public performance subject to limitations in FDD(LEGAL) preceding.
2. Required screening, diagnosis, and treatment for Medicaid eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent.
5. Juvenile court proceeding documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.
8. Approved college visitation.
9. Other circumstances deemed extenuating by the attendance committee.

### NATIONAL JUNIOR HONOR SOCIETY

Please see the campus principal for National Junior Honor Society handbook information.

## ORGANIZATIONS

Organizations that one may join are:

Builders Club
Reading Club
Science Club
Spanish Club
Student Council
Fellowship of Christian Anybodies (FCA)

## PHYSICAL EXAMINATIONS

Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program.

## PICTURE IDENTIFICATION CARDS

All students will be required to present their picture identification card to be admitted to any school function or dance. Admission to dances will be $5.00 with student identification card and $10.00 without student identification card.

## POSTERS

The principal or designee must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed and the person responsible will be subject to disciplinary action.

### SCHEDULE CHANGES

W*hen a student selects a course, he/she is expected to complete the course.*

Schedule changes for the **fall semester** must be made as follows:

**Schedule change forms must be completed and turned in Thursday or Friday, August ~~22-23~~ 21-22. The counselors will ~~call students into the office to discuss their request on~~ contact the student regarding the change Monday or Tuesday, August ~~26-27~~ 25-26.

The following criteria must be met:

1. The change is possible and reasonable for the existing schedule.
2. The change will not overload another class.
3. The change must be approved by all teachers involved, the counselor or an administrator, and a parent.

Schedule changes for the **spring semester** must be made as follows:

**Schedule change forms must be completed and turned in Thursday or Friday, January ~~9-10~~ 8-9. The counselors will ~~call students into the office~~ ~~to discuss their request~~ ~~on~~ contact the student regarding the change Monday or Tuesday, January ~~13-14~~ 12-13. The change must meet the above criteria.

## DANCE GUIDELINES

Granbury Middle School and Acton Middle School staff and the P.T.O. board members want our students to not only have an enjoyable experience at our dances, but also a safe one. Please read the following guidelines and sign and return the acknowledgement below.

1. G.I.S.D. dress code is enforced
2. No purses or backpacks allowed
3. Students are not allowed to run or jump from rails.
4. Chasing other students is not allowed
5. No rough housing or rough dancing is allowed
6. No lying down on the floor while dancing or resting
7. No mashing, slamming, or freaking
8. No food or drink allowed on the dance floor
9. Students will clean up their own messes
10. Space between students slow dancing, hands are not allowed below the waist
11. Students are not allowed to kiss, make out or stay in dark corners
12. Parents will be called to come pick up students who do not follow the rules
13. Students will not be allowed to leave the dance early unless a parent comes to sign them out.
14. Any student who on the day of the dance is absent, in I.S.S. or B.T.C. will not be allowed to enter the dance
15. Any student who has been asked to leave because of his or her behavior will not be allowed to attend any future dances during the current year
16. The dances are from 7:00 until 10:00 p.m. Any student who is picked up after 10:30 p.m. will not be allowed to attend any future dance during the current school year.

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**I HAVE READ AND UNDERSTAND THE STUDENTS' DANCE GUIDELINES AND AGREE TO ABIDE BY THESE RULES.**

**Parent Signature:**_____

**Student Signature:** _____

# ADDITIONAL
## HIGH SCHOOL INFORMATION

### ACCELERATED READER (AR)

l English courses will include the Accelerated Reader program as a method of improving reading skills. The progAlram will operate as follows:

1. English teachers will provide time each week, during class, for silent reading. During this time, students are encouraged to read selections from the GHS Library, the Hood County Library, or from their own book collection.
2. Students will turn in weekly journals or literary letters reflecting on their reading for the previous week. Each journal/letter will count as a test grade.
3. Computers will be available in each classroom, the computer labs and the library for taking AR exams. Students may take and pass AR exams over the books they have read. The points earned will be applied as extra credit on their journal/test grades.

### ALTERNATIVE METHODS OF EARNING CREDIT

The GISD Board of Trustees has approved the following alternative methods of earning credit:

Credit by Examination (Prior Instruction-Retrieval) – The credit by exam is for students who have taken a course and received an average of no lower than a 60. If the student is denied credit in a course for excessive absences, the Attendance Committee must approve, on an exceptional basis, earning credit by exam. The exam is taken through either Texas Tech University or through the University of Austin Distance Learning Program. With the approval of the campus administration, locally developed exams may be used for special circumstances. A grade of 70 must be earned. Grades will be posted to the students' transcript and will count towards graduation, but will not be computed in the student's GPA or for class rank. A fee will be charged for the exam.

Credit by Examination (No Prior Instruction-Acceleration) – Students who provide evidence of proficiency in a subject area may take an exam to earn credit. A grade of 90 is required to meet credit requirements. The district will publish dates for a fall and a spring administration of exams for acceleration.

### CAREER AND TECHNOLOGY EDUCATION

Career and technology programs in Agricultural Science and Technology, Business and Office Education, Home Economics, Technology Education and Industrial Technology, Marketing, Trade and Industry, and Media Technology are offered. Admission to these programs is based on grade classification, age, attendance, and application. Lack of English language skills will not be a barrier to admission and participation in all educational and career/technical programs.

### CLASS RANKING

The valedictorian and salutatorian shall have completed four credits in English, three credits in mathematics, and three credits in science. The senior class shall be ranked scholastically at the end of the second trimester. If a tie of two or more students exists for the top places after grades have been averaged, then the fifth six weeks grades shall be used to determine rank. A tie beyond this point shall be broken by the total score achieved on the single highest Scholastic Aptitude Test.

Grades in all state approved courses taken for credit in grades 9-12 only shall be used in computing GPA and class rank. These courses must be taken in residence, which excludes the use of credit by exam and correspondence courses in ranking

In the case of transfer students, only honors, pre-AP and AP courses offered at Granbury High School will be computed on a five or six point scale when figuring GPA.

## CLUBS AND ORGANIZATIONS

There are many clubs and organizations at Granbury High School and each helps to fill the need of meeting student interests. Student organizations provide an added dimension to the high school experience and give additional opportunities for students to excel. Each student is strongly encouraged to become an active member of one or more of the recognized organizations.

Student clubs and performing groups such as band, choir, drill team and athletic teams will establish constitutions and bylaws that outline unique expectations and consequences for not meeting those expectations. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

All activities of student clubs and organizations must be approved in advance and must be supervised by the faculty director or sponsor.

## COLLEGE/MILITARY VISITS

Students are authorized to visit campuses or institutions of higher education (e.g., colleges, vocational schools, art institutes) or military (e.g. MEPS) during their junior or senior year for a **maximum** of two school days over two years. Visits must be scheduled prior to May 1st. Visits requiring an absence must be approved one week in advance by the student's parent or guardian, and a GHS administrator.

The GHS counseling office will provide a form on which the required information can be recorded. The form must be signed by the student, the parent or guardian, counselor, and assistant principal. The student must provide a letter or admit slip on official letterhead with the date of the visit and an official's signature from the college/military office. Such absences will not count against exam exemptions.

## CORRESPONDENCE COURSES

Students are eligible to earn credits through correspondence courses. Grades earned on these courses will not be included in students' grade point average or rank in class. Texas Tech and the University of Texas offer state-approved courses. Students must apply to take correspondence courses through the counseling office. Fees and textbooks for these courses are the responsibility of the students. Self-discipline is necessary for students to complete these courses within the time frame established by the university and to meet GISD requirements prior to participating in graduation activities.

## DISTANCE LEARNING

Students will have a scheduling option for both high school and dual credit courses taught from a distant location and electronically transmitted to GHS. Students will be located at GHS in a room with equipment that supports interactive capabilities with the instructor who will be teaching to a number of remote sited simultaneously.

The availability of courses will be determined by agreements with the Region XI Education Service Center in cooperation with a number of high schools and colleges in the region. Typically offerings will include courses that would not "make" at GHS because of low enrollment, specialty courses (e.g. Latin, Japanese), and freshman and sophomore college courses.

Counselors will brief students on Distance Learning during registration and will inform students of their eligibility to take these courses and identify the courses available. As always, dual credit courses will require tuition payment for college credit and require the student to be in a full time status without Distance Learning course.

## DUAL CREDIT COURSES

Juniors and Seniors who have passed the TASP or are TASP Exempt may register for concurrent college and high school credit in selected courses offered by cooperating colleges. The student is responsible for paying for tuition, books, and any fees, which are required by the college for credit. Dual credit courses will be offered pending arrangements with

colleges for on-site instructors. **Students taking one or two dual credit classed must be enrolled in <u>THREE</u> additional regular classes.**

**<u>EARLY GRADUATION</u>**

Students may graduate at the end of three years of high school if they accomplish the following actions:

- Submit a letter to the counselor, signed by the parent, agreeing to an early graduation. The letter must be received not later than the end of the sophomore year.
- English III must be passed prior to the start of the junior year.
- All ~~TAAS~~ TAKS exams must be passed. ~~during the sophomore year.~~
- All graduation requirements must be completed.

No early graduation will be allowed during the senior year. Seniors must be enrolled in at least one of the following courses each term of the senior year:

English IV U.S. Government Economics

Students who have declared their intent to graduate in three years shall be included in senior year ranking/GPS after they have completed 17 credits. No three-year graduate shall be eligible for the position of valedictorian or salutatorian.

## ELECTIONS AND STUDENT LEADERSHIP

The Student Council and class leaders will be selected through student elections held one each year. The Student Council sponsor will be responsible for coordinating the election(s) to include the slate of candidates, date and time of election, campaign coordination, voting procedures, vote tallies and dissemination of election results.

All students running for class officer must meet the following requirements:

- Cannot have failed any courses during the previous trimester
- Cannot have been denied credit for excessive absences the previous trimester
- Cannot have been assigned to BTC during the previous school year

In addition to the requirements listed above, Student Council officers must:

- Be a member of the Student Council at least one year prior to holding office
- Not have been removed from Student Council for disciplinary reasons
- Be a senior to be eligible to be elected to President of the Student Council
- Be passing all classes at the time of the election and must have passed all classes during the previous six weeks

Students, who fail a course, are denied credit for excessive absences or are assigned to BTC during the time they hold office will immediately be dismissed from office. The position of a vacant office will be assumed by the other elected students in accordance with Student Council bylaws or, in the case of class officers, by the next elected person in seniority order of President, Vice President, Secretary, Treasurer.

## ELECTRONIC ITEMS

During the instructional day, students shall not bring into a school building or have in their possession in a school building non-essential electronic items such as radios, CD/tape players, MP3 players, earphones, games, or toys. Such items can be disruptive and are subject to theft, damage or destruction. These items found in possession of students during the instructional day will be confiscated and returned only to the parent. Appropriate disciplinary action will be taken for their possession and/or use.

A phone or pager may be in the possession of a student enrolled in Granbury High School. The item(s) must be turned off and out of sight during the instructional day. Appropriate disciplinary action will be taken if they are turned on, can be seen or are used during the instructional day. Additionally, the item will be confiscated and will be returned only to the parent.

Neither school personnel nor the school district will be held responsible for the loss, damage or destruction of electronic items brought to school by students.

## EXAM EXEMPTIONS

Students may earn exemptions from trimester exams as follows:

1. Have an average of at least 85 based on the two six weeks grades of the trimester.
2. Have no more than ~~three~~ two absences (excused or unexcused) in the class during the trimester. Each multiple of two tardies will equal one absence. Students absent due to doctor or dentist appointment are still counted as absent. Extracurricular absences do not count as absences for exam exemptions.
3. Have no more than one discipline referral in the class during the trimester.
4. Have no assignment to BTC during the trimester.
5. Must have been enrolled in the course at GHS the entire trimester.

Individual teachers will make the final determination as to whether requirements have been met for the exemption.

Additionally, teachers may require all students to take a trimester exam if students will benefit directly and significantly from the requirement in a subsequent exam or performance evaluation (e.g., Advanced Placement examinations).

A grade for the second six weeks may be determined approximately one week prior to the trimester exam so that students and teachers can plan accordingly—any absences or discipline problems subsequent to that date may negate the exemption.

Freshmen and sophomores may earn an exemption from not more than three courses. No exemptions will be authorized for freshmen and sophomores in selected core courses required for graduation. Such courses include English I and II, Algebra I and Geometry, Integrated Physics and Chemistry and Biology, World Geography and World History.

Exempted students will report to a designated location each period for an attendance check. Students will be given directions on options available during that period. Failure to attend the attendance check will result in loss of exemption for that period and the student may be required to take the exam or receive a zero.

## EXCESSIVE ABSENCES

At the end of each trimester, the Attendance Committee will evaluate the status of each student's absences and make a decision as to whether credits will be denied because of excessive absences. Parents will be notified of the decision and may appeal, within the time indicated, to the Principal. If the parents desire to continue the appeal process, they may request action by the Superintendent and, subsequently, the Board of Trustees.

Students who are denied credit for excessive absences will not be permitted to purchase a parking permit for a trimester or may be suspended from parking on campus, will not be eligible for college programs, will not be accepted into the work cooperative programs and will not be issued the TEA form for license issue or renewal.

Students, who have been denied credit and subsequently demonstrate good attendance for at least six weeks, will be considered for reinstatement of their privileges by the Attendance Committee.

## FIGHTING

Students fighting on school property will receive appropriate disciplinary action, which may include suspension (either in or out of school) or possible expulsion. In addition, the police may issue a citation for disorderly conduct and assault. Normally the student will be released to parents for the remainder of the school day on which the fight occurs.

## FUND RAISING

Student clubs or classes, outside organizations and parent groups may occasionally be permitted to conduct fund-raising activities. An application for permission to conduct a fund-raising event must be made to the principal by the end of the first six weeks of the school year. These events must also be approved by the Assistant Superintendent. Except as approved by the process indicated, fund-raising is not permitted on school property.

## GRADE CLASSIFICATION

Student grade classification is determined as follows:

| | |
|---|---|
| Freshman | 0 – 5.5 credits |
| Sophomores | 6 – 11.5 credits |
| Juniors | 12 –16.5 credits |
| Seniors | 17 or more credits |

## GRADING POLICY

Philosophy: Frequent and comprehensive measurement of student achievement is a critical element of both student and school success. That measurement is gained through teacher-designed tests, informal teacher observations, projects, demonstrated skills, daily work, and criterion-referenced and norm-referenced tests and through other means. The results of evaluation are used to provide feedback to students and their parents, to determine what must be learned and to improve student performance and instruction.

Application: The following guidelines will be used in student evaluation:

- Major evaluations consist of exams, projects involving significant time and effort, important performances, demonstrations of skills and other assessments of a comprehensive nature. Major evaluations may range from 33% to 67% of a six weeks grade. There must be a minimum of two major evaluations during each six weeks.

- Minor evaluations consist of homework, daily work, minor quizzes or tests, brief demonstrations of skills, oral or board work, daily performances or other assessments of a limited nature. Minor evaluations may range from 33% to 67% of a six weeks grade. With the exception of AP and Dual Credit courses, there must be at least ten minor evaluations during each six weeks, spread as evenly as instruction will allow throughout the entire period. AP and Dual credit courses, presented at college level, require a minimum of six minor evaluations during each six weeks.

- All recorded grades during a six weeks will be entered as major or minor evaluations and the two categories must total 100% of the grade.

- The trimester grade will be an average of the two six weeks averages and the semester exam. The trimester exam will count 20% of the trimester average. Trimester exams must be given during the scheduled exam period. No early exams will be given for any reason. All students must take the trimester exam unless they meet all requirements for exemption and are granted an exemption by the appropriate teacher.
- The trimester exam will be comprehensive test evaluation mastery of the essential knowledge and skills for all of the material covered during that trimester. Material covered during the second six weeks should not be emphasized on a trimester exam any more that material covered during the other six weeks. The content of the exam is a matter of the professional judgement of the teacher based on the needs of the student in the course.

- Any six weeks average below 50 will be recorded on the report cards as a 50 during the first six weeks of a trimester. Trimester exam grades and the second six weeks grades will be entered as the actual grade

earned. Any trimester averages below 50 will be recorded on the report card and on the student's permanent record as a 50.

- Any grade below 70 in any trimester is failing and the subject must be repeated for credit.

- Individuals denied credit due to excessive absences will have those grades recorded as course failures (zero grade point) for class rank and GPA purposes.

Additional guidance:

- Homework may be used to reinforce classroom learning, evaluate student understanding, improve knowledge and skills, validate results of class work, improve understanding of instruction, progress toward completion of a project, or for other reasons contributing directly to student success. To be of optimum value, homework should be frequently checked or graded, the results recorded and computed in the student's six weeks grade.

- Students who have been absent shall complete make-up work and exams. Students will normally have one day for each day absent, plus one additional day to make up missed work. If the student knew of the assignment well in advance of the absence, it may be due immediately upon return as determined by the teacher. Teachers may also assign additional work to ensure students have suffecient opportunity to master the essential knowledge and skills or to meet course requirements. This additional work shall be based on the instructional objectives for the course and may provide greater depth of subject matter than routine make-up work. Students shall receive a zero for work not made up within the allotted time and for make-up work after an unexcused absence. The grade for make-up work after a suspension shall be reduced by 20%.

- Late work policies shall be determined by each teacher and made known to each student, in writing, at the beginning of the course. Such policies may include grade reduction to lose partial or full credit, assignment of extra work or loss of privileges. Repeated late completion of work or failure to turn in work may result in extra tutorials, detention in the teacher's classroom or such other classroom management techniques as necessary to change the behavior of the student. Extreme violations may result in disciplinary action.

- Students who are determined to have engaged in academic dishonesty (e.g., cheating, copying, plagiarism or unauthorized communication during an exam) shall receive a zero on that evaluation based on the judgement of the classroom teacher.

- Trimester exam exemptions shall be used to motivate students to excel academically, attend regularly and exhibit acceptable behavior. Details on the exemption policy are provided separately.

- UIL exemptions from the "no pass, no play" rule shall be made for designated honors, pre-AP and AP courses. Such exemptions are limited as follows:

    - No course may have a numerical grade lower than 60.

    - No more than two courses may have a grade of 60-69 for any six weeks.

    - No course may be failed more that one six weeks in any trimester.

Should any of the limitations be exceeded, the student will be ineligible under the "no pass no play" rule.

All grading standards must be horizontally aligned within the district by departments

# GRADUATION REQUIREMENTS

Course credit requirements for each diploma program are shown on the following two pages. Students and parents should work with guidance counselors to ensure that the necessary courses required for the program selected are successfully completed.

| Requirements | Minimum | Recommended | Distinguished Achievement* |
|---|---|---|---|
| | | | |
| English | 4 | 4 | 4 |
| | | | |
| Math | 3<br>Three credits to include:<br>• Algebra 1<br>• Geometry | 3<br>Three credits must consist of:<br>• Algebra 1<br>• Geometry<br>• Algebra 2 | 3<br>Three credits must consist of:<br>• Algebra 1<br>• Geometry<br>• Algebra 2 |
| | | | |
| Science | 2<br>Two credits to include:<br>• Biology and<br>• Integrated Physics and Chemistry<br><br>May substitute Chemistry or Physics for IPC but must use the second of these as academic elective credit. | 3<br>Three credits. One credit must be Biology. The remaining two credits must be chosen from the following areas. No more than one credit from each area.<br>• IPC<br>• Chemistry<br>• Physics<br>Students are encouraged to take Biology, Chemistry, & Physics. | 3<br>Three credits. One credit must be Biology. The remaining two credits must be chosen from the following areas. No more than one credit from each area.<br>• IPC<br>• Chemistry<br>• Physics<br>Students are encouraged to take Biology, Chemistry, & Physics. |
| | | | |
| World Geography/ | 1 | 2 | 2 |
| World History | | | |
| U.S. History | 1 | 1 | 1 |
| U.S. Government | ½ | ½ | ½ |
| Economics | ½ | ½ | ½ |
| | | | |
| Academic Elective | 1<br>One credit selected from either:<br>• World Geography<br>• World History, or<br>• Any state approved science course | 0 | 0 |
| | | | |
| Health | ½ | ½ | ½ |
| | | | |
| Physical Education | 1 ½ | 1 ½ | 1 ½ |
| | | | |
| Foreign Language | 0 | 2 | 3 |
| | | | |
| Fine Arts | 0 | 1 | 1 |
| | | | |
| Technology App. (Computers) | 1<br>One credit selected from either:<br>• Business Computer Information Systems I or II<br>• Business Image Management and Multimedia<br>• Web Mastering<br>• Computer Science | 1<br>One credit selected from either:<br>• Business Computer Information Systems I or II<br>• Business Image Management and Multimedia<br>• Web Mastering<br>• Computer Science | 1<br>One credit selected from either:<br>• Business Computer Information Systems I or II<br>• Business Image Management and Multimedia<br>• Web Mastering<br>• Computer Science |
| | | | |
| Communication Applications (Speech) | ½ | ½ | ½ |

| Requirements | Minimum | Recommended | Distinguished Achievement* |
|---|---|---|---|
| | | | |
| Electives | 7 ½ | 5 ½ | 4 ½ |
| | Five and one-half credits<br>• State approved courses<br>Two credits<br>• State approves or Local courses | Three and one-half credits<br>• State approved courses<br>Two credits<br>• State approves or Local courses | Two and one-half credits<br>• State approved courses<br>Two credits<br>• State approves or Local courses |
| | | | |
| **Advanced Measures** | 0 | 0 | ***(Plus 4 advanced measures)** |
| | | | |
| | | | Standards for Approval of Requirements:<br>• The measures must focus on demonstrated student performance at the college or professional level.<br>• Student performance on advanced measures must be assessed through an external review process. |
| | | | Requirements:<br>• A student must achieve any combination of four of the following:<br>Original research/project:<br>• Judged by a panel of professionals in the field that is the focus of the project; or<br>• Conducted under the direction of mentor(s) and reported to an appropriate audience; and<br>• Related to the required curriculum (relating to TEKS)<br>• May not be used for more than two of the four advanced measures<br>Test Data:<br>• A score of three or above on The College Board Advanced Placement examination;<br>• A score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the NMSQT. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.<br>College Courses:<br>• A grade of 3.0 or higher on courses that count for college credit, including tech prep programs. |
| **Total Credits** | **24** | **26** | **26** |

## GRADE WEIGHTS

In order to compute a student's Grade Point Average (GPA) semester grades are given numerical weights. Regular courses will be weighted on a 4-point scale. Pre-advanced placement, honors and dual credit courses will be weighted on a 5-point scale. Advanced Placement courses will receive weight based on a 6-point scale.

| 4 Point | 5 Point | 6 Point |
|---|---|---|
| 100 = 4.0 | 100 = 5.0 | 100 = 6.0 |
| 90 = 3.0 | 90 = 4.0 | 90 = 5.0 |
| 80 = 2.0 | 80 = 3.0 | 80 = 4.0 |
| 70 = 1.0 | 70 = 2.0 | 70 = 3.0 |

## HIGH SCHOOL EQUIVALENCY PROGRAM (HSEP)

The HSEP is designed to provide an alternative means of preparing students for life beyond high school. It has been modified and updated from the original GED program. To be eligible for the program, a student must meet the following guidelines:

1. Be 16 years of age or older
2. Be identified as at risk of dropping out of school
3. Parent and student agree in writing to participation in HSEP
4. At least two years have elapsed since the student enrolled in 9th grade. ~~and less than one quarter of the required credits for graduation have been earned~~
5. Students must have taken the mandatory assessment instrument (TAKS) before entering the program or no later than one calendar year after entering the program – all sections must be taken prior to taking the GED exam
6. The school may not exceed the maximum number of students authorized for that school year

Once accepted into the HSEP, students must meet all requirements established in the Code of Conduct to include behavior, attendance and the dress and appearance code. HSEP students are subject to the same potential disciplinary actions as any other students.

Students will be enrolled into a full-day (four hours) or half-day (two hours) schedule. Students may not participate in extracurricular activities while enrolled in the HSEP.

The HSEP instructor will schedule students to take one or more sections of the GED exam when they have demonstrated they have a reasonable likelihood of passing. When all sections have been passed the student will receive a certificate of completion and will be dismissed from the program. The student is then qualified to continue education in a college or trade school or pursue other life goals.

## LIBRARY

Students must have an ID card to use library facilities. The library will be open on school days at 7:45AM.

Books are checked out for three weeks. Encyclopedias may be checked out overnight and returned before 9:00 AM the next day. A $.25 fine per day is assessed on overdue materials. Although a notice will be sent out on the first day the book is overdue, it is the student's responsibility to note the due date stamped in the back of the book and return it on time. If the student has an excused absence, no fine will be assessed if the book is turned in the first day upon returning to school.

## MAKEUP WORK

Students may make up work missed for full credit if the absence is excused, justifiable but unexcused, or is the result of school-sponsored activities. Students have the number of days absent plus one day to finish makeup work. Long term assignments or projects, assigned well before the absence, may be due upon return of the student.

Makeup work may be work identical to that completed by students who were present in class. If the exact work

missed cannot be easily duplicated, then other work may be assigned that is closely related (e.g., a written assignment on fitness may substitute for missing calisthenics in Physical Education classes).

Students suspended from school may make up their work, as stated above, with a reduction in grade.

## NATIONAL HONOR SOCIETY

The National Honor Society (NHS) was created to recognize and encourage academic achievement and to develop the characteristics essential to citizens in a school. NHS membership is an honor and a commitment. Both in and out of school, NHS members are expected to actively strive to represent the ideals of scholarship, character, service, and leadership for which they were originally selected for membership, and to express these qualities through chapter service activities.

The following procedures will be used to select students for National Honor Society membership:

1. The minimum overall grade average required for membership will be announced by the chapter sponsor.
2. Students meeting GPA requirements will be notified of their eligibility for the selection process.
3. Scholastically qualified students interested in being candidates for selection may complete a Student Activity Form and return it to the chapter sponsor.
4. A roster of candidates will be provided to the faculty and staff so that all may comment on a candidate's qualities of character, service, and leadership.
5. All comments regarding a candidate's suitability for selection will be evaluated by a five-member faculty council appointed by the principal. The council may choose to interview candidates or staff members to clarify information submitted. Only information verified by the panel from identified sources will be considered in determining which candidates are selected for membership.
6. The faculty council will tabulate verified positive and negative comments and consider the information given on the candidate's Student Activity Form.
7. The faculty council will then discuss tabulations and vote on the candidates to determine those qualified for selection.
8. Candidates will be notified in writing of the faculty council's decision regarding their status.
9. Feedback will be provided to students not selected for membership so that they may take action to improve chances of future selection.

## NON-CURRICULUM RELATED STUDENT ORGANIZATIONS

A non-curriculum related student organization consists of any student group that does not directly relate to the body of courses offered by the school. At GHS we currently have the Fellowship of Christian Athletes, Key Club, Bleacher Creatures, and other groups that are in this category.

Students desiring to initiate an organization of this type should contact the Principal for instructions. There are several actions that must be completed to receive approval of the organization to include defining a purpose, securing a staff sponsor and completing necessary forms. Additionally, parent written approval is required for students to join this type of organization.

## OUTSTANDING STUDENT AWARDS

The Outstanding Student Award will be awarded each six weeks to a student in each class (senior, junior, and sophomore) who has demonstrated exceptional academic performance; has contributed to peers, school and/or community, and has represented GHS in an outstanding manner. Each student selected will receive a certificate and movie passes and will receive media recognition.

## PARTIES AND SOCIAL EVENTS

The rules of good conduct and grooming will be observed at school social events. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the event. Anyone leaving before the end of the event will not be allowed to return.

Granbury High School students classified as juniors and seniors may attend the prom. All other persons who request to attend as a date of a junior or senior must have prior approval for attendance. Dates must be under the age of 21. No student below sophomore classification will be eligible to attend the prom. A prom information sheet will be distributed which will provide detailed information on attendance.

Informal/casual dances may be scheduled and conducted by the Student Council or other student groups. These dances may be attended by GHS students and GMS/AMS Freshmen as verified by current student identification cards.

## PHYSICAL EDUCATION

Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state 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 high school competition. In other years the student will be required to submit a physical appraisal form. Students may then have to undergo a physical examination based on information provided on the appraisal form.

## POSTERS

Signs and posters that a student wishes to display must first be approved by the principal or designee. Posters displayed without authorization will be removed and the person responsible will be subject to disciplinary action.

## PUBLIC DISPLAY OF AFFECTION

Intimate public display of affection is not appropriate in a school setting. Students are not to kiss, embrace, fondle or have other intimate bodily contact in school or at a school supervised activity. Such action will result in disciplinary action. Holding hands, an arm on a shoulder or other similar less intimate contact is allowed.

## SCHEDULE CHANGES

Schedule changes can be made only through the first 2 days of classes as follows:

1. The change is possible and reasonable from the existing schedule.
2. The change will not overload another class.
3. It results in a reasonable program of study towards graduation.
4. Is approved by a counselor and an administrator.

Note: After the change period, a course dropped may be recorded as an “F." When a student selects a course, he/she is expected to complete it.

## STUDENT COUNCIL

The purpose of the Student Council is to develop student government, enhance student responsibility and increase student initiative. It is the central student organization within the student body at Granbury High School.

## SUBJECT LOADS

Sophomores and juniors are required to take five credit classes per trimester**.** Juniors who ~~have passed all TAAS exams and~~ are aligned for graduation may take four classes per term excluding college and dual credit courses. Students

who have scored below the minimum passing score on previous TAKS exams may be required to take a full five period schedule to include a TAKS prep course.

Seniors must take four classes per term excluding college and dual credit courses. Seniors who have passed TAAS and are aligned for graduation may take a minimum of three classes per term excluding college and dual credit classes.

Students enrolled in a cooperative training program must attend school a minimum of three classes each day.

## TARDIES

A student may be counted tardy if he/she is not seated in the proper seat when the tardy bell rings. If the Student Office or teacher determines that the tardy was a result of circumstances beyond the student's control, the tardy may be excused. Tardies due to sleeping in, cars not starting or breaking down, friends not picking up student, discussions with friend(s) because of his/her problems, or other personal reasons will not be excused.

Unexcused tardies are accumulated by semester and will normally result in the following actions:

- ***3 tardies***--Warning provided to student by teacher with teacher action such as making up lost time.
- ***4th tardy***--Teacher assigned detention.
- ***5th-7th tardies***--D-Hall assigned by assistant principal.
- ***8th tardy***--One day of In School Suspension (ISS).
- ***9th tardy***--Parent conference to determine actions to take and to formulate a discipline Plan.
- A student who misses half the class or more (36 minutes), either by arriving late of departing early, shall be counted absent

## TRANSCRIPTS

Transcripts for students will be provided at no cost. Graduating seniors may request up to three copies of their transcript for no charge. Additional copies for seniors and all copies of transcripts requested by former student will cost $1.00 each.

## VEHICLES ON CAMPUS

Students are required to register their vehicles with the school to be allowed to operate the vehicles on school property. Only students with a valid driver's license and proof of liability insurance required by Texas law will be issued a permit. A fee of $35.00 will be charged for this privilege and a tag will be issued which must be displayed at all times the vehicle is on school property. Vehicles, which are not registered, and cannot be identified, may be towed from school property at the owner's expense.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search the vehicle. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with the presence of the driver. The driver has full responsibility for the security of the vehicle and will make certain is it locked and that the keys are not given to others. The driver will be responsible for any prohibited objects or substances such as alcohol, drugs or weapons that are found in the vehicle. Students will be subject to disciplinary action for violations as well as referral for criminal prosecution when warranted.

While on school grounds, vehicles will be driven in a manner which preserves the safety of the driver, passengers, pedestrians and property. Violation of established rules may result in citations as well as the loss of driving and parking privileges on school property.

Students driving vehicles on school property must observe the following rules:

1. The issued permit must be hanging from the rearview mirror.
2. Abide by the posted speed limits or below 10 miles per hour.
3. Students may park only in designated lots within one parking space.

4. Students will not park in red fire lanes, faculty spaces, marked visitor slots or in the bus loading area or handicapped spaces.
5. Students are to vacate their vehicles immediately after arriving on campus.
6. Students may return to vehicles only with permission or at the end of the school day.
7. Avoid overloading vehicles and do not ride on top of or outside of vehicles.
8. Obey the state law for school buses; do not pass when a bus is parked with red lights blinking.
9. Driving offenses to include unsafe or reckless driving (e.g., spinning tires, exceeding safe speed) may result in suspension or revocation of driving privileges for up to the remainder of the school year depending on the severity of the offense.

# GRANBURY ISD COMPUTER ACCEPTABLE USE POLICY
# 2003 – 2004 School Year

**Disclaimer**

This document is required by the Texas Education Agency and is to be completed by all employees and students of any and all Texas Public Schools. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and GISD is not responsible of material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet as GISD is governed by the following policy:

**Permitted Use of Network/Internet – Terms and Conditions**

The computer network is the property of GISD and may only be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs or studies. GISD believes that information and interaction available on the network/Internet far outweighs the possibility that users may obtain material that is not consistent with the educational goals of GISD. GISD expects legal, ethical and efficient use of the Network/Internet.

**User Responsibility** – Network/Internet users are responsible for their actions in accessing available resources.

**Privilege** – Use of GISD Network/Internet account is a privilege, not a right.

**Subject to System Administration** – All Granbury ISD Network/Internet account usage is subject to the Director of Technology and/or manager's perusal for virus scanning or inappropriate use.

**Inappropriate Use** – Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. GISD has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

**Violation of Law** – Transmission of any material in violation of U.S. or state law is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret. Any attempt to break the law using a GISD Network/Internet account my result in litigation against the offender by the proper authorities. If such an event should occur, GISD will fully comply with the authorities to provide any information necessary for the litigation process.

## GRANBURY ISD COMPUTER ACCEPTABLE USE POLICY
## 2003 – 2004 School Year

**Commercial Use** – Use of commercial, income-generating or "for profit" activities, product advertisement, or political lobbying of any nature is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

**No Expectation of Privacy** – Employees and/or students are given computers and Internet access to assist them in the performance of their jobs and to enhance their learning. Employees and/or students should have no expectation of privacy in anything they create, store, send, or receive using GISD's computer equipment. The computer network is the property of GISD and may be used only for GISD purposes.

**Waiver of privacy rights** – User expressly waives any right of privacy in anything he/she creates, stores, sends, or receives using GISD's computer equipment or Internet access. User consents to allow GISD personnel access to and review of all materials created, stored, sent or received by User through any GISD network or Internet connection.

**Monitoring of computer and Internet usage** – GISD has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

## Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of GISD's computer network. I understand that violation of this policy may result in disciplinary action, including possible termination of rights to use the network and civil and criminal penalties

Signature on receipt of handbook also acknowledges that I have read the acceptable use policy and agree that I and/or my child will abide by the policy.

# Student Code of Conduct

## THE PURPOSE OF THE STUDENT CODE OF CONDUCT

The Student Code of Conduct that follows is the District's response to the requirements of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in or removal from a Disciplinary Alternative Education Program (DAEP), or expulsion from school.

*This Student Code of Conduct has been adopted by the* Granbury ISD *Board of Trustees with the advice of its District-level committee. The Student Code of Conduct provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.*

In accordance with state law, the Student Code of Conduct will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any Student Code of Conduct violation that may result in a student being suspended, removed to a DAEP, or expelled from the District.

## CONTENTS

This code is organized into the following sections:


1. Standards for Student Conduct..... pages 2–4
2. General Misconduct Violations ..... pages 5–8
3. Removal from the Regular Educational Setting:
7. Suspension ..... page 9
8. Placement in a Disciplinary Alternative Education Program..... pages 10–16
9. Expulsion ..... pages 17–21


The **Glossary** at the back of the Student Code of Conduct provides easy access to definitions of legal terms.

In case of conflict between the Student Code of Conduct and the student handbook, the Student Code of Conduct will prevail. The Student Code of Conduct is adopted by the District's Board of Trustees and has the force of policy.

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



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# Standards for Student Conduct

| Behaviors | Consequences |
|---|---|
| Each student is expected to:<br>• Demonstrate courtesy even when others do not.<br>• Behave in a responsible manner, always exercising self-discipline.<br>• Attend all classes, regularly and on time.<br>• Prepare for each class; take appropriate materials and assignments to class.<br>• Meet District and campus standards of grooming and dress.<br>• Obey all campus and classroom rules.<br>• Respect the rights and privileges of other students and of teachers and other District staff.<br>• Respect the property of others, including District property and facilities.<br>• Cooperate with and assist the school staff in maintaining safety, order, and discipline.<br>• Avoid violations of the Student Code of Conduct.<br><br>The District may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be | A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action.<br><br>School rules and the authority of the District to administer discipline apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.<br><br>The District has disciplinary authority over a student:<br>4. During the regular school day and while the student is going to and from school on District transportation;<br>5. During lunch periods in which a student is allowed to leave campus;<br>6. For certain mandatory DAEP and discretionary expulsion offenses, within 300 feet of school property as measured from any point on the school's real property boundary line;<br>7. While the student is in attendance at any school-related activity, regardless of time or location;<br>8. For any school-related misconduct, regardless of time or location;<br>9. For any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;<br>10. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;<br>11. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081; and<br>12. When criminal mischief is committed on or off school property or at a school-related event.<br><br>The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.<br><br>The District has the right to search a student's locker whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.<br><br>A school administrator will report crimes as required by law. A school administrator who suspects that a crime has been committed on campus will call local law enforcement. |


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| Behaviors | Consequences |
| --- | --- |
| posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct. | campus will call local law enforcement.<br><br>The District has the right to revoke the transfer of a transfer student for violating the District's Student Code of Conduct.<br><br>In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.<br><br>The District will take into consideration self-defense as a factor in a decision to order suspension, removal to a DAEP, or expulsion. (See glossary)<br><br>Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.<br><br>The following discipline management techniques may be used—alone or in combination—for misbehavior violating the Student Code of Conduct or campus or classroom rules:<br><br>• Verbal correction.<br>• Cooling-off time or "time-out."<br>• Seating changes within the classroom.<br>• Counseling by teachers, counselors, or administrative personnel.<br>• Parent-teacher conferences.<br>• Temporary confiscation of items that disrupt the educational process.<br>• Grade reductions as permitted by policy.<br>• Rewards or demerits.<br>• Behavioral contracts.<br>• Detention.<br>• Sending the student to the office or other assigned area, or to in-school suspension.<br>• Out-of-school suspension, as specified in the suspension section |


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| Behaviors | Consequences |
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| | of this Student Code of Conduct.<br>• Placement in a Disciplinary Alternative Education Program (DAEP), as specified in the DAEP section of this Student Code of Conduct.<br>• Expulsion, as specified in the expulsion section of this Student Code of Conduct.<br>• Assignment of school duties such as scrubbing desks or picking up litter.<br>• Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.<br>• Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.<br>• Withdrawal or restriction of bus privileges.<br>• School-assessed and school-administered probation.<br>• Corporal punishment.<br>• Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.<br>• Other strategies and consequences as specified by the Student Code of Conduct.<br>Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office. Consequences will not be deferred pending the outcome of a grievance. |


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# general misconduct violations

| Behaviors | Consequences |
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| The following behaviors are prohibited at all school and school-related activities:<br>• Cheating or copying the work of another.<br>• Throwing objects that can cause bodily injury or property damage.<br>• Failing to comply with directives given by school personnel.<br>• Leaving school grounds or school-sponsored events without permission.<br>• Disobeying rules for conduct on school buses.<br>• Directing profanity, vulgar language, or obscene gestures toward another student or District employee.<br>• Fighting or scuffling.<br>• Hazing. (See glossary)<br>• Stealing from students, staff, or the school.<br>• Damaging or vandalizing property owned by others.<br>• Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means. (See glossary)<br>• Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.<br>• Discharging a fire extinguisher.<br>• Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.<br>• Possessing or selling a "look-alike" weapon.<br>• Possessing an air gun or BB gun.<br>• Possessing ammunition.<br>• Possessing a stun gun.<br>• Possessing mace or pepper spray.<br>• Possessing or using any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.<br>• Gambling.<br>• Making false accusations or hoaxes regarding school safety. | General misconduct identified in the list of prohibited behaviors will result in application of one or more discipline management techniques consistent with law and the Student Code of Conduct.<br>The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation of the Student Code of Conduct that may result in a suspension, removal to a Disciplinary Alternative Education Program (DAEP), or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.<br>The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.<br><br>DISCRETIONARY REMOVAL<br>General misconduct violations will not necessarily result in the formal removal of the student from class or another placement but may result in a routine referral, formal removal, or the use of one or more discipline management techniques.<br><br>FORMAL REMOVAL<br>Formal removal from class will be initiated by a teacher if:<br>13. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or<br>14. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.<br>A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled.<br>A teacher or administrator may remove a student from class for a behavior that the District has determined is a violation of the Student Code of Conduct.<br>When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place a student in:<br>• Another appropriate classroom.<br>• In-school suspension.<br>• Out-of-school suspension. |


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| Behaviors | Consequences |
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| • Falsifying records, passes, or other school-related documents.<br>• Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).<br>• Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.<br>• Being insubordinate.<br>• Refusing to accept discipline management techniques assigned by a teacher or principal.<br>• Forcing an individual to act through the use of force or threat of force.<br>• Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed later in the Student Code of Conduct.)<br>• Bullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence.<br>• Engaging in threatening behavior toward another student or District employee on or off school property.<br>• Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or District employee. (See glossary)<br>• Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.<br>• Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a District employee.<br>• Engaging in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee.<br>• Inappropriate or indecent exposure of a student's private body parts.<br>• Possessing or using matches or a lighter.<br>• Possessing, smoking, or using tobacco products. | • A Disciplinary Alternative Education Program.<br>When a student has been formally removed from class by a teacher, the principal may not return the student to the teacher's class without the teacher's consent, unless the placement review committee determines that the teacher's class is the best or only alternative available. |


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| Behaviors | Consequences |
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| • Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.<br>• Possessing or selling seeds or pieces of marijuana in less than a usable amount.<br>• Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary)<br>• Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.<br>• Violating the District's policy on taking prescription drugs and over-the-counter drugs at school.<br>• Possessing a cellular telephone or other telecommunications device at school during the school day.<br>• Possessing or using a laser pointer for other than an approved use.<br>• Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent.<br>• Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the educational program.<br>• Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.<br>• Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.<br>• Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety.<br>• Possessing material that is pornographic.<br>• Violating dress and grooming standards as communicated in the student handbook.<br>• Repeatedly violating other communicated campus or classroom standards of behavior. | |


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# removal from the regular educational setting

## Suspension

| Behaviors | Consequences |
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| Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, Disciplinary Alternative Education Program placement, or expellable offense. | State law allows a student to be suspended for as many as three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.<br><br>A student who is to be suspended will have an informal conference with the principal or appropriate administrator advising the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.<br><br>The number of days of a student's suspension will be determined by the principal or other appropriate administrator, but will not exceed three school days.<br><br>The principal or other appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.<br><br>Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail. |


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# PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM

| Behaviors | Consequences |
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| **A student must be placed** in a DAEP for any of the following offenses, if the student commits these offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:<br>• Engages in conduct punishable as a felony.<br>• Commits an assault under Penal Code 22.01(a)(1). (See glossary) | Removals to a DAEP will be recommended by the principal or designee and approved by the Superintendent/designee.<br>The duration of a student's placement in a DAEP will be determined by the Hearing Committee.<br>The duration of a student's placement in a DAEP will be determined on a case-by-case basis. The maximum period of DAEP placement is as follows:<br>Conduct — Maximum length of time<br>1. Felony Offense — 1 calendar year<br>2. Title V Felony Offense — 1 calendar year |
| | **DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.**<br>**Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.** |
| • Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the expulsion section of this Student Code of Conduct.) (See glossary)<br>• Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the expulsion section in this Student Code of Conduct.)<br>• Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals. | **A student who, on or within 300 feet of school property or at a school-related event on or off school property,**<br>**1. sells, gives, delivers, possesses, uses, or is under the influence of prohibited drugs or alcohol or**<br>**2. engages in conduct punishable as an offense relating to an abusable volatile chemical**<br>**will be placed in a DAEP on the first offense if the conduct is not punishable as a felony.**<br>**However, if the student sells, gives, delivers, possesses, uses, or is under the influence of prohibited drugs, alcohol, or an abusable volatile chemical of any amount a second time in the same school year, the student will be expelled.** |
| • Behaves in a manner that contains the elements of the offense of public lewdness.<br>• Behaves in a manner that contains the elements of the offense of indecent exposure.<br>• Engages in expellable conduct, if the student is between six and nine years of age.<br>• Engages in conduct that contains the elements of the offense of retaliation against any school employee on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the expulsion section of this Student Code of Conduct.) | The District will decide on a case-by-case basis whether to place in a DAEP or expel a student who<br>1. sells, gives, delivers, possesses, uses, or is under the influence of prohibited drugs or alcohol or<br>2. engages in conduct punishable as an offense relating to an abusable volatile chemical<br>if the conduct is not punishable as a felony.<br>When a student is removed from class by a teacher (formal removal) or an administrator for a mandatory or discretionary DAEP offense, the |


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| Behaviors | Consequences |
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| • Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:<br>1. The student receives deferred prosecution. (See glossary)<br>2. A court or jury finds that the student has engaged in delinquent conduct. (See glossary)<br>3. The Superintendent or designee has a reasonable belief that the student engaged in the conduct. (See glossary)<br>A principal or other appropriate administrator **may, but is not required to, place a student** in a DAEP for off-campus conduct for which DAEP placement is required by state law if the principal or other appropriate administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred. | or an administrator for a mandatory or discretionary DAEP offense, the principal or other appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.<br>Until a conference can be held as a result of a formal teacher removal or administrator removal, the principal may place the student in:<br>• Another appropriate classroom.<br>• In-school suspension.<br>• Out-of-school suspension.<br>• A Disciplinary Alternative Education Program.<br>At the conference, the principal or appropriate administrator will inform the student, orally or in writing, of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.<br>Following valid attempts to require their attendance, the District may hold the conference and make a placement decision regardless of whether the student or the student's parent attends the conference.<br>After the conference, if the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in the Student Code of Conduct, the DAEP placement order will give notice of the inconsistency.<br>Placement in a DAEP may not exceed one year unless a review by the District determines that:<br>1. The student is a threat to the safety of other students or to District employees; or<br>2. Extended placement is in the best interest of the student.<br>A DAEP placement in accordance with Education Code 37.0081 may be for any length of time determined necessary by the Board or its designee in light of the factors considered before placement. A student placed under this section is entitled to periodic status reviews by the Board or designee at intervals not to exceed 120 days.<br>The Board's designee will send the student and the parents a copy of the DAEP order. Not later than the second business day after the conference, the Board's designee will deliver to the juvenile court a copy of the order placing the student in a DAEP and all information required by Section 52.04 of the Family Code. |
| In accordance with state law, **a student <u>may</u> be placed** in a DAEP for any one of the following offenses:<br>• Engaging in conduct punishable as a felony, other than those | |


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| Behaviors | Consequences |
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| listed as offenses involving injury to a person in Title 5 of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.<br><br>In accordance with Education Code 37.0081, after an opportunity for a hearing before the Board or its designee, **a student <u>may</u> be placed** in a DAEP if:<br><br>• The student receives deferred prosecution for conduct defined as a felony offense in Title 5 of the Texas Penal Code; or<br><br>• The student has been found by a court to have engaged in delinquent conduct for conduct defined as a felony offense in Title 5 of the Texas Penal Code.<br><br>The Board or the Board's designee must determine that the student's presence in the regular classroom:<br><br>1. Threatens the safety of other students or teachers;<br><br>2. Will be detrimental to the educational process; or<br><br>3. Is not in the best interest of the District's students.<br><br>A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:<br><br>1. The date on which the student's conduct occurred;<br><br>2. The location at which the conduct occurred;<br><br>3. Whether the conduct occurred while the student was enrolled in the District; or<br><br>4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.<br><br>• Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.<br><br>Indicators of gang activity:<br><br>• Writing gang symbols on personal or school materials or property | required by Section 52.04 of the Family Code.<br><br>After the conference, if the student is placed in a DAEP, the appropriate administrator will write a DAEP placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Parental questions or complaints regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office. Consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board.<br><br>State law prohibits students placed in a DAEP for mandatory removal reasons from attending or participating in school-sponsored or school-related extracurricular activities.<br><br>**The District does not permit a student who is placed in a DAEP for any reason determined by the District to participate in any school-sponsored or school-related extracurricular and cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.**<br><br>A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.<br><br>If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the principal, or other appropriate administrator, or the Board may enter an additional disciplinary order as a result of those proceedings.<br><br>A student placed in a DAEP will be provided a review of his or her status, including academic status, by the Superintendent/designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.<br><br>For placement in a DAEP to extend beyond 60 days or the end of the |


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| Behaviors | Consequences |
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| • Using gang sings or symbols with hands<br>• Wearing clothing identified with a gang<br>• Displaying tattoos on body identifying gang name or gang nicknames<br>• Making statements of gang membership or allegiance<br>• Attempting to recruit others to join a gang<br>• Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.<br>• Any criminal mischief.<br>• A federal firearms violation, for a student six years of age or younger.<br>In addition, the District has determined that the following behaviors **may result in a student's placement in a DAEP**:<br>• Cheating or copying the work of another.<br>• Throwing objects that can cause bodily injury or property damage.<br>• Failing to comply with directives given by school personnel.<br>• Leaving school grounds or school-sponsored events without permission.<br>• Disobeying rules for conduct on school buses.<br>• Directing profanity, vulgar language, or obscene gestures toward other students or a District employee.<br>• Fighting.<br>• Hazing.<br>• Stealing from students, staff, or the school.<br>• Damaging or vandalizing property owned by others.<br>• Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.<br>• Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.<br>• Discharging a fire extinguisher.<br>• Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person. | next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the Board or the Board's designee. Any decision is final and may not be appealed beyond the Board.<br>For placement in a DAEP to extend beyond the end of the school year, the Superintendent or designee must determine that:<br>15. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or<br>16. The student has engaged in serious or persistent misbehavior that violates the District's Student Code of Conduct.<br>Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.<br>When a student violates the District's Student Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the District before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student then reenrolls in the District during the same or a subsequent school year, the District may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the principal, or other appropriate administrator, or the Board fails to issue a DAEP placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a DAEP placement order.<br>A student assigned to a DAEP placement in another district or open-enrollment charter school at the time he or she enrolls in the District will be placed directly into the District's DAEP.<br>For seniors assigned to a DAEP who are eligible to graduate, the placement in the program will continue through graduation, and the student **will not** be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.<br>The office of the prosecuting attorney will notify the District if a student was placed in a DAEP and:<br>17. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or |


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| Behaviors | Consequences |
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| • Possessing or selling a "look-alike" weapon.<br>• Possessing an air gun or BB gun.<br>• Possessing ammunition.<br>• Possessing a stun gun.<br>• Possessing mace or pepper spray.<br>• Possessing or using any articles not generally considered to be a weapon, including school supplies, when the principal or designee determines that a danger exists.<br>• Gambling.<br>• Making false accusations or hoaxes regarding school safety.<br>• Falsifying records, passes, or other school-related documents.<br>• Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).<br>• Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.<br>• Being insubordinate.<br>• Refusing to accept discipline management techniques assigned by a teacher or principal.<br>• Forcing an individual to act through the use of force or threat of force.<br>• Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed elsewhere in the Student Code of Conduct.)<br>• Bullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence.<br>• Engaging in threatening behavior toward another student or District employee, on or off school property.<br>• Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or a District employee.<br>• Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the | 18. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.<br><br>If a student was placed in a DAEP for conduct other than a false alarm or report or terroristic threat involving a public school or conduct on or within 300 feet of school property for which DAEP placement is required by law, on receiving the notice from the prosecutor, the Superintendent or designee will review the student's placement in the DAEP and schedule a review of the student's placement with the student's parent not later than the third day after the Superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.<br><br>After reviewing the notice and receiving information from the student's parent, the Superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. The student or the student's parent may appeal the Superintendent's decision to the Board. The student may not be returned to the regular classroom pending the appeal.<br><br>The Board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the Superintendent or designee, and confirm or reverse the decision of the Superintendent or designee. The Board will make a record of the proceedings.<br><br>If the Board confirms the decision of the Superintendent or designee, the Board will inform the student and the student's parent of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.<br><br>When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after |


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| Behaviors | Consequences |
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| school program or incite violence.<br>• Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a District employee.<br>• Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee.<br>• Inappropriate or indecent exposure of a student's private body parts.<br>• Possessing or using matches or a lighter.<br>• Possessing, smoking, or using tobacco products.<br>• Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.<br>• Possessing or selling seeds or pieces of marijuana in less than a usable amount.<br>• Possessing, using, giving, or selling paraphernalia related to any prohibited substance.<br>• Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.<br>• Violating the District's policy on taking prescription drugs and over-the-counter drugs at school.<br>• Possessing a cellular telephone or other telecommunications device at school or at a school-related or school-sponsored event in grades PK – 9.<br>• Possessing a cellular telephone or other telecommunications device at school during the school day in grades PK – 9.<br>• Possessing or using a laser pointer for other than an approved use.<br>• Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent.<br>• Using the Internet or other electronic communications to threaten students, employees, or cause disruption to the educational program. | the date of the placement, the student will be given the appropriate conference required for placement in a DAEP. If emergency placement involves a student with disabilities who receives special education services, the term of the student's emergency removal is subject to the requirements of federal law. |


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| Behaviors | Consequences |
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| • Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.<br>• Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.<br>• Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, using e-mail or Web sites at school to encourage illegal behavior, or threatening school safety.<br>• Possessing material that is pornographic.<br>• Violating dress and grooming standards as communicated in the student handbook.<br>• Repeatedly violating other communicated campus or classroom standards of behavior.<br><br>In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis. | |


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# expulsion

| Behaviors | Consequences |
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| **A student <u>must</u> be expelled** for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:<br>• Bringing to school a firearm, as defined by federal law.<br>"Firearm" under federal law includes:<br>1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.<br>2. The frame or receiver of any such weapon.<br>3. Any firearm muffler or firearm weapon.<br>4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.<br>• Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:<br>1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).<br>2. An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.<br>A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk. (See glossary)<br>19. A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun. (See glossary)<br>• Behavior containing elements of the following offenses under the Texas Penal Code:<br>1. Aggravated assault, sexual assault, or aggravated sexual assault.<br>2. Arson. (See glossary)<br>3. Murder, capital murder, or criminal attempt to commit murder or capital murder. | Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.<br>When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a Disciplinary Alternative Education Program (DAEP). Students under age six will not be removed from class or placed in a DAEP unless the student commits a federal firearm offense.<br>State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis, and/or the District may provide educational services to the expelled student in a DAEP. The District must provide educational services in the DAEP if the student is less than ten years of age.<br>If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing. Until a hearing can be held, the principal may place the student in:<br>• Another appropriate classroom.<br>• In-school suspension.<br>• Out-of-school suspension.<br>• A Disciplinary Alternative Education Program.<br>The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is as follows:<br><u>Conduct</u> <u>Maximum length of time</u><br>1. Felony Offense 1 Calendar Year<br>2. Felony Offense 1 Calendar Year<br>The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.<br>A student facing expulsion will be given appropriate due process. The student is entitled to:<br>1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the District.<br>2. An opportunity to testify and to present evidence and witnesses in the student's defense.<br>3. An opportunity to question the District's witnesses.<br>The Board delegates to the ***<u>Superintendent or designee</u>*** authority to expel |


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| 4. Indecency with a child.<br>5. Aggravated kidnapping.<br>6. Aggravated robbery.<br>7. Manslaughter.<br>8. Criminally negligent homicide.<br>9. Behavior punishable as a felony that involves the selling, giving, or delivering to another person, possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.<br>10. Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.<br><br>**A student <u>may</u> be expelled** for engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.<br><br>**A student <u>may</u> be expelled** for any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity at a school in another district in Texas.<br>**A student <u>may</u> be expelled** for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:<br><br>• Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.<br>• Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.<br>• Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.<br>• Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer. | students.<br>A student expelled by the *<u>(principal, hearing officer, Superintendent, or other appropriate administrator)</u>* after the due process hearing may request that the Board review the expulsion decision. The student or parent must submit a written request to the Superintendent within seven days after receipt of the written decision. The Superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the Board will review the decision. Consequences will not be deferred pending the outcome of the hearing.<br>After providing notice to the student and parent of the hearing, the District may hold the hearing regardless of whether the student or the student's parent attends.<br>The Board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The Board may also hear a statement from the student or parent and from the Board's designee.<br>The Board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.<br>After the due process hearing, if the student is expelled, the Board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.<br>If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency. An expulsion may not exceed one year unless, after review, the District determines that:<br>1. The student is a threat to the safety of other students or to District employees; or<br>2. Extended expulsion is in the best interest of the student.<br><br>When a student has violated the District's Student Code of Conduct in a way that requires or permits expulsion from the District and the student withdraws from the District before the expulsion hearing takes place, the District may conduct the hearing after sending written notice to the parent and student. If the student then reenrolls in the District during the same or subsequent school year, the District may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district. If the principal, another appropriate administrator, or the Board fails to issue an expulsion order after the student withdraws, the next district in |


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| • Engaging in deadly conduct. (See glossary)<br>**A student may be expelled** for the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:<br>• Committing aggravated assault, sexual assault, or aggravated sexual assault.<br>• Committing arson.<br>• Committing murder, capital murder, or criminal attempt to commit murder or capital murder.<br>• Committing indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.<br>• Committing a felony drug- or alcohol-related offense.<br>• Using, exhibiting, or possessing a firearm (as defined by state law, an illegal knife, a club, or prohibited weapon, or possessing a firearm (as defined by federal law).<br>**A student may be expelled** if the student engages in the following conduct no matter where the conduct takes place:<br>• Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.<br>• Engaging in criminal mischief, if punishable as a felony.<br>**A student may be expelled** if the student engages in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:<br>• Aggravated assault.<br>• Sexual assault.<br>• Aggravated sexual assault.<br>• Murder.<br>• Capital murder.<br>• Criminal attempt to commit murder or capital murder.<br>• Aggravated robbery.<br>**A student may be expelled** for engaging in serious or persistent misbehavior that violates the District's Student Code of Conduct, while placed in a DAEP. The District defines "persistent" as two or more | which the student enrolls may complete the proceedings. If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the principal, another appropriate administrator, or the Board may issue an additional disciplinary order as a result of those proceedings.<br>Not later than the second business day after the hearing, the Superintendent or designee will deliver to the juvenile court a copy of the order expelling the student and the information required by Section 52.04 of the Family Code.<br>Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.<br>Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion. No District academic credit will be earned for work missed during the period of expulsion (unless the student is enrolled in a Juvenile Justice Alternative Education Program or another District-approved program).<br>The District will continue the expulsion of any student expelled from another district during the period of the expulsion order.<br>The District will decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district upon enrollment in the District.<br>The District will continue the expulsion of any student expelled from another open-enrollment charter school during the period of the expulsion order.<br>If a student expelled in another state enrolls in the District, the District may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:<br>1. The out-of-state district provides the District with a copy of the expulsion order, and<br>2. The offense resulting in the expulsion is also an expellable offense in the District in which the student is enrolling.<br>If a student is expelled by a district in another state for a period that exceeds one year and the District continues the expulsion or places the student in a DAEP, the District will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:<br>1. The student is a threat to the safety of other students or District employees; or<br>2. Extended placement is in the best interest of the student. |


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| violations of the Student Code of Conduct in general or repeated occurrences of the same violation. Serious offenses include, but are not limited to, the following:<br>• Murder.<br>• Vandalism.<br>• Robbery or theft.<br>• Extortion, coercion, or blackmail.<br>• Disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.<br>• Hazing.<br>• Insubordination.<br>• Profanity, vulgar language, or obscene gestures directed toward teachers or other school employees.<br>• Fighting, committing physical abuse, or threatening physical abuse.<br>• Possession or distribution of pornographic materials.<br>• Leaving school grounds without permission.<br>• Sexual harassment of a student or District employee.<br>• Possession of or conspiracy to possess any explosive or explosive device.<br>• Falsification of records, passes, or other school-related documents.<br>• Refusal to accept discipline management techniques assigned by the teacher or principal.<br><br>In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis. | When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of federal law. |


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**Armor-piercing ammunition** is handgun ammunition designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers.

**Arson** occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:

a. Knowing that it is within the limits of an incorporated city or town;

b. Knowing that it is insured against damage or destruction;

c. Knowing that it is subject to a mortgage or other security interest;

d. Knowing that it is located on property belonging to another;

e. Knowing that it has located within it property belonging to another; or

f. When the person is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

**Assault** is defined in part by Texas Penal Code 22.01(a)(1). A person commits an assault if the person intentionally, knowingly, or recklessly causes bodily injury to another.

**Chemical dispensing device** is a device, other than a small chemical dispenser sold commercially for personal protection, designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, mace, and tomahawk.

**Deadly conduct** occurs when a person commits an offense by recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** may be offered to a student who is 17 or older, as an alternative to seeking a conviction in court.

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

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

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a load report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

**False Alarm or Report** occurs when a person knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or


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other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;

2. Place a person in fear of imminent serious bodily injury; or

3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Graffiti** is making marks with aerosol paint or an indelible marker on tangible property of the owner without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** means repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct related to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

**Hazing** involves any knowing, intentional, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

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

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Paraphernalia** is any device that can be used to inhale, ingest, inject, or otherwise introduce a controlled substance into a human body.

**Possession** means to have on a student's person or in the student's personal property, including but not limited to the student's clothing, purse, or backpack; in any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Reasonable belief** determination can be made by the Superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure. Administrators may place a student in a Disciplinary Alternative Education Program (DAEP) if they have reasonable belief that the student has engaged in felony conduct under Title 5. Administrators also may place a student in a DAEP if they have reasonable belief that the student has committed felony conduct that is not a Title 5 offense, if the Superintendent believes the student's continued presence in the regular classroom threatens the safety of other students or teachers, or will be detrimental to the educational process.

**Self-defense** is using force against another when and to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Switchblade** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** occurs when a person threatens to commit any offense involving violence to any person or property with intent to:

1. Cause a reaction of any type to his or her threat by an official or volunteer agency organized to deal with emergencies;


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2. Place any person in fear of imminent serious bodily injury;

3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;

4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;

5. Place the public or a substantial group of the public in fear of serious bodily injury; or

6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

**Title 5 offenses** involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

**Under the influence** means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use.

**Use** means that a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.


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# PARENT RECEIPT FORM

My child(ren) and I have read the student handbook and understand and consent to the responsibilities outlined in the District's Student Code of Conduct. I also understand and agree that my child(ren) shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law. I also specifically give my permission for the use of corporal punishment with my child, unless I specifically prohibit such punishment by completing a separate signed statement presented to the principal.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's

- Name,
- Address,
- Telephone number,
- Email Address
- Date and place of birth,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Dates and attendance,
- Awards received in school, and
- Most recent previous school attended.

Directory information may be released by the District to anyone who requests it unless I object to the release of any or all of this information within ten school days from the time this handbook was issued to my child. I have marked through those types of directory information listed that I wish the District to withhold.

Signature on receipt of handbook also acknowledges that I have read the **acceptable use policy** and agree that my child will abide by the policy.

_____

Parent's signature Date

_____

Student's signature Date