

Regular Meeting
Monday, April 17, 2023 6:30 PM

Cannady Cedar Hill Room
285 Uptown Blvd.
Cedar Hill, Texas 75104

Agenda

1. CALL TO ORDER
FIRST ORDER OF BUSINESS - Announcement by the Board President whether a quorum is present, and that the notice of the meeting has been duly called, and posted in the time and manner required by the Texas Open Meetings Act, Texas Government Code Chapter 551.
2. CLOSED SESSION
Recess to Executive Session, pursuant to Texas Open Meetings Act, Texas Government Code Section: 551.071) Private consultation with the board's attorney,
551.074) To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
551.082) Considering discipline of a public school child, or complaint or charge against personnel.
551.076) Deliberation regarding security devices or security audits
 - (1) the deployment, or specific occasions for implementation, of security personnel or devices; or
 - (2) a security audit.
3.
If, during the course of the meeting, the Board of Trustees should determine that a closed session is required, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code Section listed above.

The Board will vote on matters in Open Session considered in Closed Session or matters considered if the Board enters into a Closed meeting during the meeting, if applicable.
4. PUBLIC SESSION
 - 4.A. Pledge to Flags

Cedar Hill Independent School District BOARD OF TRUSTEES

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Student Pledge Leaders

Information

BACKGROUND INFORMATION:

Janiya McLemore - Permenter Middle School

Janiya McLemore is an AB Honor student with excellent attendance. She takes pride in all that she does. She is a leader among her peers and a great asset to our campus. Janiya loves to draw and is an excellent artist. She loves school and is eager to learn new things. She is also a member of the National Junior Honor Society. Janiya would like to pursue a career as a Fashion Designer, Pediatrician or a Teacher.

Rhyder Campbell - Lake Ridge Elementary School

Rhyder Campbell is a fifth grade Montessori scholar at Lake Ridge Elementary School. He is a member of the National Elementary Honor Society and Flag detail. Rhyder is a wonderful student. He is caring, respectful, and responsible. He is very good at mathematics. In math, he is working on problem solving using the pythagorean theorem. Rhyder is also an engaging writer and prolific reader. In his spare time, he likes building things with legos and playing baseball. He doesn't know what he wants to be, yet. However, I am sure whatever it is, he will be great at it! Rhyder is a joy to have at Lake Ridge Elementary.

RECOMMENDATION:

Information Only

BOARD ACTION REQUIRED:

None

POLICY AUTHORIZATION:

None

CONTACT PERSON:

Michael Sudhalter, CHISD Communications Coordinator
Dr. Katrina Lemons, Permenter MS Principal
Dr. Emily Washington, Lake Ridge ES Principal

FUNDING SOURCE:

None

ENCLOSURES:

None

4.A.1. Pledge to the American Flag

Presenter: Janiya McLemore - Permenter MS

4.A.2. Pledge to the Texas Flag

Presenter: Rhyder Campbell

4.B. Prayer

5. COMMUNICATIONS/RECOGNITIONS

5.A. Campus Teachers of the Year and STEM Teachers of the Year

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: 2022-23 Campus Teachers of the Year & STEM Teacher of the Year Finalists

Information

BACKGROUND INFORMATION:

The district campuses have selected their representatives for 2022-23 Campus Teacher of the Year and STEM Teacher of the Year. Cedar Hill ISD will announce the winners during its annual Leadership & Service Awards dinner and celebration.

RECOMMENDATION:

Information Only

BOARD ACTION REQUIRED:

None

POLICY AUTHORIZATION:

None

CONTACT PERSON:

2nd Annual STEM Teacher of the Year - Denise Root, CH Education Foundation
Campus Teacher of the Year - Judith Aguilar & Tierney Tinnin

FUNDING SOURCE:

None

ENCLOSURES:

None

6. **CITIZENS FORUM:** The Board will now hear those who wish to make comments and who have completed and returned the Public Forum Citizen Participation Form. This section will be conducted in accordance with the Texas Open Meetings Act and Board Policy. Speakers must limit comments to issues that can be presented in a public forum. Complaints about student discipline, specific student issues or personnel must be addressed through appropriate administrative channels.
7. **LONE STAR GOVERNANCE**
Founded on research, Lone Star Governance (LSG) is a continuous-improvement model for governing teams—boards in collaboration with their superintendents—who choose to focus intensely on only one primary objective: Improving student outcomes. Lone Star Governance accomplishes this intense focus through tailored coaching aligned to the five pillars of the Texas Framework for School Board Development: Vision, Accountability, Structure, Advocacy, and Unity.
 - 7.A. **Spotlight Campus**
 - 7.A.1. **Permenter Middle School**
Presenter: Dr. Katrina Lemons
 - 7.A.2. **Lakeridge Elementary School**
Presenter: Dr. Emily Washington

**EDUCATE.
EMPOWER.
INSPIRE.**



**Lake Ridge Elementary School
April 2023**

VISION

Unlocking every Longhorn's potential

MISSION

To develop resilient scholars who excel academically and are empowered to serve.

MOTTO

Educate. Empower. Inspire.



Who are we?

Mission Statement

Life-long learners will be provided Real world experiences focused on Educating the whole child while connecting the school and community.

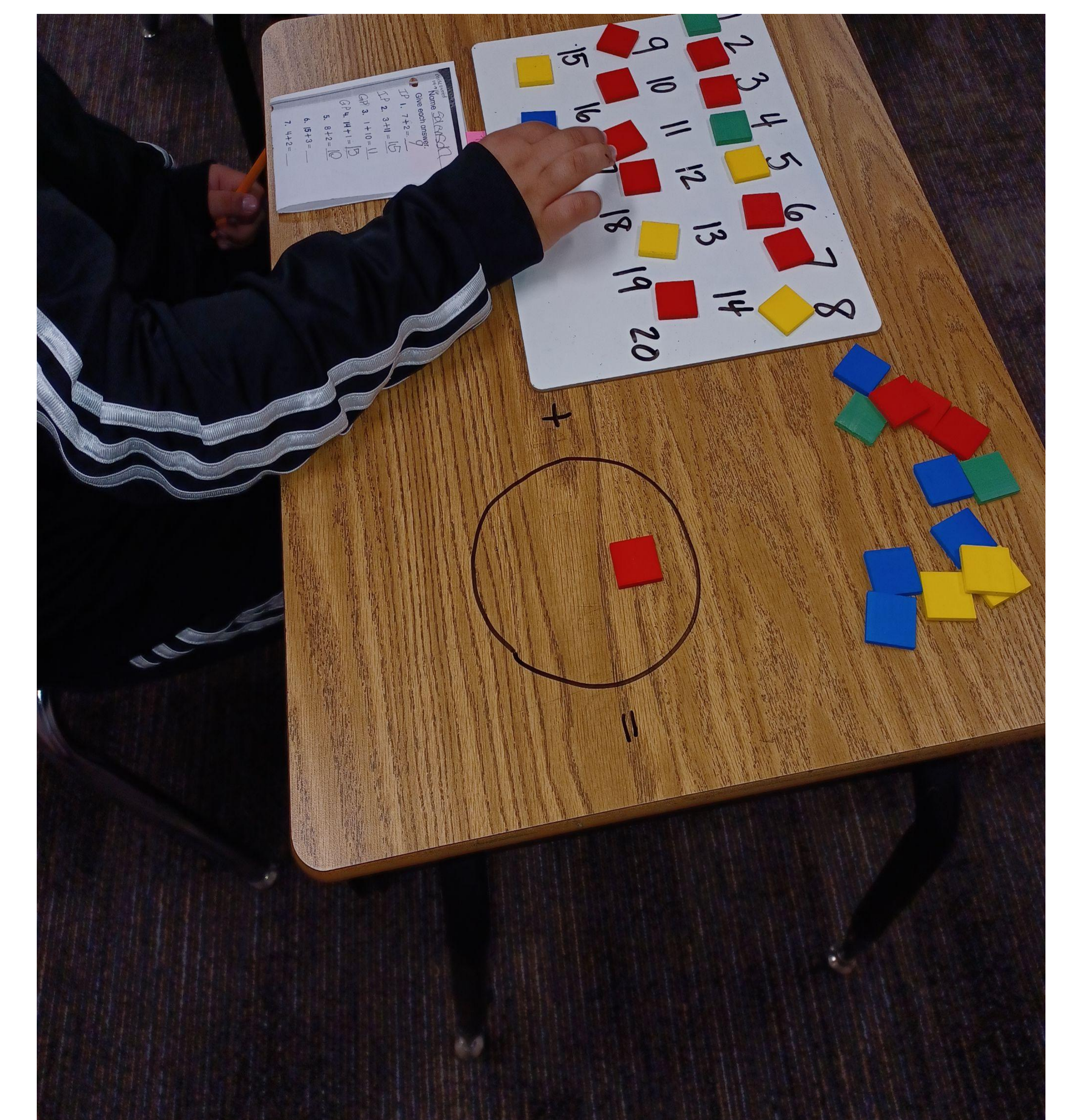
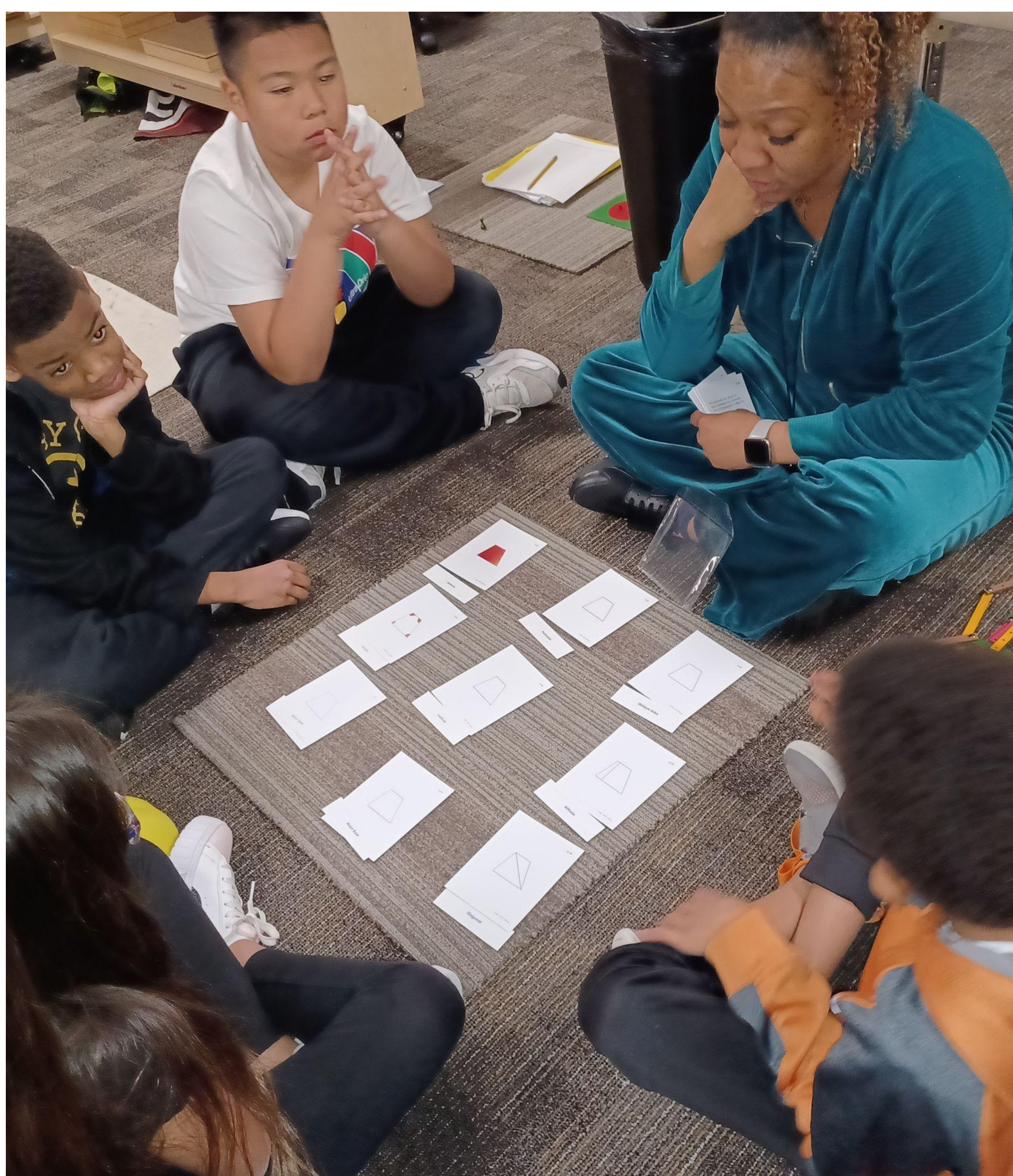
Vision Statement

Lake Ridge Elementary School strives to be a positive, safe learning environment where scholars are actively engaged and empowered to think critically, communicate effectively, and collaborate respectfully.

Motto

The Race For Excellence Has No Finish Line

Who are we?



Our Focus

“One Thing”

Lake Ridge Elementary Grades 3-5 Math teachers will utilize concrete and pictorial models with fidelity to gradually release scholars during Tier 1 Math instruction.

- Scaffolding (Effect Size .82)
- Direct Instruction (Effect Size .60)

According to John Hattie (2018), an effect size of .4 allows students to experience one year's growth.

Measures

Lead Fidelity

- Concrete and Pictorial Models Fidelity Walks and Coaching

Lead Performance

- IXL Math problems practiced per week
- MAP Math BOY/MOY (3-5) STAAR Projected Proficiency

Lag Measure

- MAP Math EOY(3-5)
- STAAR Math at Meets (3-5)

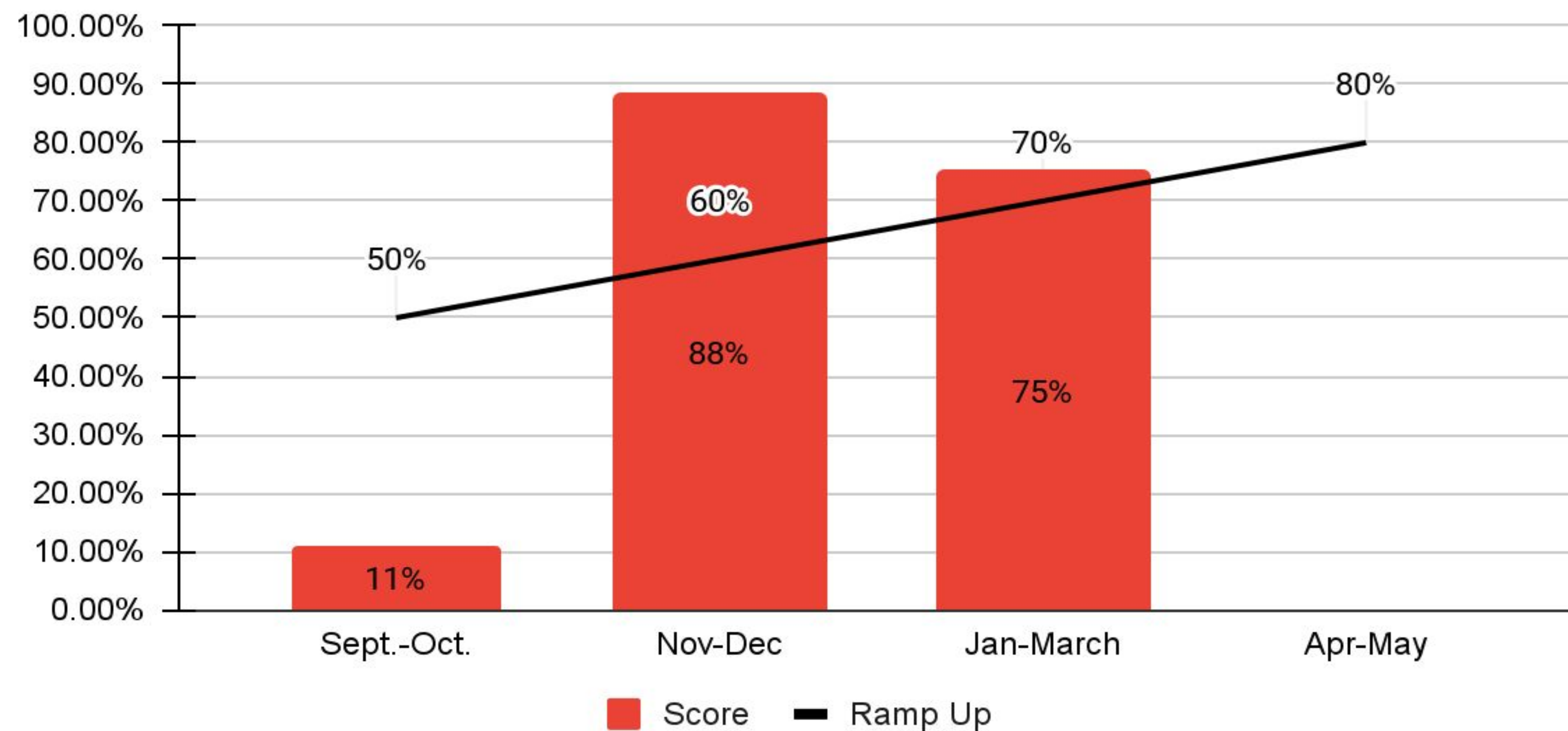
Equity Constraint

- No more than an a 20% gap in STAAR Math at the Meets level performance between Economically Disadvantaged student group and all students. (3-5)

Where are we?

Lead Fidelity Measure

Percent of Fidelity Walks from Grades 3-5 Teachers Using Concrete and Pictorial Models



N=17
N = 86 Walks



Ramp Up Target

Blue	3% or more above ramp up Target
Green	at or above ramp up target by 2%
Yellow	within 10% of ramp up target
Red	below 10% of ramp up target

Final Status for this Measure

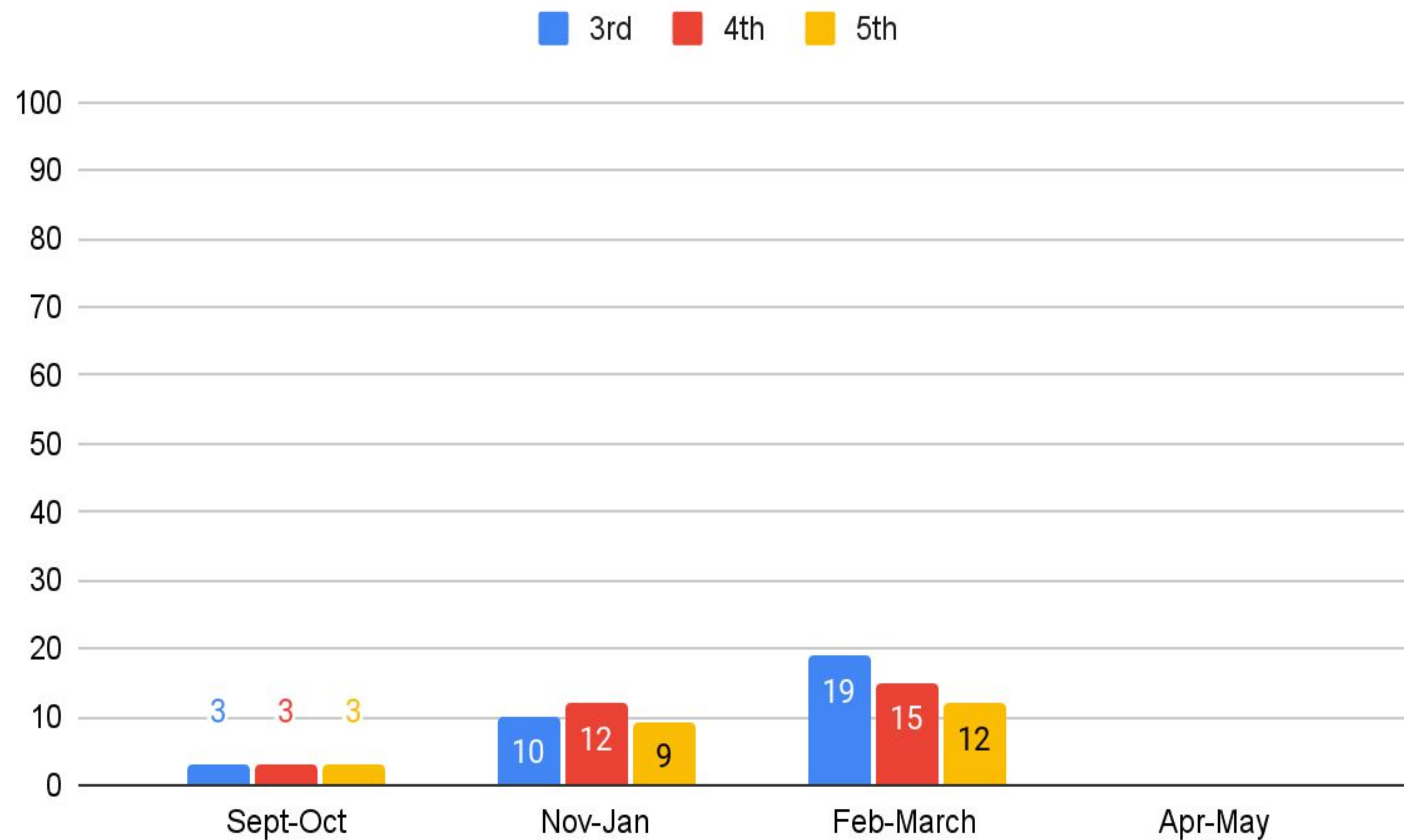
Blue	$\geq 83\%$
Green	72% - 82%
Yellow	51% - 71%
Red	$\leq 50\%$

Final Target 80%

Where are we?

Lead Fidelity Measure

Number of Walks



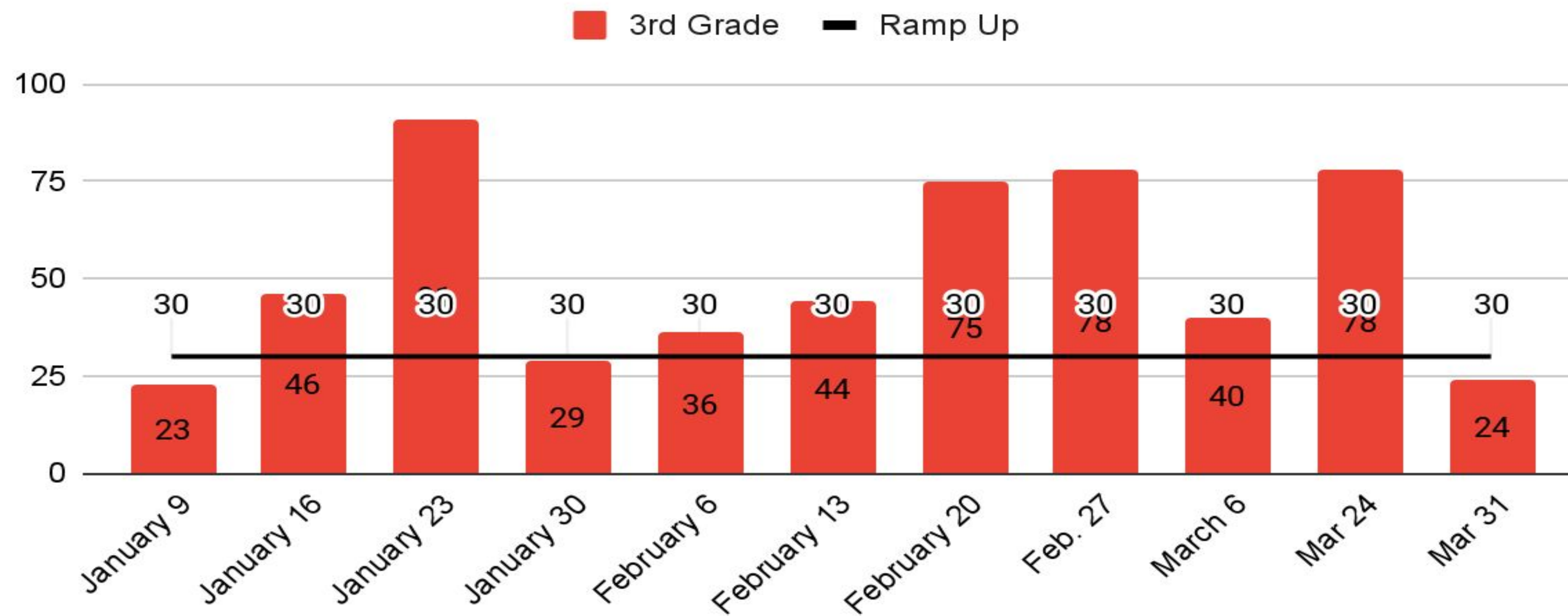
N=86 walks (31 coaching)

Where are we?

Lead Performance Measure

Number of Problems Practiced in Grade 3 Per Week

3rd Grade IXL



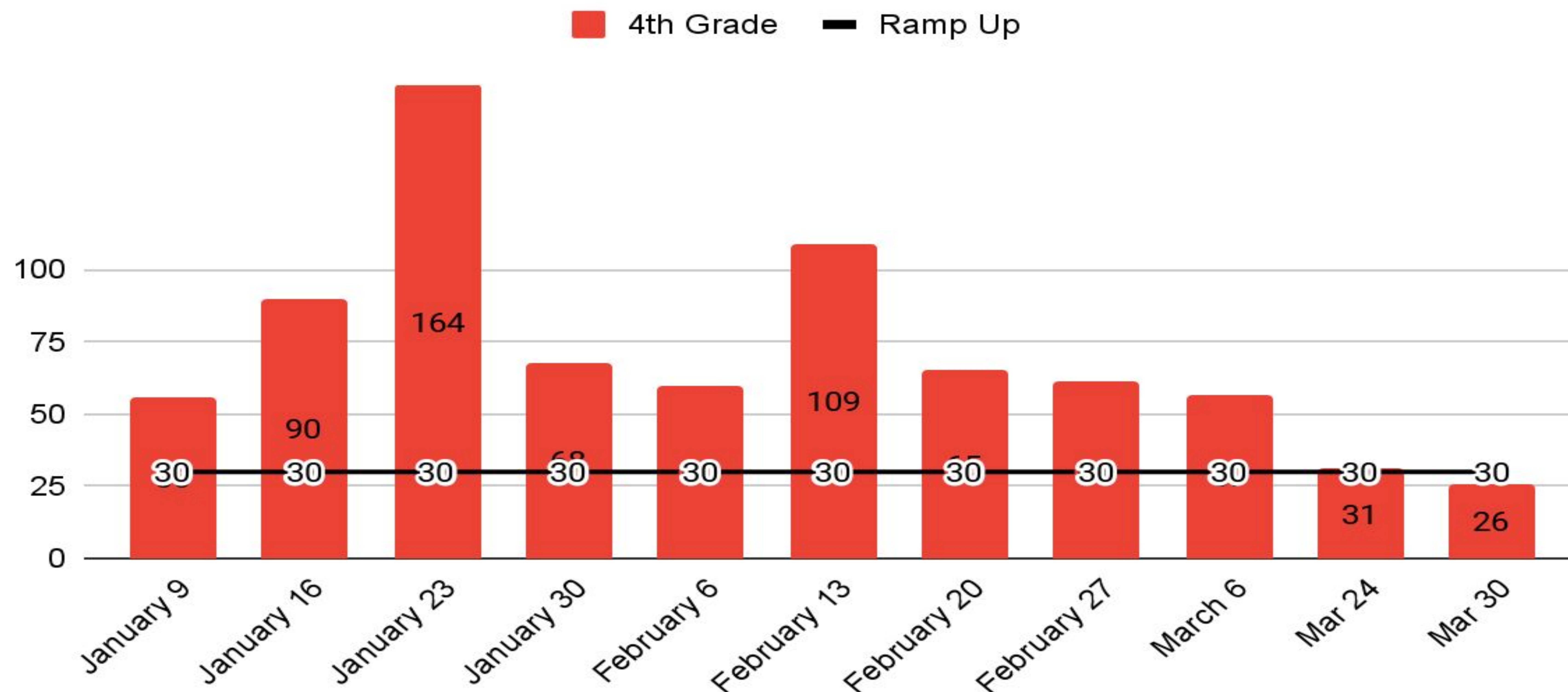
N=17
N=54 Scholars

Where are we?

Lead Performance Measure

Number of Problems Practiced in Grade 4 Per Week

4th Grade IXL



N=45 Scholars

Where are we?

Lead Performance Measure Number of Problems Practiced in Grade 5 Per Week

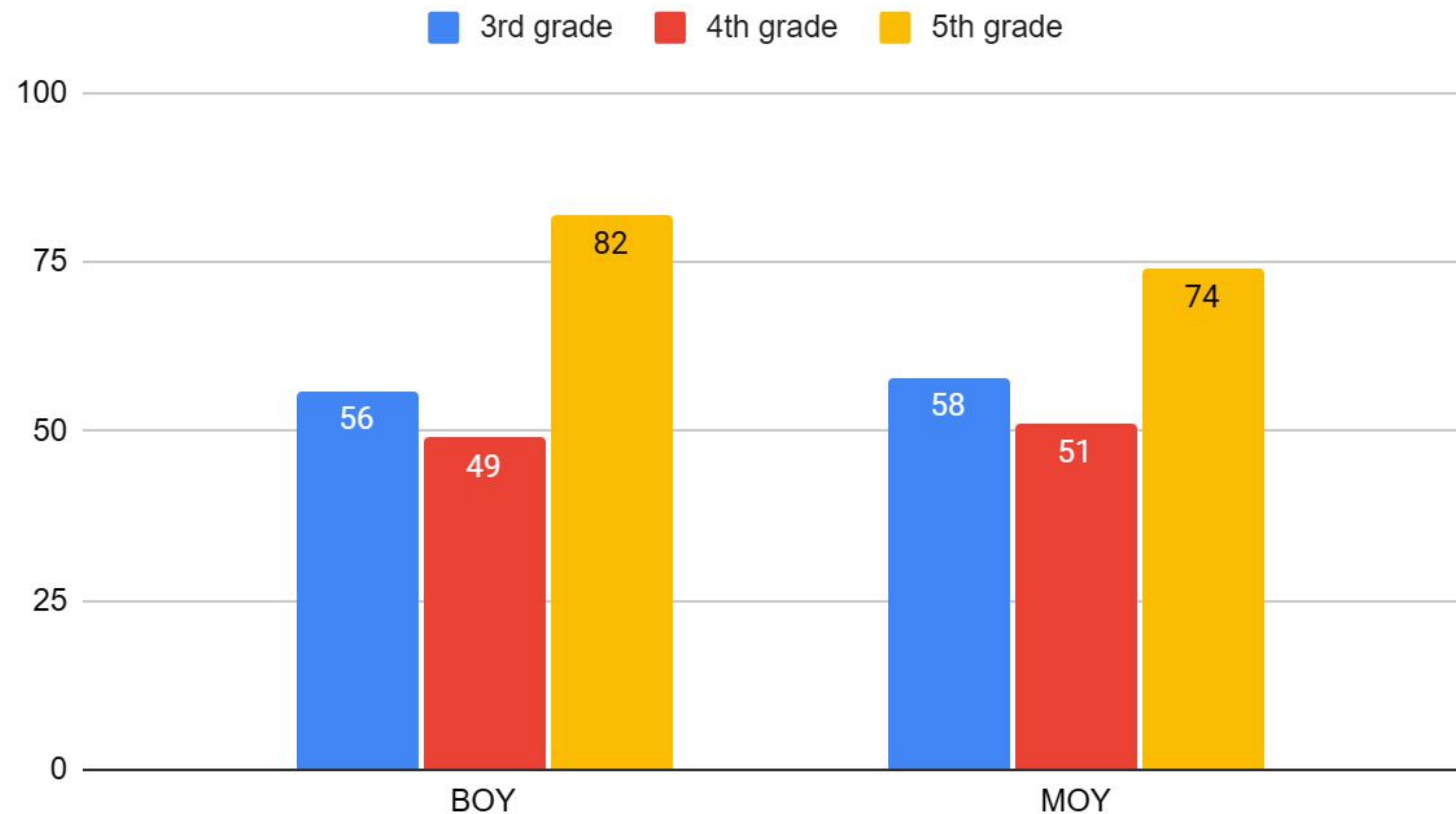
5th Grade IXL



N=47 Scholars

Where are we?

MAP Projected Proficiency-Approaches

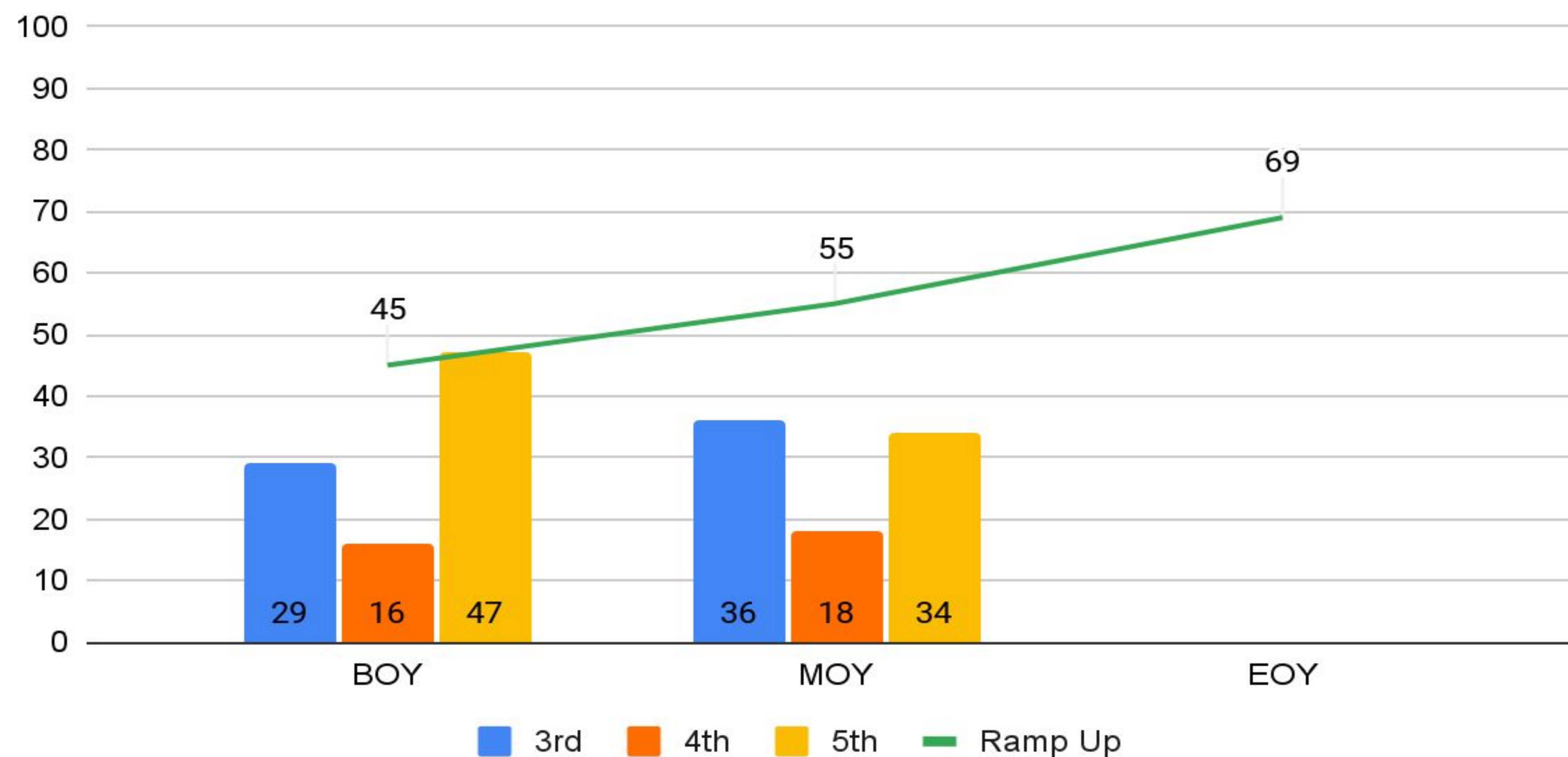


N=17
**BOY: 3rd=48 tested; 4th=43 tested;
5th=46 tested**
MOY: 3rd=50; 4th=45; 5th=47 tested

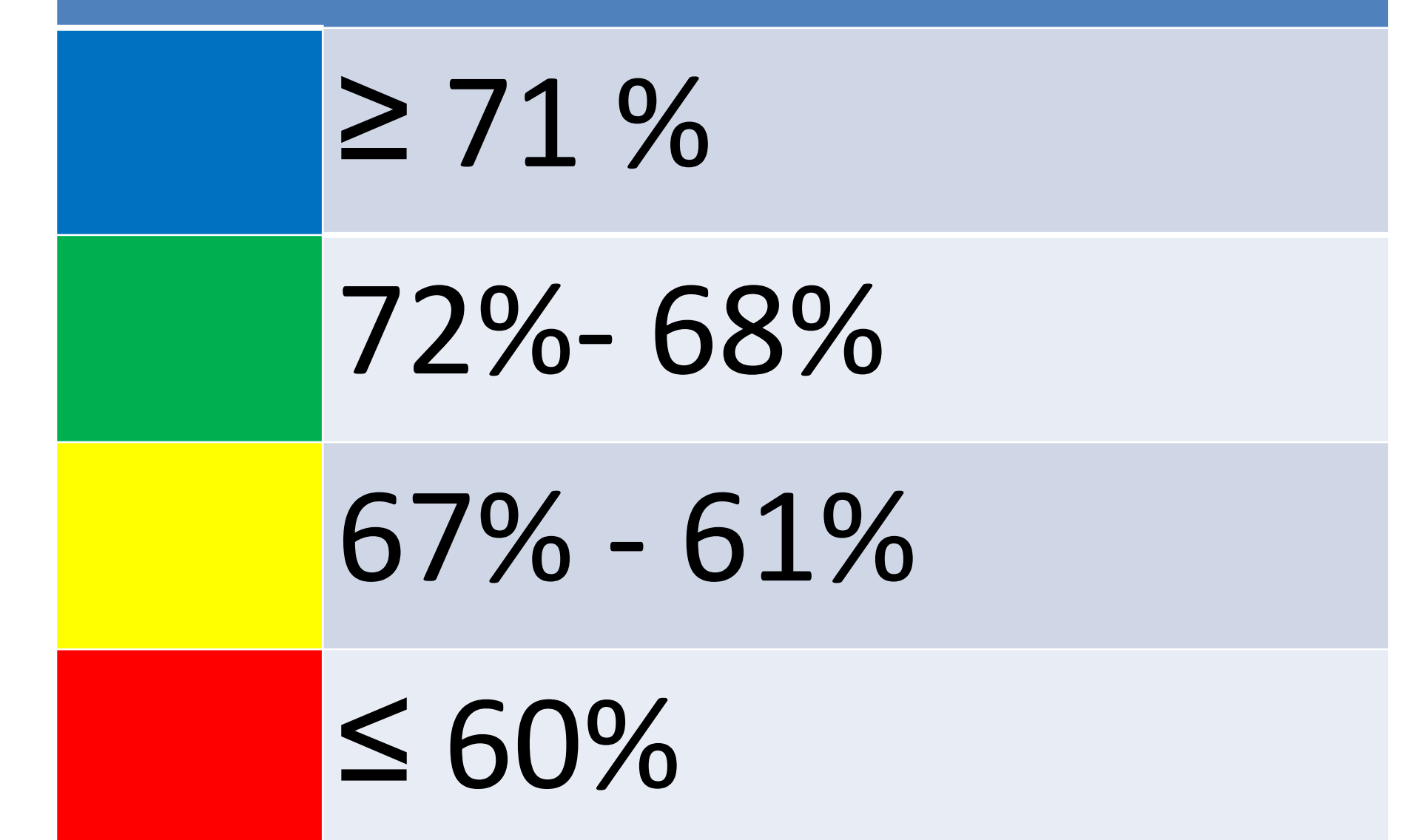
Where are we?

Lead Performance Measure-MAP Math Projected Proficiency

% of 3-5 Grade Scholars Performing at MAP Math Projected Prof.



Final Status for this Measure



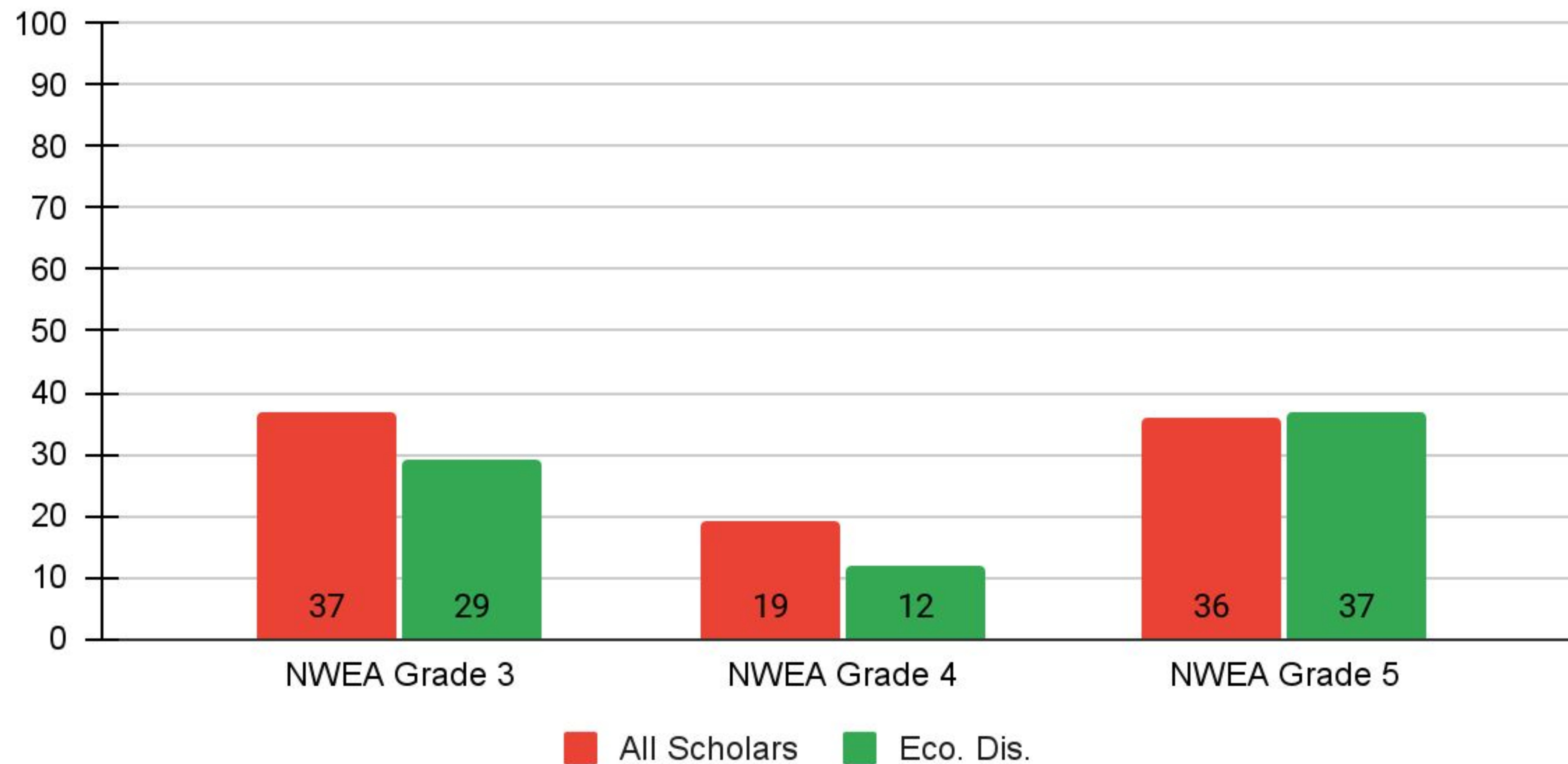
BOY:3rd=48 tested; 4th=43 tested; 5th=46 tested
 MOY: 3rd=50; 4th=45; 5th=47 tested

Final Target 69%

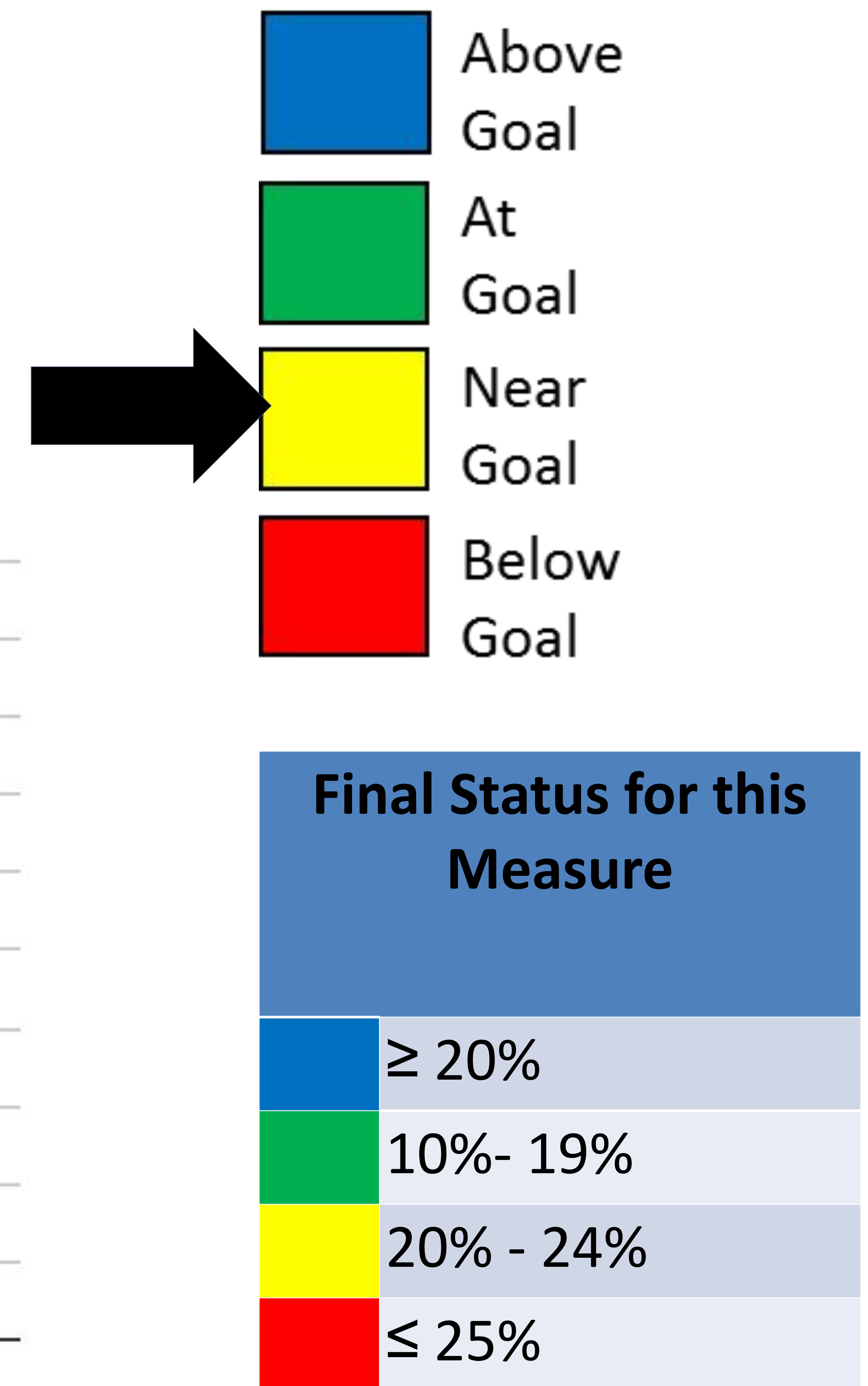
Where are we?

Equity Measure

No more than a 20% gap in Percentage of Scholars At or Above Grade Level on NWEA MOY Math



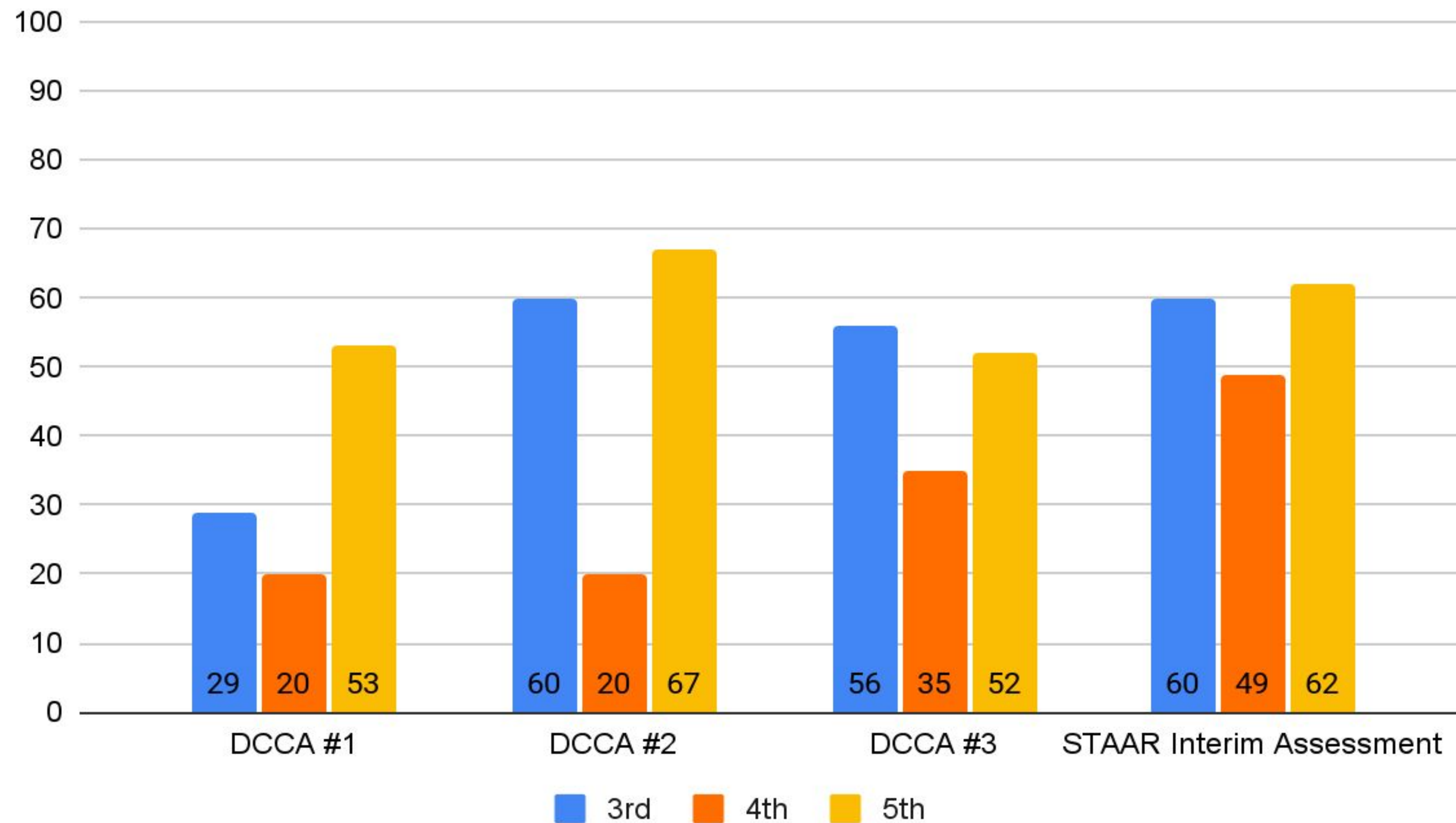
N=17
N = 142 of students tested



Final Target No More Than 20 %

Where are we?

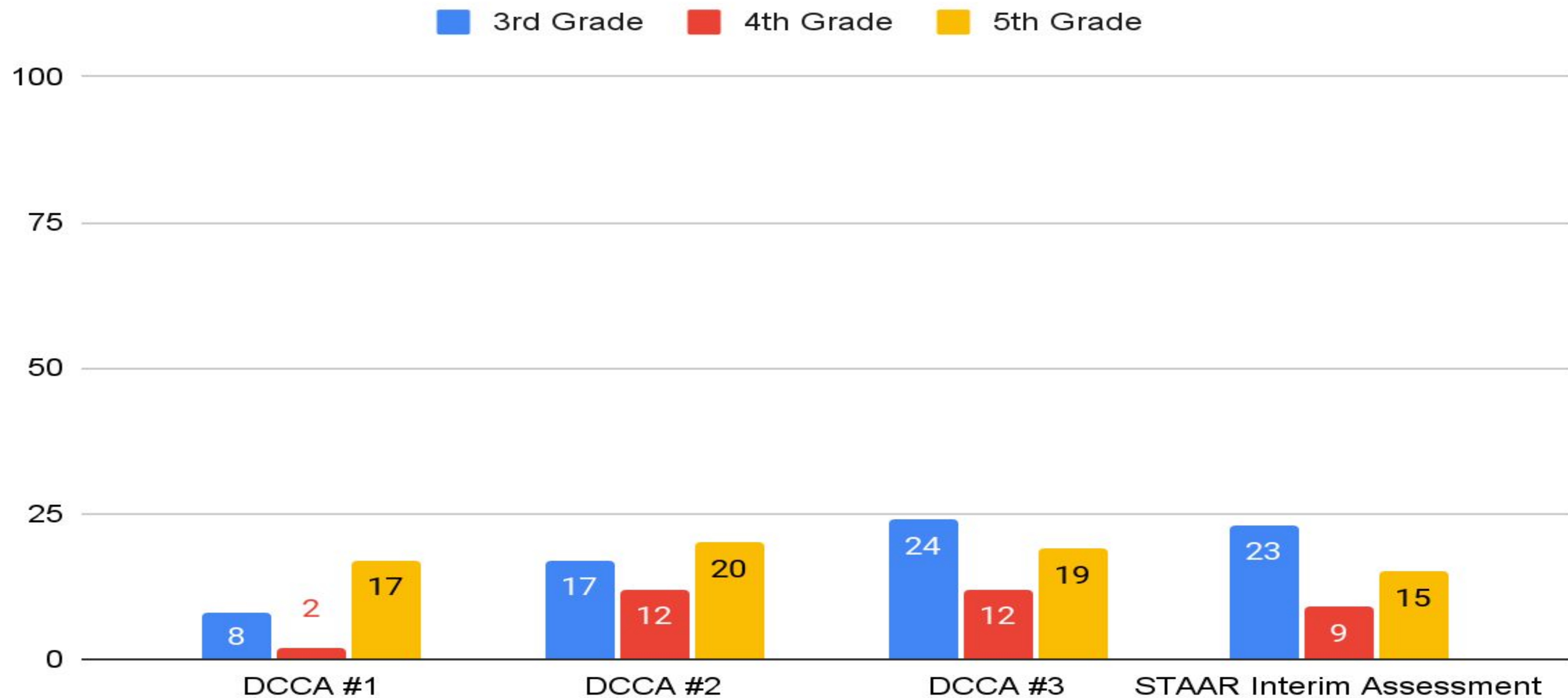
District Common Assessment Data % of Scholars passing at Approaches



N=17
3rd=50 tested; 4th=52 tested; 5th=47 tested

Where are we?

District Common Assessment Data % of Scholars passing at Proficiency



N=17
3rd=50 tested; 4th=52 tested; 5th=67 tested

Response to the Data

Key Actions

- Planning
 - Teachers have extended planning every marking period.
 - PLC focus based upon walk-throughs
- Interventions
 - Power Hour (Monday and Wednesday)-2:30pm-3:30pm
 - After School Tutoring (Tuesday and Thursday)-4:00pm-5:00pm
- Instruction
 - More targeted small group instruction
- Test Taking Strategies
 - Practicing on texasassessments platform(utilizing tools)
 - Requiring all scholars to use scratch paper (Screen to Scratch; Scratch to Screen) in a systematic way
- Parental Involvement
 - Hosted 2 Parent University STAAR Information Sessions this semester

Questions



8. PRESENTATIONS

8.A. Counseling and Wellness DEI

Presenter: Dr. Courtney Jackson

Cedar Hill Independent School District BOARD OF TRUSTEES

Meeting Date: April 17, 2023

Presented by: Dr. Courtney Jackson, Executive Director of Counseling Services

Subject: Counseling Services Department Efficiency Reports

Information

BOARD GOAL:

- Increase the percentage of scholars graduating college career and military ready
- Increase the percentage of scholars at or above grade level in reading
- Increase the percentage of scholars at or above grade level in Algebra I
- Increase the percentage of students participating in extra and/or co-curricular activities

SUPERINTENDENT CONSTRAINT:

BACKGROUND INFORMATION:

Education Code 11.201(d)(5) requires the superintendent to manage the day-to-day operations of the district as its administrative manager, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of district operations. One of the ways the superintendent meets that requirement is through the District Effectiveness Report (DER). The Counseling Services and Student Wellness Department Efficiency report will reflect program initiatives for the 2022-2033 School year.

RECOMMENDATION:

None

BOARD ACTION REQUIRED:

None

POLICY AUTHORIZATION:

None

CONTACT PERSON:

Dr. Courtney Jackson - Counseling Services

FUNDING SOURCE:

None

ENCLOSURES:

Counseling Services Department Efficiency Report
Counseling Services Department Efficiency Presentation



CEDAR HILL ISD

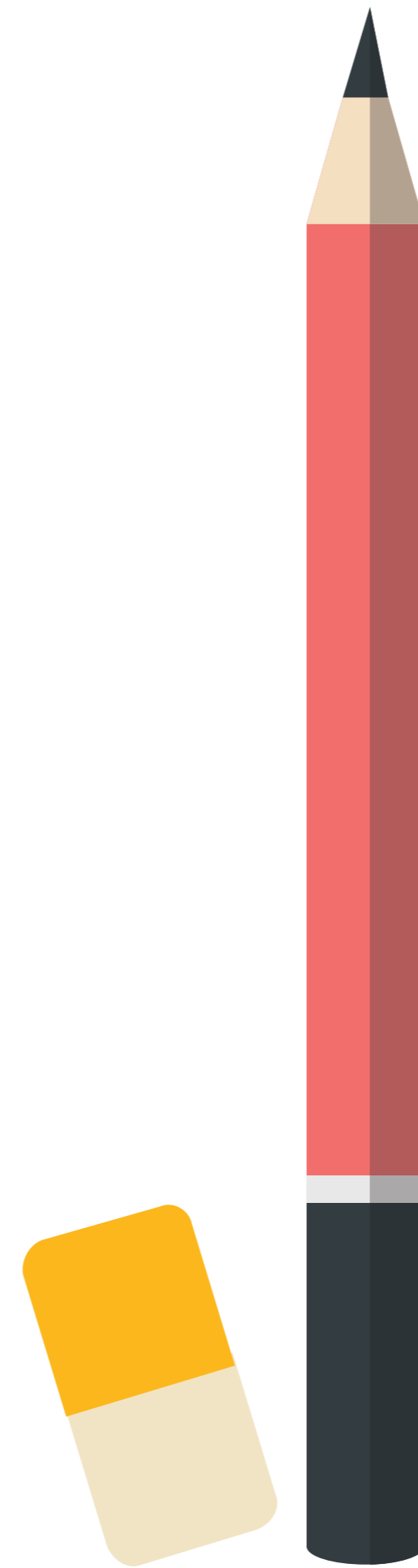
DEPARTMENT EFFICIENCY REPORT



Dr. Courtney Jackson
Executive Director of
Counseling Services

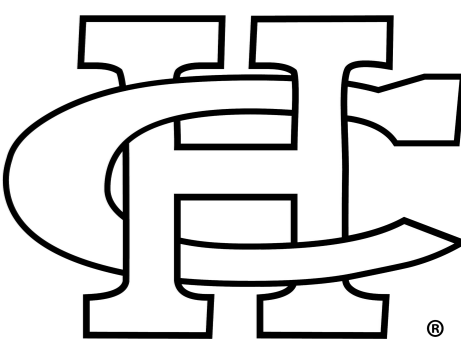
EXECUTIVE SUMMARY

The Cedar Hill ISD (CHISD) Counseling Services Department's primary responsibility is to support the development and implementation of school counseling programs based upon the identified needs of the scholars in our district. It is to align counseling program goals to the established district goals in order to ensure the integration of the school counseling programs with the total educational curriculum of the district.



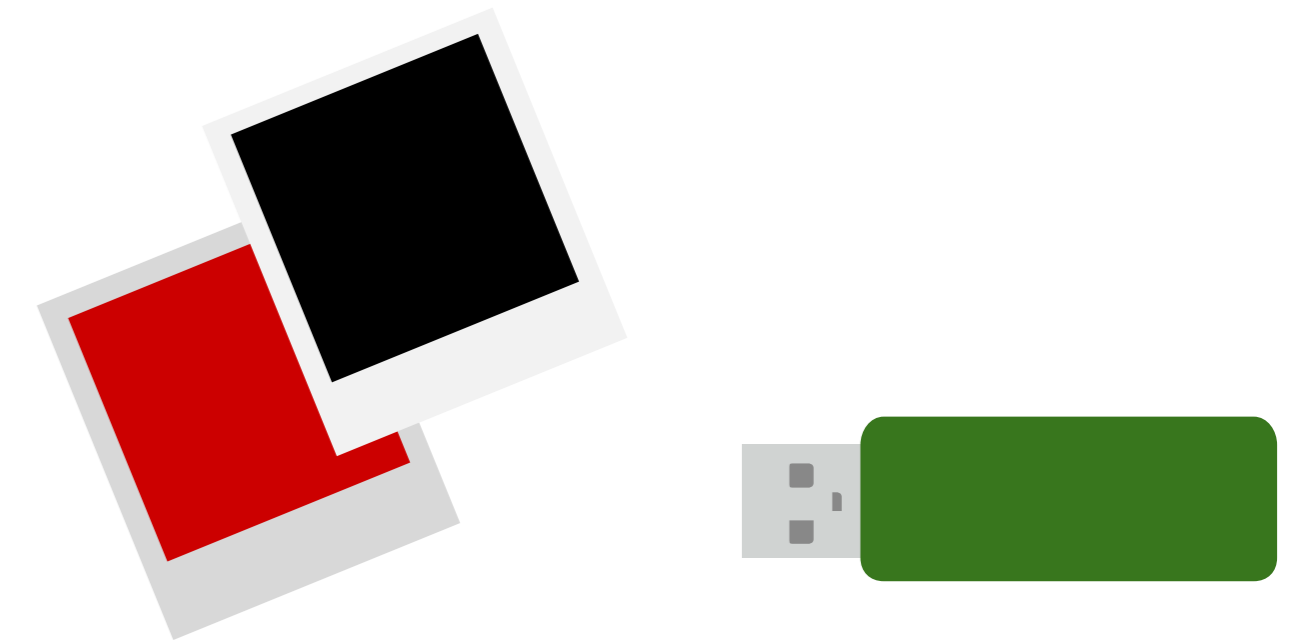
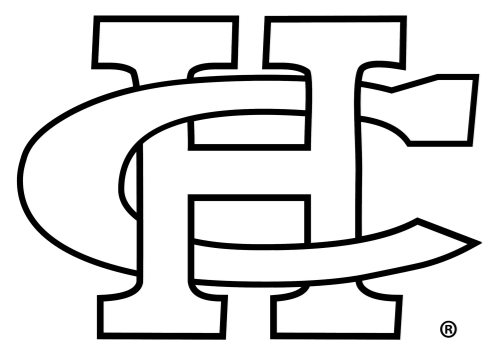
Department objectives:

- Comprehensive school counseling program (CSCP) framework
- Utilize data to determine program needs and effectiveness of interventions
- Program and counselor evaluation methods
- Evidence based curriculum
- Increase awareness of program services
- Social emotional learning (SEL) framework
- Increase advanced academic pathways
- College and career access and readiness targets
- Mental and personal-social health resource
- Partnerships with institutions of higher education (IHE)



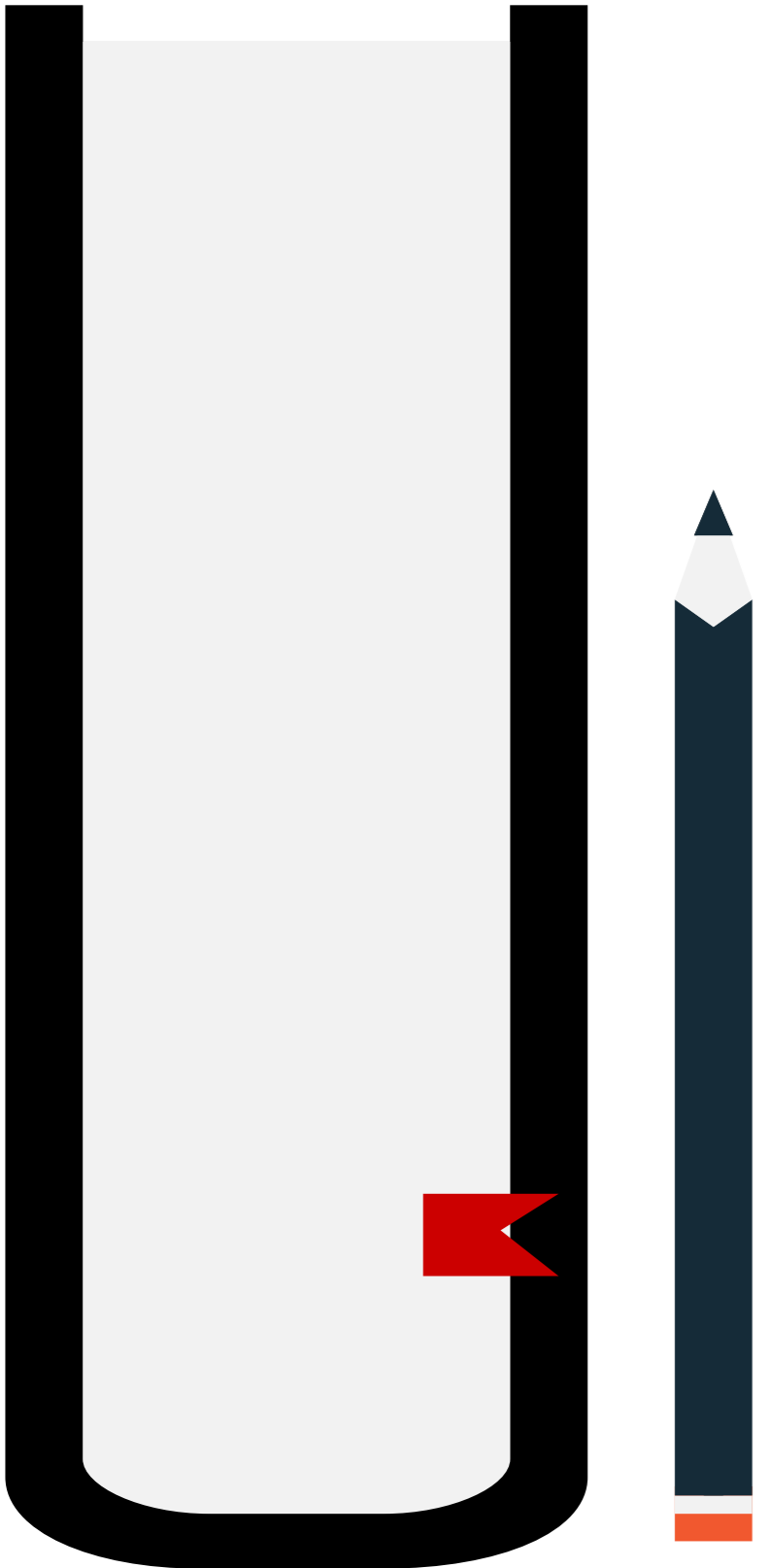
Department Functions:

- Administrative
- Counseling Program Development Services
- District-wide Events/Initiatives:
- Department Collaborations
- Staff and Community Resource
- College Career Readiness and Access Activities
- Social Emotional Learning
- Mental Health Services

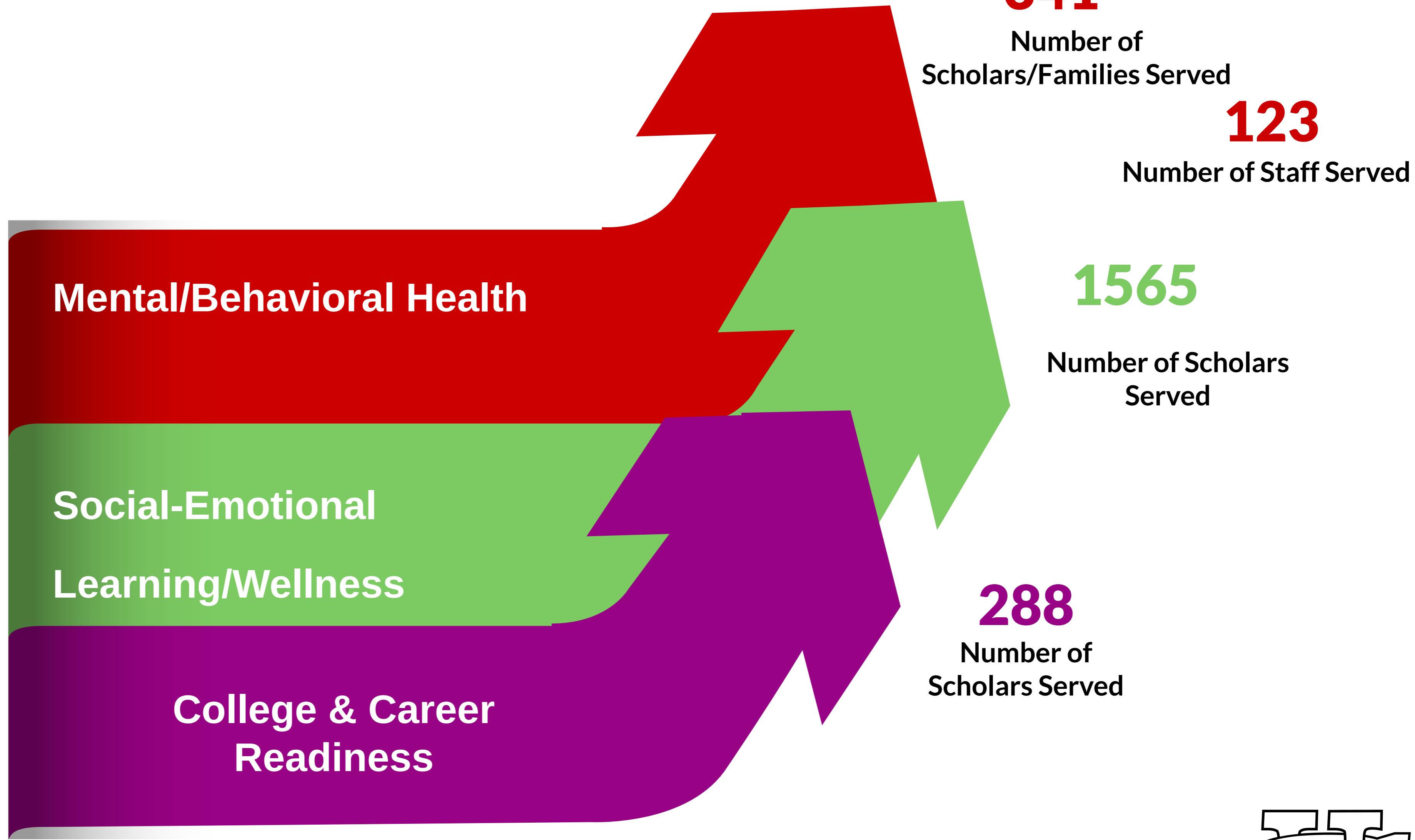
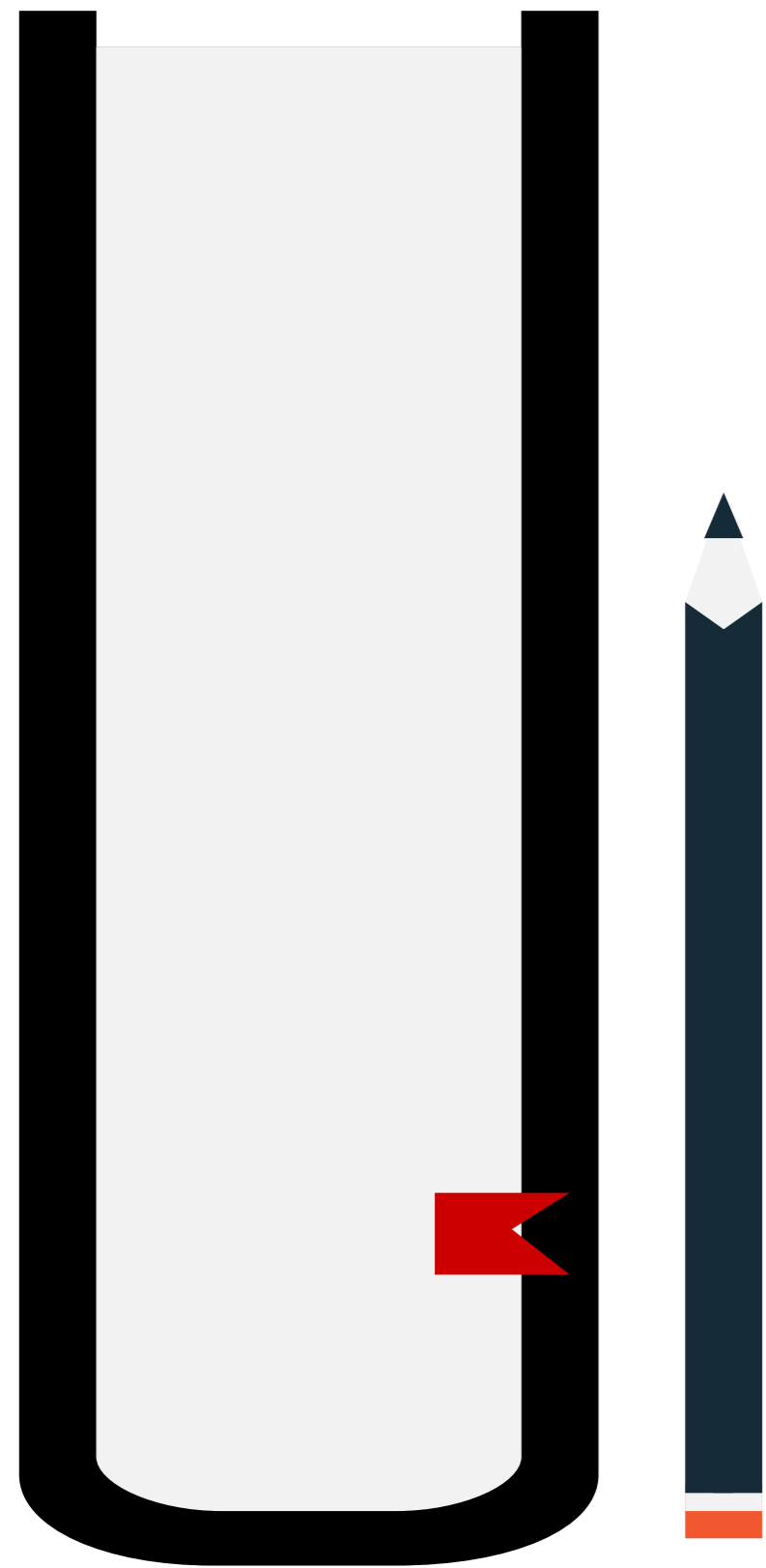


2022-2023 Partnerships

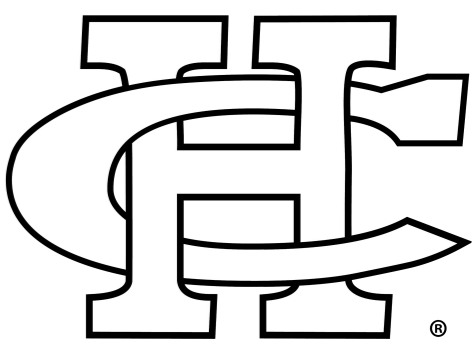
Mental/Behavioral Health	<ul style="list-style-type: none">• Journey of Hope• UT Southwest YAM• T-CHATT• Hamilton Counseling and Consulting• CareSolace• Lifeologie• Kindly Human (Listeners on Call)
Social-Emotional Learning/Wellness	<ul style="list-style-type: none">• United-Way/Cospera• Girls Inc.• Girls Empowerment Network• Living to Inspire• Challenges are Rewarding• Inspire
College & Career Readiness	<ul style="list-style-type: none">• UNT-Dallas - Upward Bound Trio• UTA - Upward Bound• The Avenue PRC• Dallas College Student Resource Center

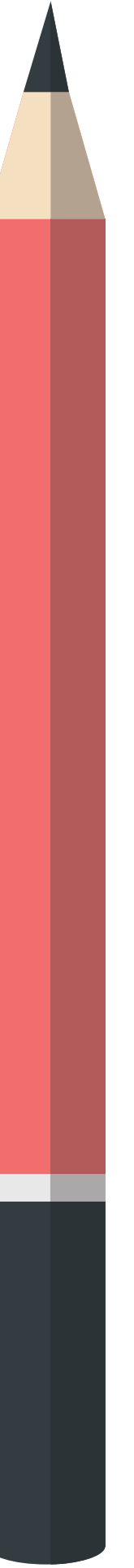
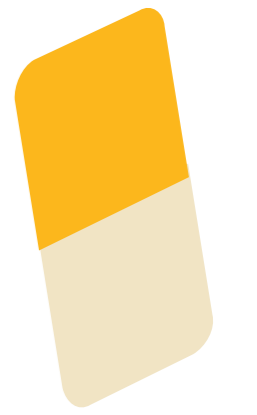
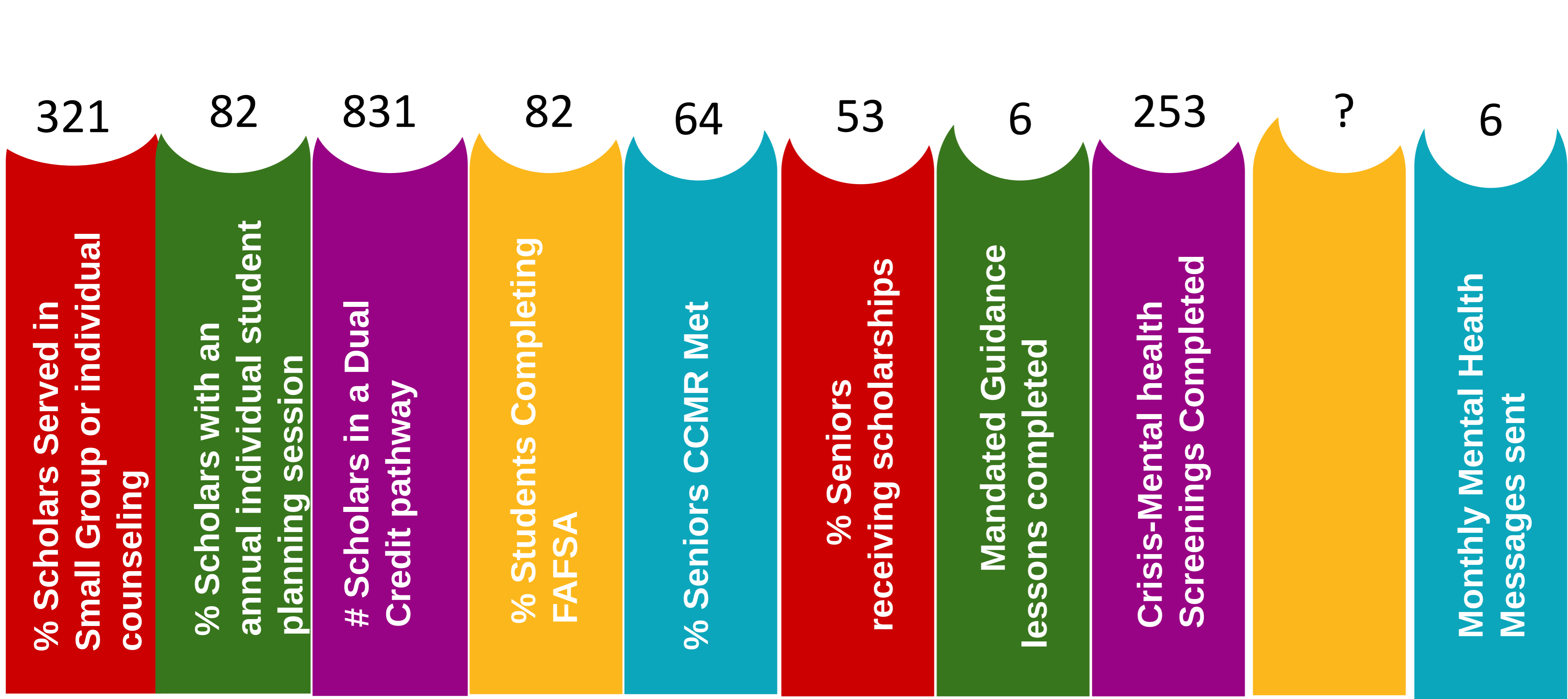


PARTNERSHIP IMPACT



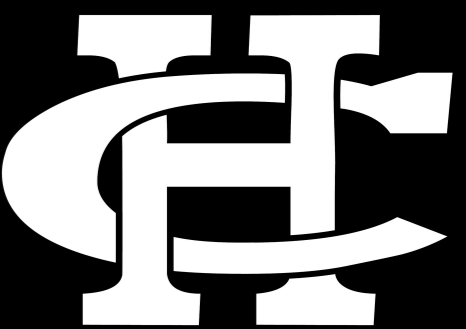
**Through March 1, 2023*





Campus Counseling Programs IMPACT

*Through April 1, 2023



VISION FOR THE FUTURE

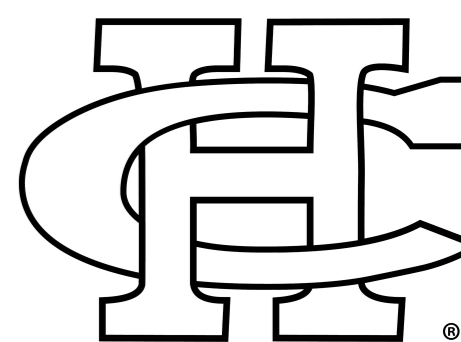
Department and Campus Counseling Programs

CCMR Plan - 100% of our our scholars with a CCMR plan and being CCMR met by junior year

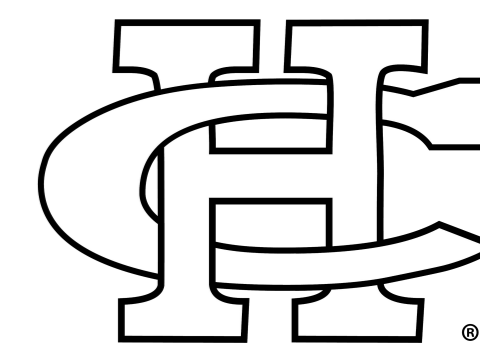
College Partnerships- Increased IHE partnerships to expand options for scholars

Partnerships -Continue to increase number of partnerships to support the mental and behavioral health of our scholars.

Texas Recognized Programs - 25% are recognized for student support through a CPSP model



QUESTIONS



9. CONSENT AGENDA

9.A. Minutes from Previous Board of Trustee Meetings

Presenter: Ms. Courtney Lackey Wilson

Regular Meeting
Monday, March 20, 2023 6:30 PM Central

Cannady Cedar Hill Room
285 Uptown Blvd.
Cedar Hill, Texas 75104

1. CALL TO ORDER at 6:33 PM.

FIRST ORDER OF BUSINESS - Announcement by the Board President whether a quorum is present, and that the notice of the meeting has been duly called, and posted in the time and manner required by the Texas Open Meetings Act, Texas Government Code Chapter 551.

Trustees present were Robert Riggs, Gayle Sims, Ramona Ross-Bacon, Cheryl Wesley, Dr. Denise Roache-Davis, and Carma Morgan. Dr. Jeremiah Martin is absent.

Recess to Closed Session at 6:33 PM.

2. CLOSED SESSION opened at 6:40 PM.

Recess to Executive Session, pursuant to Texas Open Meetings Act, Texas Government Code Section:

551.071) Private consultation with the board's attorney,

551.074) To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

551.082) Considering discipline of a public school child, or complaint or charge against personnel.

551.076) Deliberation regarding security devices or security audits

- (1) the deployment, or specific occasions for implementation, of security personnel or devices; or
- (2) a security audit.

If, during the course of the meeting, the Board of Trustees should determine that a closed session is required, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code Section listed above.

The Board will vote on matters in Open Session considered in Closed Session or matters considered if the Board enters into a Closed meeting during the meeting, if applicable.

Closed Session closed at 7:32 PM

3. PUBLIC SESSION reconvened at 7:37 PM.

3.A. Pledge to Flags

3.A.1. Pledge to the American Flag

3.A.2. Pledge to the Texas Flag

3.B. Prayer led by Carma Morgan

4. COMMUNICATIONS/RECOGNITIONS

4.A. DER - Communications

5. CITIZENS FORUM: The Board will now hear those who wish to make comments and who have completed and returned the Public Forum Citizen Participation Form. This section will be conducted in accordance with the Texas Open Meetings Act and Board Policy. Speakers must limit comments to issues that can be presented in a public forum. Complaints about student discipline, specific student issues or personnel must be addressed through appropriate administrative channels. **There were no speakers at this time.**

6. LONE STAR GOVERNANCE

Founded on research, Lone Star Governance (LSG) is a continuous-improvement model for governing teams—boards in collaboration with their superintendents—who choose to focus intensely on only one primary objective: Improving student outcomes. Lone Star Governance accomplishes this intense focus through tailored coaching aligned to the five pillars of the Texas Framework for School Board Development: Vision, Accountability, Structure, Advocacy, and Unity.

6.A. Spotlight Campus

6.A.1. Highlands Elementary School

6.A.2. Plummer Elementary School

7. PRESENTATIONS

7.A. Attendance Zone Report

8. CONSENT AGENDA

Dr. Denise Roache-Davis pulled Item B for further discussion.

Gayle Sims makes the motion to approve Items A, C, D, E, F, and G as presented. Carma Morgan seconds the motion. Unanimously approved 6-0.

8.A. Minutes from Previous Board of Trustee Meetings

8.B. Budget Amendment 9- General Fund

After further discussion, Dr. Denise Roache-Davis makes the motion to approve Budget Amendment 9 as presented. Cheryl Wesley seconds the motion. Unanimously approved 6-0.

8.C. RFP 22-23-01 Teaching Aids, Instructional Materials and Related Services

8.D. Purchase of Kitchen Equipment

8.E. Purchasing Cooperative Management Fees

8.F. 2023 - 2024 Calendar

8.G. Attendance Zone Report

9. BOARD DISCUSSION

9.A. Upcoming Events

9.B. Training and Event Recaps

10. SUPERINTENDENT'S REPORT

10.A. Employment Retirements Resignations Terminations

10.B. January Financial Report

10.C. Purchases over \$50,000

10.D. FACE Report

11. ADJOURN **at 9:51 PM.**

Robert Riggs, Board of Trustees President

Date

Ramona Ross-Bacon, Board of Trustees Secretary

Date

Called Meeting
Monday, April 3, 2023 6:30 PM Central

Third Floor Training Room
285 Uptown Blvd.
Cedar Hill, Texas 75104

1. CALL TO ORDER at 6:31 PM.

FIRST ORDER OF BUSINESS - Announcement by the Board President whether a quorum is present, and that the notice of the meeting has been duly called, and posted in the time and manner required by the Texas Open Meetings Act, Texas Government Code Chapter 551.

Trustees present are Robert Riggs, Gayle Sims, Cheryl Wesley, Dr. Denise Roache-Davis, Carma Morgan, and Dr. Jeremiah Martin. Ramona Ross-Bacon is absent.

Recess to Closed Session at 6:32 PM.

2. CLOSED SESSION opened at 6:38 PM.

Recess to Executive Session, pursuant to Texas Open Meetings Act, Texas Government Code Section:

551.071) Private consultation with the board's attorney,

551.074) To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee

551.082) Considering discipline of a public school child, or complaint or charge against personnel.

If, during the course of the meeting, the Board of Trustees should determine that a closed session is required, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code Section listed above.

The Board will vote on matters in Open Session considered in Closed Session or matters considered if the Board enters into a Closed meeting during the meeting, if applicable.

Closed Session closed at 7:21 PM.

Reconvene to Public Session at 7:30 PM.

3. PUBLIC COMMENTS

The Board encourages comments about the District from members of the public. Anyone who has signed up to speak in advance of the meeting in accordance with procedures may do so at this time. Each participant should address the Board from the podium microphone, stating their name and address before speaking. The Board asks that each participant's comments pertain to District business and be no longer than three (3) minutes. Copies of presentations should be made available to all Trustees and the Superintendent. **There was one public comment regarding Bray Elementary School.**

4. INFORMATION

These items are presented to the Board for information only. No presentations will be made unless specifically requested by the Board.

4.A. TASB Compensation Study Report

4.B. Budget Committee Recommendations

4.C. Financial Update

4.D. Bond Update- Fine Arts Academy & Medical Academy/Pathway

4.E. LSG Board Self Evaluation

5. TASB Update 120 & Policy Audit

5.A. Policy Update 120

5.B. Board Policy Revisions

6. **ADJOURN at 9:37 PM.**

Robert Riggs, Board of Trustees President

Date

Ramona Ross-Bacon, Board of Trustees Secretary

Date

9.B. Budget Amendment
Presenter: Mrs. Carla Settle

Cedar Hill Independent School District BOARD OF TRUSTEES

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Budget Amendment #10 – General Fund

Consent

SUPERINTENDENT CONSTRAINT:

- Shall not make budget decisions that increase taxes

BACKGROUND INFORMATION:

Budget amendments are to be made prior to exceeding a detailed functional expenditure category, and these amendments are to be recorded in the board minutes. The attached budget amendment is necessary to make adjustments by function to the General Operating budget highlighted as follows:

Revenue

1. *Recognize rental revenue related to the increase in custodial and other event management expenses.*

Expenditures

1. *Increase function 52 (security) for additional canine services (budget neutral request).*
2. *Increase function 23 (campus administration) for campus secretary's professional development, offset by budget savings in function 41 (budget neutral request).*
3. *Increase function 11 (instruction) for state compensatory education (SCE) tutoring, offset by professional development in the campus allocation (budget neutral request).*
4. *Increase function 51 (maintenance and operations) and function 36 (extra-curricular) for increase in custodial expenses related to rental revenue.*

RECOMMENDATION:

Administration recommends approval of the General Fund Budget Amendment #10 as presented in the attached supporting document.

BOARD ACTION REQUIRED:

Motion to approve budget amendment #10 as presented on the attached supporting document.

POLICY AUTHORIZATION:

CHISD POLICY CE (LOCAL) and Texas Education Code, Section 44.006

CONTACT PERSON(S):

Carla Settle, Chief Financial Officer
Paula McBride, Executive Director of Finance

Funding Source:

General Operating (199)

ENCLOSURES:

Attached

CEDAR HILL INDEPENDENT SCHOOL DISTRICT
Budget Amendment: General Fund #10
April 17, 2023 for Fiscal Year 2022-2023



		2022-2023 Original Budget	2022-2023 Revised Budget	Amendments Requested	Balance Neutral Transfers Requested	Proposed Amended Budget
5700	Local Sources	\$ 49,558,708	\$ 43,558,708	15,000		\$ 43,573,708
5800	State Program Revenues	19,808,372	19,809,147	-		\$ 19,809,147
5900	Federal Program Revenues	1,100,000	1,438,000	-		\$ 1,438,000
	Other Financing Sources					
	Budgeted Revenue	\$ 70,467,080	\$ 64,805,855	\$ 15,000	\$ -	\$ 64,820,855

11	Instruction	\$ 35,779,845	\$ 32,390,296	\$ -	7,500	\$ 32,397,796
12	Instructional Resources & Media Services	682,695	623,319	-	-	623,319.00
13	Curriculum Dev & Instructional Staff Dev	1,169,383	1,312,400	-	(9,900)	1,302,500.00
21	Instructional Leadership	955,176	959,282	-	-	959,282.00
23	School Leadership	4,662,448	4,168,581	-	4,200	4,172,781.00
31	Guidance, Counseling, & Evaluation Services	3,133,578	2,961,133	-	-	2,961,133.00
32	Social Work Services	-	29,000	-	-	29,000.00
33	Health Services	773,428	725,341	-	(2,000)	723,341.00
34	Student (Pupil) Transportation	3,259,660	3,299,639	-	-	3,299,639.00
35	Food Services	12,150	12,150	-	-	12,150.00
36	Extracurricular Activities	2,022,124	1,948,871	3,100	-	1,951,971.00
41	General Administration	3,760,296	3,838,033	-	(10,100)	3,827,933.00
51	Facilities Maintenance & Operations	8,479,869	8,846,706	11,900	-	8,858,606.00
52	Security & Monitoring Services	1,534,601	1,627,748	-	12,300	1,640,048.00
53	Data Processing Services	1,354,956	2,399,133	-	-	2,399,133.00
61	Community Services	203,296	203,296	-	(2,000)	201,296.00
71	Debt Service Cost	1,347,383	744,769	-	-	744,769.00
93	Payments to Fiscal Agent	153,518	153,518	-	-	153,518.00
95	Payments to JJAEP	20,000	30,000	-	-	30,000.00
99	Other Intergovernmental Charges	165,000	176,000	-	-	176,000.00
	Other Financing Uses	-	-	-	-	-
	Budgeted Expenditures	\$ 69,469,406	\$ 66,449,215	\$ 15,000	\$ -	\$ 66,464,215
	Net Revenue & Expenses	\$ 997,674	\$ (1,643,360)	\$ -	\$ -	\$ (1,643,360)

	Other Resources	\$ -	\$ -			\$ -
	Other Uses	\$ -	\$ -			\$ -
	Net of Other Resources and Other Uses	\$ -	\$ -			\$ -
	Net effect to Fund Balance	\$ 997,674	\$ (1,643,360)	\$ -	\$ -	\$ (1,643,360)
	<i>Effect on Committed Fund Balance</i>					\$ -
	<i>Effect on Unassigned Fund Balance</i>					\$ (1,643,360)

CEDAR HILL INDEPENDENT SCHOOL DISTRICT
Budget Amendment: General Fund #10
April 17, 2023 for Fiscal Year 2022-2023



		Increase	Decrease	Balance Neutral Transfers	Net	Description
5700	Local Sources	\$ 15,000	\$ -		\$ 15,000	rent revenue
5800	State Program Revenues		-		-	
5900	Federal Program Revenues	-	-		-	
	Budgeted Revenue	\$ 15,000	\$ -	\$ -	\$ 15,000	
11	Instruction	\$ -	\$ -	\$ 7,500	\$ 7,500	tutoring extra duty pay
12	Instructional Res & Media Services				-	
13	Curriculum Dev & Instructional Staff Dev			(9,900)	(9,900)	tutoring extra duty pay; canine services
21	Instructional Leadership				-	
23	School Leadership			4,200	4,200	prof. dev. for campus secretaries
31	Guidance, Counseling, & Evaluation Services				-	
32	Social Work Services				-	
33	Health Services			(2,000)	(2,000)	canine services
34	Student (Pupil) Transportation				-	
35	Food Services				-	
36	Extracurricular Activities	3,100			3,100	salaries related to rent revenue
41	General Administration			(10,100)	(10,100)	prof dev. campus secretaries; canine services
51	Facilities Maintenance & Operations	11,900			11,900	salaries related to rent revenue
52	Security & Monitoring Services			12,300	12,300	canine services
53	Data Processing Services				-	
61	Community Services			(2,000)	(2,000)	canine services
71	Debt Services				-	
93	Payments to Fiscal Agent				-	
95	Payments to JJAEP				-	
99	Other Intergovernmental Charges				-	
	Budgeted Expenditures	\$ 15,000	\$ -	\$ -	\$ 15,000	
	Other Resources	\$ -			\$ -	
	Other Uses	-			-	
	Net of Other Resources and Other Uses	\$ -	\$ -	\$ -	\$ -	

9.C. RFP 22-23-01 Teaching Aids, Instructional Materials and Related Services

Cedar Hill Independent School District BOARD OF TRUSTEES

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Consideration of Vendor List for Teaching Aids, Instructional Materials, and Related Services pursuant to RFP 22-23-01

Consent

BACKGROUND INFORMATION:

This is the legal requirement that will keep the District in compliance with Texas Education Code 44.031. The bid process allows procurement of goods and services at the best value with the use of public funds. Staff advertised and requested proposals for the purchase of Teaching Aids, Instructional Materials, and Related Services. The bid was designed to establish a discount from the vendor's regularly published price list and compare other cost related factors such as shipping and fees. The term of the contract will be the date after the award was made through June 30, 2026. This bid is a "Multiple Award RFP" and will allow additional vendors to respond and be awarded throughout the year. Each month, a new list of responsive bidders will be presented to the Board for approval. April's proposed vendors are included in the RFP 22-23-01 Bid Tabulation for the purchase of Teaching Aids, Instructional Materials, and Related Services.

RECOMMENDATION:

Administration recommends approval of vendors for the purchase of Teaching Aids, Instructional Materials, and Related Services through June 30, 2026 as per the attached list.

BOARD ACTION REQUIRED:

Motion to approve vendors for the purchase of Teaching Aids, Instructional Materials, and Related Services through June 30, 2026 as per the attached list.

POLICY AUTHORIZATION:

CH – LEGAL Purchasing and Acquisition
CH – LOCAL Purchasing and Acquisition

CONTACT PERSON:

Carla Settle, Chief Finance Officer
Caleb Pape, Director of Purchasing & Contracts Management

FUNDING SOURCE:

2022-2023 Budget

ENCLOSURES:

RFP 22-23-01_Bid Tabulation

Proposal Tabulation - RFP # 22-23-01
Teaching Aids, Instructional Materials, and Related Services

	Apex Teletherapy PLLC	Bellwether Media	Flinn Scientific Inc.
	10101 Sailboard Dr.	6012 Blue Circle Dr.	PO Box 219
	McKinney, TX 75072	Minnetonka, MN 55543	Batavia, IL 60510
Product/Service Provided	Virtual Speech Therapy Services	Library Books, Classroom paperbacks, Library processing	Science Equip. & Supplies
Minimum Order	No	No	No
Accepts Pos	Yes	Yes	Yes
Discount	0%	30%	Yes
Consultant/PD Fees	\$95 per hour	N/A	N/A
Shipping	N/A	Free	Free
HUB	No	No	No
EDGAR	Yes	Yes	Yes
EPCNT/CTPA	Yes	Yes	Yes
All Required Forms Completed, Signed and Returned	Yes	Yes	Yes
Email	cpurvis@apexteletherapy.net	orders@bellwethermedia.com	businessdesk@flinnsci.com

Proposal Tabulation - RFP # 22-23-01
Teaching Aids, Instructional Materials, and Related Services

	Homecourt Publishers, LLC	JRW Consulting & Coaching, LLC	
	2435 E North Street #245	1800 Reynolds St.	
	Greenville, SC 29615	Lancaster, TX 75134	
Product/Service Provided	PBL Scenarios, STEM Challenges, Critical/Creative Thinking Excercises	Health & Life Coaching Developing Effective Habit Change	
Minimum Order	No	No	
Accepts Pos	Yes	Yes	
Discount	0%	Yes	
Consultant/PD Fees	N/A	\$150 per 60 minutes session	
Shipping	Free	N/A	
HUB	No	No	
EDGAR	Yes	Yes	
EPCNT/CTPA	Yes	Yes	
All Required Forms Completed, Signed and Returned	Yes	Yes	
Email	benbache@homecourtpublishers.com	jrwconsultingandcoaching@gmail.com	

9.D. RFP 22-23-02 Catering and Food Related Services

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Consideration of Vendor List for Catering and Food Related Services pursuant to RFP 22-23-02

Consent

BACKGROUND INFORMATION:

This is the legal requirement that will keep the District in compliance with Texas Education Code 44.031. The bid process allows procurement of goods and services at the best value with the use of public funds. Staff advertised and requested proposals for the purchase of Catering and Food Related Services. The bid was designed to establish a discount from the vendor's regularly published price list and compare other cost related factors such as delivery and gratuity. The term of the contract will be the date after the award was made through June 30, 2026. This bid is a "Multiple Award RFP" and will allow additional vendors to respond and be awarded throughout the year. Each month, a new list of responsive bidders will be presented to the Board for approval. April's proposed vendors are included in the RFP 22-23-02 Bid Tabulation for the purchase of Catering and Food Related Services.

RECOMMENDATION:

Administration recommends approval of vendors for the purchase of Catering and Food Related Services through June 30, 2026 as per the attached list.

BOARD ACTION REQUIRED:

Motion to approve vendors for the purchase of Catering and Food Related Services through June 30, 2026 as per the attached list.

POLICY AUTHORIZATION:

CH – LEGAL Purchasing and Acquisition
CH – LOCAL Purchasing and Acquisition

CONTACT PERSON:

Carla Settle, Chief Financial Officer
Caleb Pape, Director of Purchasing & Contracts Management

FUNDING SOURCE:

2022-2023 Budget

ENCLOSURES:

Bid Tabulation RFP 22-23-02

Proposal Tabulation - RFP # 22-23-02
Catering and Food Related Services

	Williams Backyard BBQ		
	1616 Mockingbird Ln.		
	Desoto, TX 75115		
Minimum Order	No		
Accepts Pos	Yes		
Locations under this Proposal	Desoto		
Discount	Yes, 10% on continued business		
Delivery	\$35		
HUB	No		
EDGAR	Yes		
EPCNT/CTPA	Yes		
All Required Forms Completed, Signed and Returned	Yes		
Email	bdw2369@yahoo.com		

9.E.Principal of Cedar Hill High School

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Principal Cedar Hill High School

Consent

BACKGROUND INFORMATION:

Administration seeks to fill the position of Cedar Hill High School with the Superintendent's recommendation.

RECOMMENDATION:

N/A

BOARD ACTION REQUIRED:

Motion to approve the Superintendent's recommendation for the position of campus principal for Cedar Hill High School.

POLICY AUTHORIZATION:

DC (Local) Employment Practices

CONTACT PERSON:

Ms. Hallema Jackson, Assistant Superintendent of Human Resources

FUNDING SOURCE:

199 General Fund

ENCLOSURES:

Under separate cover.

9.F. Employee Contract Approval

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Consider and Approve 2023-2024 Librarians, Nurses, Support Staff, and Teacher Contracts

Consent

BACKGROUND INFORMATION:

Librarians, Nurses, Support Staff, and Teachers are being recommended for contract approval.

RECOMMENDATION:

Administration recommends the Board of Trustees approve the contract approval of the employees on the list provided and that the approved contracts be issued to the employees accepting this offer.

BOARD ACTION REQUIRED:

Motion to approve the contracts for the employees identified on the list provided and that the approved contracts be issued to the employees accepting this offer.

POLICY AUTHORIZATION:

DC (Local) Employment Practices
DCA (Legal) Probationary Contracts
DCB (Local) Term Contracts

CONTACT PERSON:

Hallema Jackson, Assistant Superintendent of Human Resources

FUNDING SOURCE:

As provided in the district budget per the CHISD compensation plan.

ENCLOSURES:

Under separate cover.

9.G. TASB Policy Update 120

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: April 17,2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: TASB Update 120

Consent

BACKGROUND INFORMATION:

Update 120 includes policy recommendations to address the remainder of the changes from legislative updates that occurred during special sessions. Recommended changes to local policies address the following topics:

- state and federal revenue sources
- safety programs/risk management: emergency plans
- student welfare: freedom from bullying
- student and parent complaints and grievances
- student discipline

RECOMMENDATION:

n/a

BOARD ACTION REQUIRED:

Approval of recommended policy updates

POLICY AUTHORIZATION:

None

CONTACT PERSON:

Shemeka Millner, Asst. Superintendent of Academics

FUNDING SOURCE:

None

ENCLOSURES:

CEDAR HILL ISD

Local Policy - Update 120



Update 120

Background

Update 120 includes policy recommendations to address the remainder of the changes from from legislative updates that occurred during special sessions. Recommended changes to local policies address the following topics:

- state and federal revenue sources
- safety programs/risk management: emergency plans
- student welfare: freedom from bullying
- student and parent complaints and grievances
- student discipline



Update 120

Review Process

- TASB provided draft policy for board review
- March - Reviewed the proposed TASB policies with policy committee
- March 27 - Shared background information with all trustees
- April 3 - Board workshop presentation
- April 17 - Board meeting- proposed for approval
- Final Steps (if approved) - Send policy revisions in Superintendent Newsletter and WAIP



Update 120

Policy Review Committee

- Ms. Gayle Sims - Trustee
- Ms. Ramona Ross-Bacon - Trustee
- Ms. Cheryl Wesley - Trustee
- Ms. Shemeka Millner- Asst Supt. Academics
- Ms. Hallema Jackson, Asst. Supt. Human Resources

Update 120

CB(LOCAL) STATE AND FEDERAL REVENUE SOURCES

As recommended by TEA, newly recommended text requires the district to give public notice of federal grant applications by providing information at board meetings and publishing information on the district's website. The new text also affirms that the district will comply with requirements for receiving public input regarding such applications.



Update 120

CKC(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Education Code 37.108(d) requires a district's multi-hazard emergency operations plan to include responding to a train derailment near a district school if a district facility is within 1,000 yards of a railroad track. New recommended local policy text incorporates this requirement into the list of procedures that must be addressed.



Update 120

FFI(LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING

District bullying policies must address prevention and mediation of bullying incidents and comply with minimum standards adopted by TEA. Policy Service will recommend local policy revisions following publication of the final TEA minimum standards.



Update 120

FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Revisions to this local policy are recommended at

Other Complaint Processes to:

Clarify how special education complaints are addressed.

Encompass all instructional resources policies.

Reference the required hearing procedure for eligibility disputes under school nutrition programs.



Update 120

FO(LOCAL) STUDENT DISCIPLINE

Recommended revisions to this local policy are to clarify circumstances when restraint may be used generally and to more prominently address restraint of a student who receives special education services.



Questions



Explanatory Notes

TASB Localized Policy Manual Update 120

Cedar Hill ISD

AIC(LLEGAL) ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Revised Administrative Code rules, effective June 7, 2022, and reflected on pages 7–8, address the requirements for local improvement plans by certain districts or campuses assigned a D rating. The rules also address modification of a campus turnaround plan due to a change in circumstances. (See page 15.)

Other revisions reflect changes to citations of Administrative Code rules.

AIE(LLEGAL) ACCOUNTABILITY: INVESTIGATIONS

A new Note on page 3 references recently revised Administrative Code rules regarding an informal review or hearing following a TEA investigation.

An existing Administrative Code provision regarding compliance investigations has been added on page 5.

BBD(LLEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

A new Administrative Code rule, effective May 31, 2022, requiring board members to complete training on school safety has been added on page 8.

BE(LLEGAL) BOARD MEETINGS

Changes prompted by new and revised Administrative Code rules regarding board meetings by videoconference, effective September 15, 2022, are reflected on pages 9–10.

CB(LOCAL) STATE AND FEDERAL REVENUE SOURCES

As recommended by TEA, newly recommended text requires the district to give public notice of federal grant applications by providing information at board meetings and publishing information on the district's website. The new text also affirms that the district will comply with requirements for receiving public input regarding such applications.

Further, the policy authorizes the superintendent to approve the plan for use of the grant or award. If the board retains authority to approve any plans for use of federal grants, please contact your policy consultant for appropriate revisions.

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Citations to a new Administrative Code rule addressing installment payment of taxes on property not directly damaged in a disaster or emergency area are included on page 9.

CFA(LLEGAL) ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

Revisions reflect the adoption of version 18.0 of the *Financial Accountability System Resource Guide*.

CFC(LLEGAL) ACCOUNTING: AUDITS

Revisions reflect the adoption of version 18.0 of the *Financial Accountability System Resource Guide*.

CKB(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS

Changes reflect extensive revisions to Administrative Code rules regarding mandatory drills, effective June 26, 2022.

New Administrative Code provisions addressing optional active threat exercises are also incorporated.

Explanatory Notes

TASB Localized Policy Manual Update 120

Cedar Hill ISD

CKC(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Education Code 37.108(d) requires a district's multihazard emergency operations plan to include responding to a train derailment near a district school if a district facility is within 1,000 yards of a railroad track. New recommended local policy text incorporates this requirement into the list of procedures that must be addressed.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

CMD(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

Changes reflect revised Administrative Code provisions, effective June 7, 2022, regarding permitted uses of the instructional materials and technology allotment. Other revisions have been made to delete out-dated terminology.

A revised Administrative Code rule, effective October 16, 2022, requiring certification of compliance with the Children's Internet Protection Act has been added on page 9.

CQA(LLEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

Based on revised Administrative Code rules, the following requirements have been added at Other Required Internet Postings:

- Certain districts or campuses assigned a D rating must notify the public of the meeting to gather input to develop a local improvement plan. (See item 8.)
- Districts conducting an active threat exercise must provide notice through multiple distribution networks, including the district's website. (See item 35.)

CRD(LLEGAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

Revised Administrative Code rules, effective August 18, 2022, prompted revisions to the definitions of full- and part-time employees.

EHAA(LLEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

Revisions at the bottom of page 2 reflect changes to the citations of Administrative Code rules addressing instruction related to positive character traits and personal skills.

EHAB(LLEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ELEMENTARY)

Revisions include a new Administrative Code rule, effective April 28, 2022, regarding phonics curricula.

EHAC(LLEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

Revised Administrative Code rules, effective August 1, 2022, and reflected on pages 3–4, changed the required course offerings for grades 9–12 related to social studies and physical education.

Explanatory Notes

TASB Localized Policy Manual Update 120

Cedar Hill ISD

EHBAB(LLEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

Changes on pages 8–9 include revised Administrative Code rules, effective June 7, 2022, regarding review of a student's behavior improvement plan or behavioral intervention plan.

EHBAE(LLEGAL) SPECIAL EDUCATION: PROCEDURAL REQUIREMENTS

Revised Administrative Code rules, effective June 7, 2022, regarding the timeline for requesting a hearing on a due process complaint are included on pages 5–6.

EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Changes reflect new Administrative Code provisions, effective June 9, 2022, regarding accelerated instruction and accelerated learning committees for students who fail to perform satisfactorily on certain assessment instruments. The new provisions derive from HB 4545, 87th Texas Legislature, Regular Session 2021.

EIE(LLEGAL) ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION

Changes are to better match legal sources and remove repealed Administrative Code rules.

EIF(LLEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

New Administrative Code rules, effective August 21, 2022, regarding notice about the Texas First Early High School Completion Program and the Texas First Scholarship Program are included on pages 8–9. Other revisions have been made to update citations.

Please note: For the 2022–23 school year, each high school must provide a written notification to each student and the student's parent or guardian listing the eligibility criteria for the programs. After the 2022–23 school year, the school must provide the notice upon a student's initial enrollment in high school.

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Changes have been made to incorporate revised Administrative Code rules and to better reflect legal sources.

EKBA(LLEGAL) STATE ASSESSMENT: ENGLISH LEARNERS/EMERGENT BILINGUAL STUDENTS

Revisions have been made to include Administrative Code provisions, effective August 9, 2022, regarding emergent bilingual students and individual graduation committees. A repealed provision regarding the grade placement committee has been deleted.

FB(LLEGAL) EQUAL EDUCATIONAL OPPORTUNITY

Changes are to better reflect legal sources.

FFA(LLEGAL) STUDENT WELFARE: WELLNESS AND HEALTH SERVICES

For clarity, a reference to policy provisions regarding school-based health centers has been added on page 4.

Explanatory Notes

TASB Localized Policy Manual Update 120

Cedar Hill ISD

FFAE(LEGAL)

WELLNESS AND HEALTH SERVICES: SCHOOL-BASED HEALTH CENTERS

For clarity, a reference to policy provisions regarding expanding or changing health-care services at a school has been added on page 3.

FFG(LEGAL)

STUDENT WELFARE: CHILD ABUSE AND NEGLECT

The Note on page 5 now references Administrative Code rules regarding investigations of abuse or neglect in a school setting.

FFI(LOCAL)

STUDENT WELFARE: FREEDOM FROM BULLYING

District bullying policies must address prevention and mediation of bullying incidents and comply with minimum standards adopted by TEA. TEA recently issued updated [Proposed Minimum Standards for Bullying Prevention Policies and Procedures](#) for public comment from October 28 through November 28, 2022. Policy Service will recommend local policy revisions following publication of the final TEA minimum standards.

FNG(LOCAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Revisions to this local policy are recommended at Other Complaint Processes to:

- Clarify how special education complaints are addressed.
- Encompass all instructional resources policies.
- Reference the required hearing procedure for eligibility disputes under school nutrition programs.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

FO(LOCAL)

STUDENT DISCIPLINE

Recommended revisions to this local policy are to clarify circumstances when restraint may be used generally and to more prominently address restraint of a student who receives special education services.

FOF(LEGAL)

STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

Revised Administrative Code rules, effective June 7, 2022, regarding restraint and time-out are included beginning on page 10. A statement has been amended to refer to new documentation and notification requirements in 19 Administrative Code 89.1053(e). Other changes include citations to revised Administrative Code rules.



(LOCAL) Policies Packet

For your convenience, this file contains the (LOCAL) policies—and only the local policies—from your school district’s TASB update packet.

What is included in this packet?

- Instruction sheet for recommended (LOCAL) policies
- Explanatory Notes for recommended (LOCAL) policies
- Clean copies of recommended (LOCAL) policies
- Annotated (redlined) copies of recommended (LOCAL) policy changes

This is not the full update packet.

To retrieve your district’s full update packet, visit *Policy Service Resource Library > Local Manual Updates* in [myTASB](#).

What is in the full update packet?

The full update packet contains:

- A summary of the overall policy update
- (LEGAL) policies and (EXHIBIT) documents that describe the statutory framework in which your local policies must operate
- Instructions and Explanatory Notes for every policy change, not just the (LOCAL)s
- Guidance on how to:
 - Present recommended policy changes to the board
 - Keep minutes
 - Notify TASB of board action
 - Maintain your historical record
 - Update your administrative regulations

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This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

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Instruction Sheet
TASB Localized Policy Manual Update 120

Cedar Hill ISD

Code	Type	Action To Be Taken	Note
CB	(LOCAL)	Replace policy	Revised policy
CKC	(LOCAL)	Replace policy	Revised policy
FFI	(LOCAL)	No policy enclosed	See explanatory note
FNG	(LOCAL)	Replace policy	Revised policy
FO	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 120

Cedar Hill ISD

CB(LOCAL) STATE AND FEDERAL REVENUE SOURCES

As recommended by TEA, newly recommended text requires the district to give public notice of federal grant applications by providing information at board meetings and publishing information on the district's website. The new text also affirms that the district will comply with requirements for receiving public input regarding such applications.

Further, the policy authorizes the superintendent to approve the plan for use of the grant or award. If the board retains authority to approve any plans for use of federal grants, please contact your policy consultant for appropriate revisions.

CKC(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Education Code 37.108(d) requires a district's multihazard emergency operations plan to include responding to a train derailment near a district school if a district facility is within 1,000 yards of a railroad track. New recommended local policy text incorporates this requirement into the list of procedures that must be addressed.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

FFI(LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING

District bullying policies must address prevention and mediation of bullying incidents and comply with minimum standards adopted by TEA. TEA recently issued updated [Proposed Minimum Standards for Bullying Prevention Policies and Procedures](#) for public comment from October 28 through November 28, 2022. Policy Service will recommend local policy revisions following publication of the final TEA minimum standards.

FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Revisions to this local policy are recommended at Other Complaint Processes to:

- Clarify how special education complaints are addressed.
- Encompass all instructional resources policies.
- Reference the required hearing procedure for eligibility disputes under school nutrition programs.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

FO(LOCAL) STUDENT DISCIPLINE

Recommended revisions to this local policy are to clarify circumstances when restraint may be used generally and to more prominently address restraint of a student who receives special education services.

STATE AND FEDERAL REVENUE SOURCES

CB
(LOCAL)

Grants and Awards

The Superintendent shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

Federal Awards

Public Notice and
Input

The District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.

Plan Approval

Approval of required grant and award plans shall be by the Superintendent.

Conflict of Interest

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

For purposes of this policy, “partner” shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Gifts and Gratuities

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint
Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, disability or other protected characteristics [see FFH] shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

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11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
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General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

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Untimely Filings All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

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ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Student Code of Conduct

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, sexual orientation, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy upon request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Extracurricular Standards of Behavior

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

"Parent" Defined

Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

**General Discipline
Guidelines**

The Superintendent or designee shall ensure the development of a District-wide discipline management plan, including but not limited to, the Student Code of Conduct that personnel shall adhere to when imposing discipline. In addition, the following guidelines shall also be followed:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age;
 - c. The frequency of misconduct/disciplinary history;
 - d. Ability and functioning level;
 - e. The student's attitude;
 - f. Intent or lack of intent;
 - g. The effect or potential effect of the misconduct on the school environment;
 - h. Requirements of Chapter 37 of the Education Code; and
 - i. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**Corporal
Punishment**

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

Physical Restraint

Note: A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

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1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

Video and Audio Monitoring

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

Grants and Awards

The Superintendent shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

Federal Awards

Public Notice and Input

The District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.

Plan Approval

Approval of required grant and award plans shall be by the Superintendent.

Conflict of Interest

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

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1. Any single item with a value at or above \$50; ~~or \$50; or~~
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

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Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

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2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
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6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints [within the scope of Section 504, including complaints](#) concerning identification, evaluation, or educational placement of a student with a disability, ~~within the scope of Section 504~~ shall be submitted in accordance with FB and the procedural safeguards handbook.
9. [Complaints within the scope of the Individuals with Disabilities Education Act, including complaints](#) ~~Complaints~~ concerning identification, evaluation, educational placement, or discipline of a student with a disability, ~~within the scope of the Individuals with Disabilities Education Act~~ shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with [the EF series](#).

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The District shall inform students and parents of this policy through appropriate District publications.

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A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

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Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

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The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

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At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

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Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
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Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Student Code of Conduct

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, sexual orientation, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy upon request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Extracurricular Standards of Behavior

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

"Parent" Defined

Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

General Discipline Guidelines

The Superintendent or designee shall ensure the development of a District-wide discipline management plan, including but not limited to, the Student Code of Conduct that personnel shall adhere to when imposing discipline. In addition, the following guidelines shall also be followed:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age;
 - c. The frequency of misconduct/disciplinary history;
 - d. Ability and functioning level;
 - e. The student's attitude;
 - f. Intent or lack of intent;
 - g. The effect or potential effect of the misconduct on the school environment;
 - h. Requirements of Chapter 37 of the Education Code; and
 - i. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Corporal Punishment

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

Physical Restraint

Note: A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.

2. Obtain possession of a weapon or other dangerous object.

3. Protect property from serious damage.

~~3.4.~~ Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

~~4. Control an irrational student.~~

~~5.1. Protect property from serious damage.~~

~~A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]~~

Video and Audio Monitoring

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

9.H. TASB Policy Revisions 2023

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: April 17,2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: TASB Policy Revisions

Consent

BACKGROUND INFORMATION:

Spring 2023 Policy Revisions are recommended as a result of an audit conducted in March of 2023 to bring Local Policy up to date with TASB recommendation.

RECOMMENDATION:

n/a

BOARD ACTION REQUIRED:

Approval of recommended policy updates

POLICY AUTHORIZATION:

None

CONTACT PERSON:

Shemeka Millner, Asst. Superintendent of Academics

FUNDING SOURCE:

None

ENCLOSURES:

CEDAR HILL ISD

Local Policy Review - 2023



Local Policy Review 2023

Background

In February 2023 Cedar Hill ISD, in partnership with the Texas Association of School Boards conducted a complete review of local board policies as posted in Policy Online. The resulting recommended updates to policy being presented here are to:

- accept policy updates recommended by TASB on outdated policies
- to bring CHISD policy into alignment with TASB legal recommendations.



Review Process

- TASB provided draft policy for district review
- February - TASB Auditor conducted review session with District Chiefs
- March 27 - Shared background and summary information with all trustees
- March 29- CHISD Board Policy Committee met to review policy recommendations
- April 3 - Board workshop presentation
- April 17 - Board meeting- proposed for approval
- Final Steps (if approved) - Send policy revisions in Superintendent Newsletter and WAIP



Policy Review Committee

- Ms. Gayle Sims - Trustee
- Ms. Ramona Ross-Bacon - Trustee
- Ms. Cheryl Wesley - Trustee
- Ms. Shemeka Millner- Asst Supt. Academics
- Ms. Hallema Jackson, Asst. Supt. Human Resources

*District Review also included CHISD Chiefs

Questions



Section A — Basic District Foundations

AF Local

Addition of policy that states that the District has completed all requirements for designation as an innovation district, and the Board has adopted an innovation plan



Section B — Local Governance

BBB Local

- Revised addition of election years for Board positions 6 and 7 (2027 and 2023); positions 1 and 2 (2028 and 2031); and positions 3,4, and 5 (2029)

BDAA Local

- Strike of language pertaining to Board member removal.
- Revision of verbiage pertaining to Board member terms and duties
- Addition of language pertaining to Board president's right to discuss, make motions and resolutions, and vote on all matters coming before the Board
- Revision of verbiage pertaining to Board secretary duties



Section B — Local Governance

BE Local

- Revision of language that defines Board meeting place and time, submission of preliminary agenda by noon on the 7th calendar day before regular meetings or special meetings.
- Addition of language that restricts Board President from removing an agenda subject requested by a Board member without specific authorization.
- Strike of language pertaining to pledges and future Board agenda requests. Addition of procedures for consent agenda items.
- Simplification of language the describe procedures for capturing and recording Board meeting minutes



Section B — Local Governance

BJCF Local

- Addition of term sexual orientation as impermissible reason to terminate Superintendent's contract

BQA Local*

- Addition of language that gives legal requirement of functions, roles, composition, terms, and vacancy of District-level Improvement Committee

BQB Local

- Addition of language that gives legal requirement of functions, roles, composition, terms, and vacancy of campus-level Improvement Committee



Section C — Business and Support Services

CDA Local

- Revision of timeline related to the monitoring of market prices to at least quarterly by law

CDC Local

- Strike of language that specifies market value of unsolicited gifts presented to the District.



Section C — Business and Support Services

CE Local*

- Revision of language that states the Board shall amend budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources
- Strike of language relating to financial policy and objectives, financial stability, funds from operations, revenue, general operating fund expenditures, reporting, order of expenditure, fund balance target, and definitions of funds



Section C — Business and Support Services

CH Local*

- Strike of language describing procurement goal, purchasing, and acquisition of goods and services.
- Revision of language relating to purchasing authority which states that services that cost \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except otherwise provided in policy
- Strike of language that outlines processes for professional services, bids and quotes, signature authority, permissive bids and proposals, indemnification contracts, and sole-source contracts



Section C — Business and Support Services

CKE Local*

- Revision of language that describes authority and function of District police department and security personnel
- Addition of language that describes non-school employment, relationship with outside agencies, video monitoring, training, and department regulations manual
- Addition of term racial profiling to former profiling
- Revision of language related to use of force and high speed pursuits



Section C — Business and Support Services

CO Local

- Revision of language pertaining to meal charges that states a student with an exhausted or insufficient fund balance on his or her meal card or account shall be allowed to continue to purchase meals for up to a total of \$30.00

CPC Local

- Addition of assistant superintendent of human resources as District's records management officer

CV Local

- Revision to language regarding construction contracts which states that for construction contracts valued at or above \$50,000, the Superintendent shall also submit the resulting contract to the Board for approval



Section D — Personnel

DBA Local

- Addition of District of Innovation exemption from requiring the hire of teachers who are certified through the State Board of Educator Certification for career and technical education (CTE), languages other than English (LOTE), and hard to fill positions

DC Local

- Revision of language relating to Superintendent's authority to hire contractual personnel
- Addition of language regarding Board's delegation of authority to the Superintendent to dismiss non-contractual and at-will employees



Section D — Personnel

DCA Local

- Addition of language from District of Innovation plan that gives the Superintendent authority to extend probationary contracts for experienced teachers for one additional year

DCE Local

- Addition of language regarding the District's issuance of Non-Chapter 21 contracts
- Strike of extraneous language pertaining to Non-Chapter 21 contracts and exceptions

DEAA Local

- Strike of language relating to Superintendent's authority to assign non-contractual employees to supplemental duties



Section D — Personnel

DCA Local

- Addition of language from District of Innovation plan that gives the Superintendent authority to extend probationary contracts for experienced teachers for one additional year

DCE Local

- Addition of language regarding the District's issuance of Non-Chapter 21 contracts
- Strike of extraneous language pertaining to Non-Chapter 21 contracts and exceptions

DEAA Local

- Strike of language relating to Superintendent's authority to assign non-contractual employees to supplemental duties



Section D — Personnel

DEAB Local

- Strike of language relating to compensatory time and accrual for exempt employees

DEC Local

- Revision and strike of some language pertaining to court appearances, payment for accumulated leave upon retirement, payment of accumulated leave to a beneficiary, and neutral absence control

DFBB Local

- Addition of term sexual orientation as an impermissible reason for non-renewal



Section D — Personnel

DHE Local

- Revision of language pertaining to federally required Department of Transportation(DOT) Testing Program for drug related violations. Strike of references to other employees subject to DOT testing

DIA Local

- Addition of the term sexual orientation relating to non-discrimination, sexual harassment, and prohibited conduct



Section D — Personnel

DK Local

- Addition of language relating to District of Innovation exemptions that allow district certifications for hard to fill positions, CTE, LOTE, and or Dual Credit courses

DNA Local

- Addition of language relating to annual T-TESS appraisal frequency. Strike of language relating to exceptions, less than annual, eligibility, and annual review process for T-TESS appraisals



Section E — Instruction

EB Local

- Addition of language relating to District of Innovation exception for school start date

EEB Local

- Addition of language relating to District of Innovation exception for class size ratio

EIA Local

- Addition of language relating to guidelines for grading and clarification of report card issuance and timeline



Section E — Instruction

EIC Local

- Revision of language relating to procedures for class rank for seniors, exclusions, weighted grade system, transferred grades, valedictorian and salutatorian, and early graduates

EIE Local

- Strike of language relating to kindergarten promotion practices

EIF Local

- Addition of language relating to process for assigning credit for fine arts substitutions and private commercial programs



Section F — Students

FD Local

- Addition of language from District Innovation Plan exemption for underage kindergarten students
- Strike of language relating to admissions and enrollment practices

FDA Local*

- Revision of language relating to practices for student transfers, factors relating to approval, and transportation



Section F — Students

FEC

- Revision of language relating to process for petitioning for class credit or final grade

FFAA Local

- Addition of language relating to processes for UIL physical examination requirement for students

FFAC Local

- Addition of language relating to procedures for school personnel to administer epinephrine, staff training, and notice to parents



Section F — Students

FFI Local

- Addition of the term sexual orientation relating to student welfare and freedom from bullying

FL Local

- Revision of language that lists the PEIMS director as custodian student records for currently enrolled students
- Addition of language relating to executive director's responsibility to ensure the confidentiality of special education records
- Revision of language for procedures relating to student directory information



Section F — Students

FNA Local

- Revision of language relating to student speakers at District- approved activities and eligibility criteria for valedictorian and salutatorian

FNAA Local

- Addition of language relating to authority given to campus principals to designate times, locations, and means of the distribution of non-school literature to campus staff
- Addition of language relating to authority given to the Superintendent to designate times, locations, and means of the distribution of non-school literature by students



Section F — Students

FNF Local

- Strike of language relating to random drug testing for “suspicionless” searches
- Strike of language describing procedures for random drug testing of students in grades 7-12 who choose to participate in school-sponsored extracurricular activities

FOCA Local

- Addition of policy relating to District of Innovation exemption from state law that requires a certified teacher for the disciplinary alternative education program (DAEP) and that students assigned to DAEP be separated from students not assigned to the program



Section G — Community and Governmental Relations

GBBA Local

- Recommendation to delete policy regarding news releases concerning controversial issues be only issued by the Superintendent or designee and Superintendent as District's spokesperson to media during crisis situations



Section G — Community and Governmental Relations

GE Local

- Addition of language that requires District-affiliated school-support organizations, and other parent groups, organize, fundraise or solicit donations, and function in a way that is consistent with District's philosophy, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial audit regulations
- Addition of language for procedures that states the use of District facilities by District-affiliated school-support or booster organizations must be accordance with policy GKD
- Strike of redundant language relating to above procedures



Section G — Community and Governmental Relations

GKB Local

- Addition of language that directs persons interested in non-school use of facilities to review linked policy GKD
- Strike of language relating to endorsements
- Addition of language that outlines stipulations for advertising, endorsements, and fundraising by outside organizations
- Addition of language the District's right to acknowledge donors through whatever means the District deems appropriate and that the District retains full editorial control over its acknowledgement and display of donations



Section G — Community and Governmental Relations

GKD Local

- Addition of language that states that the District has established open forum for non-school use of District facilities in accordance with policy
- Addition of language that states that the District shall provide equal access to youth groups designated in federal law, including Boy Scouts, as it provides to other non-school users of District facilities
- Addition of language that outlines District approval of community use of facilities and fundraising that does not conflict with school use or policy



Section G — Community and Governmental Relations

GKD Local (continued)

- Strike of language related to scheduling, tennis courts, running tracks, availability of use, criteria to govern all rental requests, and city cooperative agreements
- Addition of language regarding exceptions that states fees will not be charged when District facilities are used for public meetings sponsored by state or local governmental agencies or by District employee professional organizations
- Revision of language relating to required conduct of persons using District facilities



Section G — Community and Governmental Relations

GKDA

- Addition of language that names the chief of communications and marketing as the person to which all non-school literature is submitted to for prior review
- Addition of language that states the Chief of Communications and Marketing shall approve or reject submitted materials within two school days of the time the materials are received; and the Chief of Communications and Marketing shall designate times, locations, means, for distribution of non-school literature at district facilities other than school campuses, in accordance with policy



ADD POLICY

In accordance with state law, the District has completed all requirements for designation as an innovation district, and the Board has adopted an [innovation plan](#).¹

¹ Innovation Plan: <https://www.chisd.net/Page/17458>

PROPOSED REVISIONS

Membership	The Board shall consist of seven members.
Method of Election	Election of Board members shall be by position.
Election Date	General election of Board members shall be on the May uniform election date.
Terms and Election Schedule	Board members shall be elected for three-year terms, with elections conducted annually, as follows:
Positions 6 and 7	The election for positions 6 and 7 shall be held in 2018, 2021, 2024, <u>2027, 2030,</u> and in three-year intervals thereafter.
Positions 1 and 2	The election for positions 1 and 2 shall be held in 2019, 2022, 2025, <u>2028, 2031,</u> and in three-year intervals thereafter.
Positions 3, 4, and 5	The election for positions 3, 4, and 5 shall be held in 2020, 2023, 2026, <u>2029,</u> and in three-year intervals thereafter.
Method of Voting	To be elected, a candidate must receive a majority of the votes cast for the position.
Majority Vote	

PROPOSED REVISIONS

Board Officers	<p>The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.</p> <p>Any officer of the Board may be removed from office by a two-thirds vote of the Board. No officer so removed shall lose the elected position on the Board except for cause and in the manner prescribed by law. [See BBC]</p>
Vacancy	<p>A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.</p>
Term and Duties	<p>Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.</p>
President	<p>In addition to the duties required by law, the President of the Board shall:</p> <ol style="list-style-type: none">1. Preside at all <u>Board</u> meetings of the Board unless unable to attend.2. Call special meetings of the Board. [See BE]3. Be the spokesperson to the media for the Board. [See GBBA]<u>2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.</u>
Vice President	<p>The Vice President of the Board shall:</p> <ol style="list-style-type: none">1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.2. Automatically become<u>Become</u> President of only upon being elected to the Board if a vacancy in that office occurs.3.2. Sign or countersign warrants or other documents as necessary<u>position.</u>
Secretary	<p>The Secretary of the Board shall:</p> <ol style="list-style-type: none">1. Keep, or cause to be kept,<u>Ensure that</u> an accurate record <u>is kept</u> of the proceedings of each Board meeting.2. Send, or cause to be sent,<u>Ensure that</u> notices of Board meetings <u>are posted and sent</u> as required by law.

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

3. ~~Act in the role of President in~~In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.
- ~~5.4. Perform other duties as directed by the Board.~~

PROPOSED REVISIONS

Meeting Place and Time

~~Unless otherwise provided in the~~ The notice for a ~~meeting,~~ Board ~~meetings~~meeting shall ~~be held at~~reflect the ~~administration build-
ing~~date, time, and location of the meeting.

~~Meeting Time~~ Regular Meetings

Regular meetings of the Board shall normally be held on the third Monday of each month at 6:30 p.m. ~~The Board shall set its meeting schedule during the organization meeting when Board officers are elected.~~ When determined necessary and for the convenience of ~~Trustees~~Board members, the Board President may change the date, time, or timelocation of a regular meeting. ~~The~~ with proper notice ~~for that meeting shall reflect the changed date or time.~~

Special or Emergency Meetings

~~The time and place of special and emergency meetings shall be as set out in the notice for the meeting.~~

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

The deadline for ~~Board members to submit~~submitting items for inclusion on the preliminary agenda is noon of the seventh calendar day before regular meetings or special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. ~~Agenda items, whether proposed by the Superintendent or a Board member, shall involve or concern subjects related to District business or policy. Any Trustee~~Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all ~~Trustee-requested~~ topics that have been timely submitted ~~by a Board member.~~

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual ~~Trustees~~Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

BOARD MEETINGS

BE
(LOCAL)

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, ~~as provided by~~ in accordance with law. ~~[See BEC]~~

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

**Order of Business
and Required
Agenda Items**

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members ~~or unilaterally by the Board President.~~

~~The public session of all regular meetings shall begin with pledges to the U.S. and Texas flags, followed by a moment of "silence and reflection."~~

~~Each regular meeting shall include an agenda item "Future Board Agenda Request," for the purpose of allowing the Board to discuss items members desire to include on a future agenda.~~

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

~~Only those consent agenda items pulled by a member of the Board shall be discussed.~~

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by

one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the ~~Superintendent's designee at each meeting and the Board secretary, if present. Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions.~~ Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board ~~at the following meeting of the Board~~ and signed by the ~~secretary of the Board once approved. When approved, these minutes shall serve as the legal record of official Board actions. Draft minutes prepared by the Superintendent's designee shall be submitted to the Board President and Board secretary prior to meeting posting, but their failure to review the minutes shall not prevent the Superintendent designee's draft minutes from being posted and reviewed by the Board at each meeting after the minutes were taken~~ the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

Discussions and Limitation

Discussions shall be addressed to the Board President and then the entire membership. ~~Discussions~~ Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

PROPOSED REVISIONS

Reasons

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of Constitutional rights or based unlawfully on race, color, religion, sex, [sexual orientation](#), gender, national origin, age, disability, or any other basis prohibited by law. Reasons for the nonrenewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Insubordination or failure to comply with Board directives.
5. Failure to comply with Board policies or administrative regulations.
6. Failure of the District to make measurable progress toward the goals stated in the District improvement plan. [See BQ]
7. Conducting personal business during school hours when it results in neglect of duties.
8. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
9. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
10. Failure to meet the District's standards of professional conduct.
11. Failure to report to the Board any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]
12. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]

13. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
14. Disability, not otherwise protected by law, that prevents the Superintendent from performing the essential functions of the job.
15. Any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or the community, impairs or diminishes the Superintendent's effectiveness in the District.
16. Any breach by the Superintendent of an employment contract or any reason specified in the Superintendent's employment contract.
17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.
18. Behavior that presents a danger of physical harm to a student or other individuals.
19. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
20. Use of profanity in the course of performing any duties of employment, whether on or off District premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
21. Falsification of records or other documents related to the District's activities.
22. Falsification or omission of required information on an employment application.
23. Misrepresentation of facts to the Board or other District officials in the conduct of District business.
24. Failure to fulfill or maintain requirements for Superintendent certification, unless granted a waiver by the commissioner of education.
25. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
26. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.

27. Any reason constituting good cause for terminating the contract during its term.

**Notice of Proposed
Nonrenewal**

If the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent written notice of the proposed nonrenewal in accordance with law.

Request for Hearing

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall notify the Board in writing not later than the 15th day after receiving the notice. When the Board receives a timely request for a hearing on proposed nonrenewal, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The Superintendent shall be given notice of the hearing date as soon as it is set.

Hearing Procedure

Unless the Superintendent requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the Superintendent, their chosen representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the Board's presentation, supported by such proof as it desires to offer.
3. The Superintendent may cross-examine any witnesses for the Board.
4. The Superintendent may then present such testimonial or documentary proofs, as desired, to offer in rebuttal or in general support of the contention that the contract be renewed.
5. The Board may cross-examine any witnesses for the Superintendent and offer rebuttal to the testimony of the Superintendent's witnesses.

6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only such evidence as is presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the Superintendent's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the Superintendent by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

No Hearing

If the Superintendent fails to request a hearing, the Board shall take the appropriate action and notify the Superintendent in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

PROPOSED REVISIONS

District-Level Committee

In compliance with law, the District shall establish a District-level committee to advise the Board or its designee in establishing and reviewing the District improvement plan [see BQ], as well as the District's educational goals, performance objectives, and major District-wide classroom instructional programs.

The committee shall approve District-wide staff development. [See DMA]

Board's Designee

The Superintendent shall serve as the Board's designee and shall regularly consult with the committee.

Meetings

The chairperson of the committee shall set its agenda and shall schedule at least two meetings per year, including the public meeting required by law.

Communications

The Superintendent shall ensure that the District-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.

Composition

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

Selected Representatives

Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.

Parents

The committee shall include at least two parents of students currently enrolled in the District. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers.

Community Members

The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

<u>Business Representatives</u>	<u>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</u>
<u>Professional Staff Elections</u>	<p><u>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</u></p> <p><u>Classroom teacher representatives shall comprise at least two-thirds of the total professional staff representation on the committee and shall be nominated and elected by classroom teachers assigned to each respective campus.</u></p> <p><u>At least one campus-based nonteaching professional representative shall be nominated and elected by the campus-based nonteaching professional staff.</u></p> <p><u>At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by the District-level professional staff.</u></p> <p><u>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</u></p> <p><u>A nominee must consent before the person's name may appear on a ballot. Election of the committee shall be held at a time determined by the Board or its designee.</u></p>
<u>Terms</u>	<u>All representatives shall serve one-year terms and shall not be limited as to the number of consecutive terms they may serve on the committee.</u>
<u>Vacancy</u>	<u>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</u>
District-Level Committee	In compliance with Education Code 11.251, the District-level committee shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major District-wide classroom instructional programs identified by the Board or its designee. The committee shall serve exclusively in an advisory role except that the committee shall approve staff development of a District-wide nature.
Chairperson	The Superintendent shall be the Board's designee and shall name the chairperson of the committee from among the committee's

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

	members. The Superintendent shall meet with the committee periodically.
Meetings	The chairperson of the committee shall set its agenda and shall schedule at least two meetings per year; additional meetings may be held at the call of the chairperson.
Communications	The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but are not limited to, articles regarding the work of the committee in District and campus publications or on the District website.
Composition	The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including but not limited to, central office staff.
Professional Staff	Classroom teacher representatives shall be nominated and elected by classroom teachers assigned to each campus and shall comprise at least two-thirds of the total professional staff representation on the committee. At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff. At least one District-level professional staff member, other than the Superintendent, shall be nominated and elected by the District-level professional staff.
Parents	The committee shall include at least two parents of students currently enrolled in the District, selected in accordance with administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers. [See BQA(LEGAL)]
Community Members	The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

Business Representatives	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.
Elections	An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA] The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the committee shall be held in the fall of each school year at a time determined by the Board or its designee. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.
Terms	Representatives shall be elected or selected annually and shall not be limited as to the number of consecutive terms they may serve on the committee.
Vacancy	If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election.
Other Advisory Groups	The existence of the District-level committee shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.

PROPOSED REVISIONS

Campus-Level Committees

In compliance with law, each campus shall establish a campus-level committee to ensure that effective planning and site-based decision-making occur to direct and support the improvement of student performance for all students. The committees shall assist the principal, as the Board's designee, in establishing and reviewing the goals, performance objectives, and major classroom instructional programs of each campus.

Each committee shall assist with the development, evaluation, and revision of the respective campus improvement plan and shall approve campus staff development needs identified in the campus improvement plan [see BQ and DMA].

Meetings

The principal shall be responsible for the agenda and shall schedule at least two meetings per year, including the public meeting required by law.

Communications

Each principal or designee shall ensure that the campus-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.

Composition

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

Selected Representatives

Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.

Parents

The committee shall include at least two parents of students currently enrolled in the District. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers.

Community Members

The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

<u>Business Representatives</u>	<u>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</u>
<u>Professional Staff Elections</u>	<u>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</u> <u>Classroom teacher representatives shall comprise at least two-thirds of the professional staff representation on the committee and shall be nominated and elected by all professional staff assigned to the campus.</u> <u>At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff assigned to the campus.</u> <u>At least one District-level professional representative shall be nominated and elected by District-level professional staff.</u> <u>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</u> <u>A nominee must consent before the person's name may appear on the ballot. Election of the committee shall be held at a time determined by the Board or its designee.</u>
<u>Terms</u>	<u>All representatives shall serve staggered two-year terms and shall not serve consecutive terms on the committee.</u>
<u>Vacancy</u>	<u>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</u>
Campus-Level Committee	A campus-level committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal. The committee shall serve exclusively in an advisory role except that each campus committee shall approve staff development of a campus nature.
Campus Performance Objectives	Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and

~~shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.~~

Waivers

~~The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver. [See BQB(LEGAL) and BF]~~

~~Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.~~

Communications

~~The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but are not limited to, articles regarding the work of the committee in District or campus publications and on the District or campus website.~~

Composition

~~The committee shall be composed of members who shall represent District and campus-based professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff representatives shall be classroom teachers. The remaining employee representatives shall be professional nonteaching District and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including but not limited to, central office staff.~~

~~Classroom Teachers~~

~~Classroom teachers shall be nominated and elected by all professional staff assigned to that campus.~~

~~Campus-Based Nonteaching Professionals~~

~~Campus-based nonteaching professionals shall be nominated and elected by all professional staff assigned to that campus.~~

~~District-Level Professionals~~

~~District-level professionals shall be nominated and elected by District-level professional staff.~~

~~Parents~~

~~The committee shall include at least two parents of students currently enrolled in the District, selected in accordance with administrative procedures. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers. [See BQB(LEGAL)]~~

~~Community Members~~

~~The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The principal shall use several methods of communication~~

	to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.
Business Representatives	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.
Elections	An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA] Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.
Terms	Representatives shall be elected or selected annually and shall not be limited as to the number of consecutive terms they may serve on the committee.
Vacancy	A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.
Meetings	The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting.

PROPOSED REVISIONS

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month

period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Investment Management

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Liquidity and Maturity

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

Monitoring Market Prices

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done ~~monthly or~~ at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

Monitoring Rating Changes

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

PROPOSED REVISIONS

Note:– For purposes of this policy, the terms “gift” and “donation” have the same meaning.

Unsolicited Gifts

Authority to Accept

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. ~~However, any gift with a cost or market value of \$5,000 or more~~ However, any gift that the potential donor has expressly made conditional upon the District’s use for a specified purpose, or any gift of real property, shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

Criteria for Acceptance

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District’s educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

Solicitations

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.

Web-Based
Solicitations

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

PROPOSED REVISIONS

Fiscal Year	The District shall operate on a fiscal year beginning July 1 and ending June 30.
Budget Planning	Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities.
Budget Meeting	<p>The annual public meeting to discuss the proposed budget and tax rate shall be conducted as follows:</p> <ol style="list-style-type: none">1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget and/or tax rate sign up on the sheet provided.2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget and/or the tax rate.4. No officer or employee of the District shall be required to respond to questions from speakers at the meeting.
Authorized Expenditures	The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or designee who shall ensure that funds are expended in accordance with the adopted budget.
Budget Amendments	The Board shall amend the official budget before exceeding <u>when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.</u> expenditure category.
Financial Policy and Objectives	In order to meet its mission, the District depends on its property tax collections for the majority of its funding. Additionally, the District receives limited state aid and grant revenues. The District receives its revenues at various intervals during the year, and the majority of its revenue is received through tax collections in late January and February of each year.

ANNUAL OPERATING BUDGET

CE
(LOCAL)

	<p>The District recognizes the importance of maintaining its financial integrity; therefore, it has developed this policy to support its mission, goals, and objectives.</p>
<p>Financial Stability</p>	<p>In seeking to fulfill its mission, the District shall maintain a high level of financial stability and shall not compromise long-term financial integrity to achieve short-term benefits. In an effort to provide adequate cash flow for its operations, maintain a strong credit rating, and plan for the unanticipated extraordinary costs, the District shall strive to maintain in the general fund a minimum unassigned fund balance of two months of average for a year plus the projected cash flow deficit totals for each month, July through January.</p>
<p>Funds from Operations</p>	<p>The District's general fund shall provide adequate funding to support the following:</p> <ol style="list-style-type: none">1. Cash flow needs;2. Quality instructional programs;3. Bond ratings;4. Unfunded state-mandated costs;5. Changes in state funding formulas that impact cash flow; and6. Unanticipated extraordinary costs.
<p>Revenue</p>	<p>The District's revenue levels shall be evaluated annually with the administration's recommendations giving consideration to the following:</p> <ol style="list-style-type: none">1. Cash flow needs;2. Bond ratings;3. Operating requirements;4. Current business connections, including the local economy;5. Economic projections, including property values, the state's economy, legislative issues, and the like;6. Student growth assumptions; and7. The projected level of expenditures.
<p>General Operating Fund Expenditures</p>	<p>All expenditures from the general fund shall maintain the following priorities of obligation:</p> <ol style="list-style-type: none">1. Payments of all legal and reasonable expenditures relating to maintenance and operations of the District's general fund.

	<p>2. Payments to special revenue funds that require a matching amount for the federal or state grants, including the child nutrition fund and the construction fund.</p>
<p>Reporting</p>	<p>The District shall prepare financial operations reports in accordance with the following:</p> <ul style="list-style-type: none">• Monthly financial reports shall be provided to the Board.• A quarterly cash flow report comparing actual to estimated cash amounts shall be provided to the Board.• An annual audit shall be conducted by an external professional auditing firm that includes the necessary details for reconciling the District's financial operations for the year. The audit report shall be submitted for review and approval by the Board after the end of the fiscal year.
<p>Order of Expenditure</p>	<p>The order of spending and availability shall be to reduce funds from the listed areas in the following order: restricted, committed, assigned, and unassigned. Negative amounts shall not be reported for restricted, committed, or assigned funds.</p>
<p>Fund Balance Target</p>	<p>The District shall strive to maintain an unassigned fund balance at fiscal year end in the general fund equal to a minimum of two months of the average spending for a year plus the projected cash flow deficit totals for each month, July through January.</p> <p>In the event the unassigned balance falls below target level, the Board shall, within 24 months, adopt a written plan to restore the balance to the target level.</p>
<p><i>Definitions</i></p>	
<p>Fund Balance</p>	<p>Fund balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet.</p>
<p>Fund Balance of the General Fund</p>	<p>The fund balance of the general fund, one of the governmental fund types, is of primary significance because the general fund is the primary fund, which finances most functions in the District. The fund balance of the general fund shall mean the gross difference between general fund assets and liabilities reflected on the balance sheet.</p> <p>The five classifications of fund balance of the governmental types are as follows:</p>
<p>Non-Spendable Fund Balance</p>	<p>Nonspendable fund balance shall mean the portion of the gross fund balance that is not expendable (such as inventories) or that is legally earmarked for a specific use (such as the self-funded reserves program).</p>

~~Examples of fund balance reserves for which the fund balance shall not be available for financing general operating expenditures include:~~

- ~~•— Inventories;~~
- ~~•— Prepaid items;~~
- ~~•— Deferred expenditures;~~
- ~~•— Long term receivables; and~~
- ~~•— Outstanding encumbrances.~~

~~Restricted Fund
Balance~~

~~Restricted fund balance shall include amounts constrained to a specific purpose by the provider, such as a grantor.~~

~~Examples include:~~

- ~~•— Child nutrition programs;~~
- ~~•— Technology programs;~~
- ~~•— Construction programs; and~~
- ~~•— Other granting agencies.~~

~~Committed Fund
Balance~~

~~Committed fund balance shall mean the portion of the fund balance that is constrained to a specific purpose by the Board.~~

~~Examples include:~~

- ~~•— Potential litigation, claims, and judgments; and~~
- ~~•— Campus activity funds. [See CFD]~~

~~Assigned Fund
Balance~~

~~Assigned fund balance shall mean the portion of the fund balance that is spendable or available for the appropriation but has been tentatively earmarked for some specific purpose by the Board, the Superintendent, or the financial officer.~~

~~In current practice, such plans or intent may change and may never be budgeted or result in expenditures in future periods of time.~~

~~Examples include:~~

- ~~•— Insurance deductibles;~~
- ~~•— Program start-up costs; and~~
- ~~•— Other legal uses.~~

ANNUAL OPERATING BUDGET

CE
(LOCAL)

~~Unassigned
Fund Balance~~

~~Unassigned fund balance shall include amounts available for any legal purpose. The portion of the total fund balance in the general fund shall be available to finance operating expenditures.~~

~~The unassigned fund balance shall be the difference between the total fund balance and the total of the nonspendable fund balance, restricted fund balance, committed fund balance, and the assigned fund balance.~~

PROPOSED REVISIONS

- Procurement Goal** ~~In all procurement activities, agents of the Board shall:~~
- ~~1. Consider first the interest of the school system and the betterment of its educational program;~~
 - ~~2. Endeavor to obtain the greatest value for every tax dollar expended; and~~
 - ~~3. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their product meets specifications and the educational needs of the school system.~~
- Purchasing Authority** The Board delegates to the Superintendent the authority to ~~determine the method of purchasing, in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate. The Board further delegates the authority to make budgeted purchases, unless:~~
- ~~1. State law requires the Board to make for goods or approve a services. However, any single, budgeted purchase; of goods or~~
 - ~~2. The purchase services that costs exceed \$50,000, an amount that \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy.~~
- Exceptions** The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board:
1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with state law;
 2. A purchase made through a cooperative purchasing program, in accordance with state law;
 3. A purchase made through a state purchasing program that satisfies the District's obligation for competitive purchasing;
 4. The purchase of budgeted regulated utility services;
 5. A continuing or periodic purchase of goods or services under a Board-approved bid or contract; or
 6. A purchase for produce or fuel.

PURCHASING AND ACQUISITION

CH
(LOCAL)

Exception for
Emergency
Contracts

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

Purchasing
Procedures

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

*Competitive
Bidding*

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

*Competitive
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

PURCHASING AND ACQUISITION

CH
(LOCAL)

Professional Services	Professional services shall be procured as prescribed in state law, except for contracts funded by grants through the Department of Education. This shall cover all professional services valued at \$50,000 or more in the aggregate for each 12-month period, with the exception of interlocal agreements and documented sole source items where no like services are available that would serve the same purpose or function.
Bids, Quotes, and Other Proposals Under \$50,000	The chief financial officer shall establish guidelines that may require bids, quotations, or proposals to be obtained prior to approving a purchase when it appears that best value and substantial savings can be realized by the District.
Electronic Bids or Proposals	Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.
Signature Authority	With the exception of documents required by state law to have the Board President's signature, the Board delegates to the Superintendent signature authority for all District contracts. The Superintendent may provide for designees to sign contracts at appropriate amounts by publishing a regulation or written delegation.
Responsibility for Debts	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.
Purchase Commitments	All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.
Permissive Bids and Proposals	Purchases of goods and services for which bidding and/or proposing is neither required nor prohibited by law may be based on any procurement method that the Superintendent determines provides the best value for the District.
Personal Purchases	District employees shall not be permitted to make purchases for personal use through the District's business office.

PURCHASING AND ACQUISITION

CH
(LOCAL)

**Indemnification
Contracts**

~~No District employee is authorized to bind the District or any department or campus of the District to indemnification and/or hold harmless agreements for the benefit of any outside party in any contract signed on behalf of the District, department, and/or campus, unless otherwise specifically approved by the Board.~~

**Sole-Source
Contracts**

~~Prior to entering into sole source negotiations, the Superintendent shall make a determination that sole source goods or services procurement is necessary in accordance with state law. [See CH(LEGAL)]~~

PROPOSED REVISIONS

<p>Board Responsibility</p> <p><u>District Police Department</u></p>	<p>To enhance<u>ensure sufficient</u> security and protection of the-students, staff, and property of the District, the Board shall authorize<u>authorizes</u> the formation of the<u>a</u> District police department <u>and shall employ and commission police officers</u>.</p>
<p>Supervisory Authority</p>	<p>The chief of police shall be accountable <u>to</u> and <u>shall</u> report to the Superintendent. In accordance with law, the Superintendent may<u>shall</u> not delegate this supervisory responsibility.</p>
<p>Jurisdiction</p>	<p>The jurisdiction of the District police department is<u>officers shall include</u> all territory within the District boundaries of the District and, as well as all property, real and personal, <u>property</u> outside the boundaries of the District that is owned, leased, or rented by <u>the District</u>, or <u>is</u> otherwise under the District's control. In addition, jurisdiction includes all District functions conducted outside the boundaries of the District, where there are District students and staff present.</p> <p>District police officers shall exercise police authority and powers in accordance with the provisions of the Texas Code of Criminal Procedure. Police department officers are required to limit their actions to incidents that are clearly District related, except in cases where, as Texas police officers, they have a statutory duty to involve themselves in non-District incidents that are life threatening, considered felony offenses, or are listed in Chapter 14 of the Texas Code of Criminal Procedure (arrest without warrant).</p>
<p>Police Authority and Powers</p>	<p>District police<u>Police</u> officers <u>employed by the District</u> shall have <u>all</u> the same duties, powers, privileges, and immunities of other commissioned peace<u>police</u> officers, on or off duty, <u>within the jurisdiction of the District</u>. Subject to limitations in law, District police officers shall have the authority to:</p> <ol style="list-style-type: none">1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, District police officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.

SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the Superintendent.
8. Carry out all other duties as directed by the chief of police or Superintendent.

District police officers shall not be assigned routine classroom discipline or administrative tasks.

**Limitation on
Outside Employment**

~~No District police officer shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent.~~

~~Relationship with
Outside Agencies~~

~~The District shall enter into an interlocal agreement with law enforcement agencies with which it has overlapping jurisdiction that sets forth communication and coordination efforts among the parties. The chief of police and the Superintendent shall review the agreement annually. The agreement shall be approved by the Board beginning August 2015 and presented every three years.~~

*Temporary
Assignment*

District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency ~~as approved by the chief of police and Superintendent.~~

Limitations on
Nonschool
Employment

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent.

Relationship with
Outside Agencies

The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.

<u>Video Monitoring</u>	<u>If available, video equipment shall be used on a District police car for safety purposes whenever the flashing lights on the car are in use.</u>
<u>Access to Recordings</u>	<u>Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]</u>
<u>Training</u>	<u>All District officers shall receive at least the minimum amount of education and training required by law.</u>
<u>Department Regulations Manual</u>	<u>To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.</u>
<u>Racial Profiling</u>	The chief of police shall develop and implement regulations to ensure compliance with state law and the department regulations manual regarding <u>racial</u> profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, religion, color, sex, disability, ethnicity, <u>or</u> national origin, sexual orientation, or ancestral language.
<u>Use of Force</u>	The use of force, including deadly force, shall be authorized only when reasonable and necessary and in compliance with department policies and state and federal law. The use of excessive force is expressly forbidden, <u>as outlined in the department regulations manual.</u>
<u>Auto High-Speed Pursuit</u>	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. - Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
Training	All District officers shall be receive at least the minimum amount of education and training required by law.
Establishment of a Department Regulations Manual	To carry out the provisions in this policy, the chief of police shall establish a manual that describes and sets forth operational policies, procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual at least once every year and effect appropriate revision.

SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

Complaints

Complaints against a District police officer shall be in writing on a form provided by the District and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint. [See Complaints Against Peace Officers at CKEA(LEGAL)]

Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.

PROPOSED REVISIONS

Food Donation

The Superintendent shall be authorized to develop regulations for the District to donate or otherwise dispose of leftover food in accordance with law.

Meal Charges

State Law

As established by the Board, a student with an exhausted or insufficient balance on his or her meal card or meal account shall be allowed to continue to purchase meals for up to ~~five school days~~ total of \$30. The Superintendent shall develop administrative regulations for this grace period to address:

1. The District's processes for parent notification during the grace period, including a schedule for repayment; and
2. Whether the student will be limited to certain foods or beverages during this grace period, and, if so, the District's efforts to minimize overt identification of the student.

No fees or interest shall be charged by the District for meals purchased during the grace period.

Federal Law

For each campus that participates in the federal school breakfast or lunch programs under which students may incur a meal charge, the District's administrative regulations shall also address procedures for a student who has insufficient funds to purchase a meal following exhaustion of the grace period described above. The procedures shall address:

1. The parameters under which meals shall be served to the student;
2. The District's efforts to minimize overt identification of the student; and
3. How the District will attempt to collect unpaid debt in order to maintain the financial integrity of the food service account.

PROPOSED REVISIONS

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records administrator, as prescribed by Local Government Code 176.001 and 176.0065. [See BBFA]
- Officer for public information, as prescribed by Government Code 552.201–.205. [See GBAA]
- Public information coordinator, as prescribed by Government Code 552.012. [See BBD]

Local Government Records Act

“Local Government
Record”

Records
Management
Officer

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

The [assistant superintendent of human resources](#) shall serve as and perform the duties of the District’s records management officer as prescribed by Local Government Code 203.023 and shall administer the District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

Notification

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control
Schedules

The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.

Website Postings

The District's records management program shall address the length of time records will be posted on the District's website when the law does not specify a posting period.

Records Destruction Practices

All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

Training

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.

PROPOSED REVISIONS

Compliance with Law

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above \$2550,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

Change orders permitted by law shall be approved prior to any changes being made in the approved plans or the actual construction of the facility.

Change orders valued at or above \$25,000 shall require Board approval. The Superintendent shall be authorized to approve change orders of a lesser amount.

Project Administration

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

PROPOSED REVISIONS

Note: [This local policy has been revised in accordance with the District's innovation plan.](#)¹

Updating Credentials All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

Contract Personnel The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

State Teacher Certification

[In accordance with the District's innovation plan, the District is exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification. State certification shall not be required for teachers of career and technical education \(CTE\) courses, languages other than English \(LOTE\) courses, and hard-to-fill, high-demand dual credit courses. All other teaching assignments shall require certification in accordance with state law. \[See DK\]](#)

Social Security Number The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

¹ Innovation Plan: <https://www.chisd.net/Page/17458>

PROPOSED REVISIONS

Personnel Duties

The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

Posting Vacancies

The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.

Applications

All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

[For information related to the evaluation of criminal history records, see DBAA.]

Employment of Contractual Personnel

~~Hiring Authority~~

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

~~The Board delegates to the Superintendent final authority to employ all personnel below the level of campus principal.~~

The Board retains final authority for the employment of ~~the following central administration personnel: assistant superintendents, executive directors, directors, chief financial officer, chief of police, head football coach, and executive assistant to the Board and Superintendent~~contractual personnel, however, the Board delegates to the Superintendent final authority to employ contractual employees in positions below the level of campus principal. The Superintendent shall inform the Board of any persons hired under this authority.

~~The Board retains final authority for employment of all new principals, including those hired from outside the District and those promoted from within the District. The Superintendent is authorized to make lateral moves of principals within the District without Board approval.~~

~~The Superintendent has sole authority to make personnel recommendations to the Board, where the Board retains final authority for employment.~~

[See DCA, DCB, DCD, and DCE as appropriate.]

Employment of Noncontractual Personnel

The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.

[See DCD]

EMPLOYMENT PRACTICES

DC
(LOCAL)

**Employment
Assistance
Prohibited**

No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

ADD POLICY

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

**Maximum
Probationary
Contract Period**

In accordance with the District's innovation plan, the District is exempt from state law regarding the maximum length of time an experienced teacher may be employed on a probationary contract. At the recommendation of the Superintendent, a probationary contract may be renewed for an additional one-year period for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.

¹ Innovation Plan: <https://www.chisd.net/Page/17458>

PROPOSED REVISIONS

Non-Chapter 21 Contracts

The District shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: athletic trainer assistant, head athletic trainer, licensed school psychologist, circulating nurse, and speech and language pathologist.

In addition, the District shall employ a non-certified teacher hired under the District's innovation plan on a non-Chapter 21 contract. [See DBA]

~~Non-Chapter 21 contracts shall be provided for positions for which the District requires no SBEC certification and that are included on the list approved by the Board and maintained by the human resources department. A non-Chapter 21 contract shall not be governed by Chapter 21 of the Education Code.~~

~~At the Superintendent's recommendation and upon approval of the Board, non-Chapter 21 term contracts may be given to positions for which the District requires no certification and that are not on the approved list.~~

Exceptions

~~All individuals employed during the 2014-15 school year who are employed in positions to be provided non-Chapter 21 contracts pursuant to the "Positions to Be Employed on Non-Chapter 21 Contracts" approved by the Board for the 2015-16 school year shall be provided a non-Chapter 21 contract so long as they remain continuously employed in the same position in the District. Should the employee accept an assignment in a new position or separate from employment with the District, this provision shall no longer apply.~~

Appeal of Employment Actions

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

PROPOSED REVISIONS

Stipend

The Superintendent shall recommend a stipend pay schedule as part of the annual compensation plan of the District. [See DEA]

**Supplemental
Duties**

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the District. ~~These assignments may be discontinued at any time, for any reason or no reason, by either party with appropriate notice. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.~~

**Incentive and
Innovation Programs**

The Superintendent shall have authority to submit plans and grant applications for incentive and innovation programs to TEA or other granting organizations on behalf of the Board. Incentive plans shall address teacher eligibility, including any exclusions.

Locally developed incentive programs, if any, shall be addressed in the compensation plan of the District.

PROPOSED REVISIONS

Classification of Positions

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District’s attention, through the District’s complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Workweek Defined

For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday.

Compensatory Time

At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

~~Exempt employees shall be compensated on a salary basis for their employment period and shall not be entitled to overtime compensation or compensatory time off.~~

Accrual

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of ~~40~~⁶⁰ hours. If an employee has a balance of more than ⁶⁰~~40~~ hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District’s option, the District shall pay the employee for the compensatory time.

Use

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

~~Compensatory time shall not transfer when an employee transfers to a different pay grade and/or department or campus. An employee shall be required to use accrued compensatory time or the employee shall be paid by the current department or campus for the accrued compensatory time.~~

PROPOSED REVISIONS

**Leave
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

School Year

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave for the current year available for use at the beginning of the school year. Local leave shall be made available as earned.

State Leave Proration

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than ~~five~~three consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

Discretionary Use

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

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*Request for
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Discretionary use of state personal leave shall not exceed three consecutive workdays.

Local Leave

Each full-time employee shall earn five paid local leave days per school year in accordance with administrative regulations.

Each part-time employee shall earn two and one-half paid local leave days per school year in accordance with administrative regulations.

An employee hired before August 1, 2015, shall accumulate local leave without limit.

An employee hired on or after August 1, 2015, shall accumulate local leave to a maximum of 30 leave days.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

Bereavement Leave

An employee shall be granted up to three days of bereavement leave upon the death of a member of the employee's immediate family. Such leave shall be taken with no loss of pay or other paid leave.

Sick Leave Pool

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave for use by the eligible employee.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;

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3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Peace Officers
Mental Health
Leave

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requestor;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

**Family and Medical
Leave**

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

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LEAVES AND ABSENCES

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(LOCAL)

Note: See DECA(LEGAL) for provisions addressing FMLA.

Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.
Combined Leave for Spouses	When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

Temporary Disability Leave

Any full-time employee shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

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No Paid Leave
Offset

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

~~Absences for court appearances related to an employee's personal business shall be deducted from the employee's available paid leave or shall be taken by the employee as leave without pay.~~

**Payment for
Accumulated Leave
Upon Retirement**

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District, ~~or the beneficiary of an employee who dies while employed by the District~~, shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee is retiring under the Teacher Retirement System of Texas (TRS).
2. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
3. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 45 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.
4. The employee has at least five consecutive years of service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 60 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Payment of
Accumulated Leave
to a Beneficiary**

In the event of the death of an employee ~~before retirement~~ while employed with the District, ~~his or her~~ an employee's beneficiaries shall receive payment for all accumulated local leave.

For the purpose of this policy, a beneficiary shall be defined as the person or entity named by the employee for the receipt of life insurance proceeds under the District's employee benefits program.

**Neutral Absence
Control**

~~If an employee is absent for three or more days and fails to properly report the absence and receive required approval, the employee shall be considered to have resigned his or her position and shall be terminated for job abandonment.~~

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave; regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for re-employment with the District.

~~This policy shall be implemented without consideration as to whether the leave was due to personal injury, an on-the-job injury or illness, or other medical condition, and shall be uniformly applied.~~

PROPOSED REVISIONS

Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, [sexual orientation](#), gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job.
19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Any reason constituting good cause for terminating the contract during its term.

Recommendations
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

Notice of Proposed
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.

Request for Hearing

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see Hearing by the Board, below] or an attorney designated by the Board [see Hearing by an Attorney Designated by the Board, below].

In either case, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

Hearing by the Board

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

Hearing Procedures

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

**Hearing by an
Attorney Designated
by the Board**

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the employee, the Superintendent, their representatives, and witnesses shall be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the control of the attorney designated by the Board and shall generally follow the steps listed at Hearing by the Board.

Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.

Board Review

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board shall notify the employee in writing of the Board's decision on renewal not later than the 15th day after the date of the meeting.

No Hearing

If the employee fails to request a hearing, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

PROPOSED REVISIONS

Reasonable Suspicion Searches

The District reserves the right to conduct searches when the District has reasonable suspicion to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action. [See DH]

Reasonable Suspicion Alcohol and Drug Testing

The District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol testing shall be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination.

A District employee confirmed to have violated the District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DF series and DH]

Note: The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

Federally Required DOT Testing Program

In accordance with DOT rules, the District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions ~~of their positions while under the influence.~~

The Superintendent shall designate a District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct ~~and~~ alcohol and controlled substances tests. ~~Testing, and the consequences that follow~~ positive ~~for any amount of alcohol, illegal drugs, or any controlled substances, or an~~

EMPLOYEE STANDARDS OF CONDUCT
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(LOCAL)

Drug-Related
Violations

~~employee's refusal to comply with a directive to submit to random testing, shall be a basis for employee disciplinary action, up to and including, termination~~ test results.

~~An employee whose conduct is in violation of the District drug, alcohol, and controlled substances prohibitions of this policy shall be recommended for termination for any of the~~ The following constitute drug-related violations under the DOT rules:

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or a substituted specimen on an alcohol or ~~drug~~controlled substances test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
4. Testing positive for controlled substances in a post-accident test.
5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
6. Testing positive for controlled substances in a random test.
7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
8. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above shall not be eligible for reinstatement as a driver.

Alcohol Results
Between 0.02 and
0.04

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at District-Imposed Consequences, below.]

Reasonable
Suspicion DOT
Testing

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be

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impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

**District-Imposed
Consequences**

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's policy pertaining to alcohol or controlled ~~substance~~substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to District-imposed discipline, as determined by his or her supervisor and the Superintendent. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including, termination of employment. [See DF series]

In cases where a driver is also employed in a nondriving capacity by the District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the District may be considered.

Note: The following provisions address the District's drug- and alcohol-testing program.

**Employees Subject
to District Drug and
Alcohol Testing**

Under its own authority, the District shall apply the DOT testing regulations to the categories of employees listed below who are in positions where safety of students or staff is a concern including employees who perform safety-sensitive functions, including but not limited to, ~~police officers who carry firearms~~, transportation aides, and ~~operators of hazardous equipment~~coaches.

**~~Other Employees
Subject to DOT
Testing~~**

~~Under its own authority, the District shall apply the DOT testing regulations, including but not limited to, the DOT regulations, which allow random testing of the categories of employees listed below:~~

- ~~1. All positions involved in the operation or repair of any motor vehicle, regardless of whether the vehicle is on District or private property, and regardless of whether students or other employees are to be transported;~~

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- ~~2. All positions involved in the transport of students and/or other employees; and~~
- ~~3. Employees who perform safety sensitive functions, including but not limited to, police officers who carry firearms, transportation aides, and operators of hazardous equipment.~~

PROPOSED REVISIONS

Note: This policy addresses discrimination, harassment, and retaliation against District employees. For Title IX and other provisions regarding discrimination, harassment, and retaliation against students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Definitions	Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.
Statement of Nondiscrimination	The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, sexual orientation , national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Discrimination	<p>Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.</p> <p>In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.</p>
Prohibited Conduct	<p>In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p> <p>Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]</p>
Prohibited Harassment	<p>Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, sexual orientation, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none">1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;2. Creates an intimidating, threatening, hostile, or offensive work environment; or3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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Examples	Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.
Sex-Based Harassment	As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]
Sexual Harassment	<p>Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:</p> <ol style="list-style-type: none">1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.
Examples	Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communication, including electronic communication.
Reporting Procedures	<p>Any employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.</p> <p>Alternatively, the employee may report the alleged acts to one of the District officials below.</p>
Definition of District Officials	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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<i>Title IX Coordinator</i>	Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]
<i>ADA / Section 504 Coordinator</i>	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]
<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
Alternative Reporting Procedures	<p>An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
Timely Reporting	To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.
Notice of Report	<p>Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.</p> <p>Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall immediately notify the Title IX coordinator.</p>
Investigation of Reports Other Than Title IX	<p>The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.</p> <p>The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.</p>
Initial Assessment	Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

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Interim Action	If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.
District Investigation	<p>The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal or supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.</p>
District Action	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</p> <p>The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</p>
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal	<p>A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.</p> <p>The complainant may have a right to file a complaint with appropriate state or federal agencies.</p>
Response to Sexual Harassment—Title IX	For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).
General Response	When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title

IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

Title IX Formal
Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames

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for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;

6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Records Retention

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

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[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and
Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

PROPOSED REVISIONS

[Note: This local policy has been revised in accordance with the District's innovation plan.¹](#)

Superintendent's Authority

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

Campus Assignments

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

[In accordance with the District's local innovation plan exemption regarding SBEC certification, the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a specified field to teach a career and technical education \(CTE\) course, a language other than English \(LOTE\) course, or a hard-to-fill, high-demand dual credit course. All other teaching assignments shall require certification in accordance with state law. \[See DBA\]](#)

Supplemental Duties

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

Work Calendars and Schedules

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

¹ Innovation Plan: <https://www.chisd.net/Page/17458>

PROPOSED REVISIONS

T-TESS

The District shall appraise teachers annually using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.

The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.

~~Annual Appraisal~~

~~District teachers shall be appraised annually.~~

~~Exception~~

~~Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.~~

~~Less Than Annual~~

~~Eligibility~~

~~In addition to meeting the eligibility requirements in state rules, to be eligible for less than annual evaluations under the T-TESS, a teacher shall be employed on an educator term contract.~~

~~Frequency~~

~~Eligible teachers shall be appraised every three years.~~

~~During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.~~

~~A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule.~~

~~Annual Review Process~~

~~In the years in which a T-TESS appraisal is not scheduled for an eligible teacher, the teacher shall participate in an annual review process that includes the elements listed in state rule.~~

~~The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.~~

PROPOSED REVISIONS

Note: This local policy has been revised in accordance with the District's innovation plan.¹

School Start Date

In accordance with the District's innovation plan, the District is exempt from the state law that generally prohibits instruction for students from beginning before the fourth Monday in August.

School Calendar

The Superintendent shall be authorized to approve variations from the Board-adopted school calendar, as necessary.

School Closure

The Board delegates to the Superintendent the authority to close schools for reasons of public health and safety.

¹ Innovation Plan: <https://www.chisd.net/Page/17458>

ADD POLICY

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

Class Size Ratio

In accordance with the District's innovation plan, the District is exempt from the state law that requires a district not to enroll more than 22 students in a prekindergarten–grade 4 class.

The District shall not enroll more than 25 students in a prekindergarten–grade 4 class.

¹ Innovation Plan: <https://www.chisd.net/Page/17458>

PROPOSED REVISIONS

Relation to Essential Knowledge and Skills

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

Guidelines for Grading

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

[The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.](#)

Progress Reporting

The District shall issue grade reports/report cards every ~~marking period as defined by the most recent Board-approved calendar~~ six weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

Interim Reports

Interim progress reports shall be issued for all students after the third week ~~and the sixth week~~ of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

Conferences

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.

Academic Dishonesty

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

PROPOSED REVISIONS

Consistent Application for Graduating Class

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

For students attending ~~Collegiate Early College~~ Cedar Hill Collegiate High School, a student's class rank shall not be automatically reported, except for the top ten percent of a given class. Class rank shall not appear on any student's academic achievement record (transcript). The District shall provide to each student in the top ten percent of ~~his or her~~ the class, and any other student who requests it, a certification of class rank containing the student's numerical rank in class.

Calculation

For students in the graduating classes of ~~2021, 2022, and~~ 2023, the District shall include in the calculation of class rank semester grades earned in all high school credit courses taken at any grade level, unless excluded below.

The semester averages for career and technical education (CTE) courses that earn a student two or three credits per year shall be proportionately adjusted for the calculation of class rank.

The calculation shall not include failing grades.

Beginning with students in the graduating class of 2024, the District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, in the following subject areas only, unless excluded below:

- 8 semesters of English language arts
- 8 semesters of mathematics
- 8 semesters of science
- 8 semesters of social studies
- 4 semesters of languages other than English (all semesters must be in the same language)

If a student completes more than the required number of semesters within the categories listed above, the student's weighted grade point average (GPA) used for class rank shall be calculated using the grades within each category with the highest grade point value. However, the courses required for graduation, as noted in appropriate District publications, shall take precedence over other classes for inclusion in the class rank calculation.

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The calculation shall not include failing grades.

Exclusions

The calculation of class rank shall exclude grades earned in summer school; any course for which credit is earned outside the regular school day or regular school year; an assigned remediation or tutoring course; any course for which a pass/fail grade is assigned; any homeschool ~~course~~ or a nonaccredited school course; and any course taken in a foreign country with the exception of courses taken at a U.S. Department of Defense Education Activity (DoDEA) school.

Weighted Grade System

Categories

The District shall categorize and weight eligible courses as Advance Placement (AP)/Dual Credit, Honors, and Regular in accordance with provisions of this policy and as designated in appropriate District publications, such as the Program of Study.

AP / Dual Credit

Eligible AP courses and dual credit courses shall be categorized and weighted as AP / Dual Credit courses.

Honors

Eligible ~~Pre-AP courses and other~~ courses locally designated as honors shall be categorized and weighted as Honors courses.

Regular

All other eligible courses shall be categorized and weighted as Regular courses.

Weighted Grade Point Average

The District shall convert semester grades earned in eligible courses to grade points in accordance with the following chart and shall calculate a weighted GPA:

Grade	AP / Dual Credit	Honors	Regular
100	6.0	5.0	4.0
99	5.9	4.9	3.9
98	5.8	4.8	3.8
97	5.7	4.7	3.7
96	5.6	4.6	3.6
95	5.5	4.5	3.5
94	5.4	4.4	3.4
93	5.3	4.3	3.3
92	5.2	4.2	3.2
91	5.1	4.1	3.1
90	5.0	4.0	3.0
89	4.9	3.9	2.9
88	4.8	3.8	2.8
87	4.7	3.7	2.7

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Grade	AP / Dual Credit	Honors	Regular
86	4.6	3.6	2.6
85	4.5	3.5	2.5
84	4.4	3.4	2.4
83	4.3	3.3	2.3
82	4.2	3.2	2.2
81	4.1	3.1	2.1
80	4.0	3.0	2.0
79	3.9	2.9	1.9
78	3.8	2.8	1.8
77	3.7	2.7	1.7
76	3.6	2.6	1.6
75	3.5	2.5	1.5
74	3.4	2.4	1.4
73	3.3	2.3	1.3
72	3.2	2.2	1.2
71	3.1	2.1	1.1
70	3.0	2.0	1.0
Below 70	0	0	0

Transferred Grades When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District’s weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if the same or an equivalent course is offered to the same class of students in the District.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the fifth six-week grading period.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law.

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The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Valedictorian and
Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank, respectively. To be eligible for this local graduation honor, a student must:

1. Have been continuously enrolled in the same District high school for the four semesters immediately preceding graduation; and
2. Have completed the foundation program with the distinguished level of achievement.

In the event that an early graduate earns valedictorian honors, the early graduate shall be designated as valedictorian, and the four-year graduate who would have been valedictorian shall be designated as covaldictorian. In the event that an early graduate earns salutatorian honors, the early graduate shall be designated as salutatorian, and the four-year graduate who would have been salutatorian shall be designated as cosalutatorian.

Breaking Ties

In case of a tie in weighted GPAs after calculation to the fourth decimal place, the District shall calculate a weighted GPA using eligible grades earned in AP/Dual Credit [courses](#) and Honors courses.

If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

Other Recognitions

The District shall recognize at the graduation ceremony the students in the graduating class with the 12 highest class ranks, including valedictorian and salutatorian, who completed the last two consecutive semesters in the District.

Honor Graduates

Students who graduate with a cumulative GPA of 4.70–6.00 or higher shall be designated summa cum laude graduates.

Students who graduate with a cumulative GPA of 4.25–4.69 shall be designated magna cum laude graduates.

Students who graduate with a cumulative GPA of 3.70–4.24 shall be designated cum laude graduates.

Early Graduates

~~A student who completes the high school program requirements in fewer than four years shall be ranked in the class with which he or she actually graduates and shall be eligible for all honors including, but not limited to, valedictorian, salutatorian, highest ranking graduate, and honor graduate.~~

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~~In the event that an early graduate earns valedictorian honors, the early graduate shall be designated as valedictorian, and the four-year graduate who would have been valedictorian shall be designated as covaldictorian. In the event that an early graduate earns salutatorian honors, the early graduate shall be designated as salutatorian, and the four-year graduate who would have been salutatorian shall be designated as cosalutatorian.~~

Highest-Ranking Graduate

The local eligibility criteria for recognition as the valedictorian shall not affect recognition of the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

PROPOSED REVISIONS

Curriculum Mastery	Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.
Students Receiving Special Education Services	Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]
Standards for Mastery	In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows: <ol style="list-style-type: none">1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.
Kindergarten	In kindergarten, the District may grant promotions to the next grade using assessment methods other than numerical scores.
Grades 1–8	In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all core subject areas and a grade of 70 or above in language arts, mathematics, and either science or social studies.
Grades 9–12	Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

PROPOSED REVISIONS

Course Requirements	To graduate, a student must complete the courses required by the District in addition to those mandated by the state.
Foundation Program	The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.
Without an Endorsement	The District requires completion of 2 credits in addition to the number mandated by the state for graduation under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules.
With an Endorsement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement.
Distinguished Level of Achievement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with the distinguished level of achievement.
No Fine Arts Substitutions	<p><u>The District shall not award state graduation credit in fine arts for participation in a community-based fine arts program.</u></p> <p>To the extent permitted by state rules, the District shall award state graduation credit in fine arts for participation in an approved community-based fine arts program.</p>
Physical Education Substitutions	To the extent permitted by state rules, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.
Activities and Courses	
<u>No Private or Commercial Programs</u>	<p><u>The District shall not award state graduation credit in physical education for private or commercially sponsored physical activity programs conducted either on or off campus. [See also EHAC]</u></p> <p>The District shall award state graduation credit in physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the commissioner of education. [See also EHAC]</p>
Financial Aid Application Confirmation	As confirmation of a student's completion and submission of a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), the District shall accept the following:

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1. A screenshot that includes the processed date field in ApplyTexas Counselor Suite FAFSA data;
2. Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
3. A copy or screenshot of the FAFSA acknowledgment page;
4. A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
5. An acknowledgment receipt from an institution of higher education (IHE); or
6. A copy of a financial aid award letter from an IHE.

[For students who choose not to complete and submit a FAFSA or a TASFA, see EIF(LEGAL).]

The District shall maintain individual student documentation of the financial aid application requirement as an education record. [See FL]

PROPOSED REVISIONS

Note: [This local policy has been revised in accordance with the District's innovation plan.](#)¹

Persons Age 21 and Over

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

Underage Kindergarten Student

[In accordance with the District's innovation plan, the District is exempt from the state law requiring a student to be at least five years of age by September 1 to enroll in the District's kindergarten program for the current school year. The District shall develop criteria to determine if a student under the age of five is ready for kindergarten.](#)

Registration Forms

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency *Initial Enrollment*

At the time of initial registration, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency as defined by law. The District shall accept the following types of records as proof of residency: a household utility bill (i.e., gas, electric, or water) in the name of the parent or guardian showing an address within District boundaries; a recently paid rent receipt; or a lease or rental agreement.

In accordance with law, the District may make reasonable inquiries to determine whether the student is a resident of the District, including when a document submitted for purposes of proving residency is not in the name of the adult who is enrolling the student. Based on an individual's circumstance, the District may grant exceptions to the requirement to produce a document listed above. When required by law, the District shall waive the requirement to prove residency in the ~~District's~~[District](#) boundaries.

Continued Enrollment

After a student's initial enrollment, the District shall verify residency through the annual registration forms and may investigate stated residency as necessary.

~~*Multi-Family Residence*~~

~~For parents completing a multi-family residence application, the following shall apply:~~

- ~~1. A current driver's license with current address shall be required.~~
- ~~2. The parent and resident must be in attendance when all forms are completed.~~

~~3.— The name of the parent living with another family residing in the District must appear on at least one utility bill.~~

~~4.— If the resident is leasing property, the name of the parent residing with the resident of the District must appear on the lease.~~

~~5.— A Texas identification card shall be required.~~

Minor Living Apart

Person Standing in
Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

*Power of
Attorney*

~~As part of the power of attorney application, the following shall be required:~~

~~1.— Discipline information and excessive absences, which must be verified before the legal guardian completes the enrollment process under power of attorney.~~

~~2.— History of child's residence(s).~~

~~3.— Reasons alleged for power of attorney.~~

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular
Activities

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

**Students Not
Enrolled**

A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities, except as required by law. [See EEL and FM]

**Nonresident Student
in Grandparent's
After-School Care**

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

“Accredited” Defined

For the purposes of this policy, “accredited” shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student’s records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student’s available records and other relevant information

to determine transfer of credit for subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

[1 Innovation Plan: https://www.chisd.net/Page/17458](https://www.chisd.net/Page/17458)

PROPOSED REVISIONS

Authority

The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, color, religion, sex, sexual orientation, national origin, disability, or ancestral language.

A District resident ~~senior~~ student who becomes a nonresident during the school year ~~may~~ shall be permitted to continue in attendance for the remainder of the school year.

~~A District resident student in kindergarten through grade 11 who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.~~

Transfer Requests

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time. ~~The application is available online at <http://www.chisd.net>.~~

Factors

In approving transfers, the Superintendent shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

~~In approving or denying transfer admission, the Superintendent or designee shall consider availability of space and instructional staff, as well as the student's:~~

- ~~• Disciplinary history;~~
- ~~• Academic record; and~~
- ~~• Attendance records.~~

~~The application and admissions process shall comply with all applicable federal and state laws, including but not limited to, 42 U.S.C. 12132; 29 U.S.C. 794; 34 C.F.R. 104.4(a).~~

~~A transfer shall not be approved that would limit the educational opportunities of resident students.~~

~~Providing false information shall result in the application being denied. False information discovered after enrollment may result in revocation of the transfer at the discretion of the Superintendent or designee.~~

Assignment

~~Should there be more nonresident students requesting admission than spots available, selection for admittance shall be based on a~~

~~lottery system as well as the following characteristics of each applicant, in the following order of priority:~~

~~1.— A resident of the attendance area of the requested school.~~

~~2.— A child who is attending the school in question.~~

~~3.— A student who has a sibling currently enrolled at the requested school.~~

~~4.— A child of a resident District employee.~~

~~5.— A resident of the District residing outside the attendance area of the requested school.~~

~~6.— A child of a nonresident District employee.~~

~~7.— The child of a parent, guardian, or other person having sworn educational authority who resides outside the District and pays Cedar Hill property taxes or who works for a business that pays Cedar Hill property taxes.~~

~~8.— A nonresident student.~~

~~A student, once accepted as a nonresident transfer, shall be permitted to complete enrollment in the school specified in the transfer application. A change in schools shall require a new application for transfer.~~

Transfer
Agreements

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, ~~including, but not limited to, those for student conduct and attendance.~~ Violation of the terms of the agreement may result in a transfer request ~~not~~ being ~~denied~~approved the following year.

Transportation

A transfer student's parent shall be responsible for the student's transportation. The District ~~is not required to~~shall not provide transportation to or from the student's district of residence, unless required by law.

Tuition

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

Waivers

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian.
[See FP]

Nonpayment

The District may initiate withdrawal of students whose tuition payments are delinquent.

Appeals

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

PROPOSED REVISIONS

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

Absences Considered

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended the required percentage of days under this policy.

Attendance Committees

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent shall make the specific appointments in accordance with legal requirements.

Parental Notice of Excessive Absences

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

Methods for Regaining Credit or Awarding a Final Grade

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than ~~30 days after the last day of classes~~ five days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

Guidelines on Extenuating Circumstances

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

Imposing Conditions for Awarding Credit or a Final Grade

The attendance committee shall consider the student's unique circumstances and, if necessary, shall impose conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

Appeal Process

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

PROPOSED REVISIONS

Required Medical Clearance	Prior to participating in a designated University Interscholastic League (UIL) program or other District extracurricular program identified by the Superintendent, a student shall undergo a physical examination annually <u>in accordance with the required schedule established by the UIL</u> and shall submit a statement from an authorized health-care provider indicating that the student has been examined and medically cleared to participate in the program. <u>In years that a physical examination is not required, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.</u>
Additional Screening	The District may provide additional screening as District and community resources permit.
Referrals	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.
Notice of Lice	A school nurse or administrator who discovers or becomes aware that a child enrolled in a District elementary school has lice shall provide written or electronic notice to parents within the time frames prescribed in law.

PROPOSED REVISIONS

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

Medication Provided by Parent

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

Medication Provided by District

Except as provided by this policy, the District shall not purchase medication to administer to a student.

Athletic Program

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District has prior written consent for medication to be administered [see Medical Treatment, below]; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

Epinephrine

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

On Campus

Authorized and trained individuals may administer an unassigned epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

Maintenance,
Availability, and
Training

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for auto-injector use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus.

Notice to Parents

In accordance with law, the District shall provide notice to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

Psychotropics

Except as permitted by law, an employee shall not:

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

Medical Treatment

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

PROPOSED REVISIONS

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

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

Timely Reporting

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

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, sexual orientation , gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	<p>Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.</p>
<i>Transfers</i>	<p>The principal or designee shall refer to FDB for transfer provisions.</p>
<i>Counseling</i>	<p>The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.</p>
Improper Conduct	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.</p>
Confidentiality	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
Appeal	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
Records Retention	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
Access to Policy and Procedures	<p>This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.</p>

PROPOSED REVISIONS

Comprehensive System

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian of Records

The ~~principal~~ PEIMS director is custodian of all records for currently enrolled students. The ~~principal~~ PEIMS director is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

Types of Education Records

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by an accelerated learning committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.

- b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
 - c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

Access by Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents

may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

Access by School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. A person appointed to serve on a team to support the District's safe and supportive school program.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;

4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Transcripts and
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records
Responsibility for
Students in Special
Education**

The [executive](#) director of special education shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the office of the [executive](#) director of special education.

**Procedure to Amend
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory
Information**

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.

School-Sponsored
Purposes

For the following school-sponsored purposes—all District publications and announcements—directory information shall include student name; address; telephone listing; electronic mail address; photograph; date of birth; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

All Other Purposes

For all other purposes, directory information shall include student name.

~~The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.~~

~~Unless a parent directs otherwise on a form provided by the District, the District shall release designated directory information to organizations or individuals who request the information and meet the specific purpose or group definition outlined below. Additionally, the District is required by law to release designated directory information to military recruiters and institutions of higher education for secondary students, unless a parent directs otherwise on a form provided by the District.~~

~~The District shall only release directory information:~~

- ~~1. To organizations required by law;~~
- ~~2. For school-related purposes that support the District's mission; and~~
- ~~3. To District-affiliated groups that require directory information to provide educational services to the District's students.~~

~~For purposes of this policy, "school/District-sponsored purposes" shall include all official District and campus publications, including yearbooks, newsletters, directories, graduation-related documents, as well as announcements related to school/District activities, honors, and awards.~~

STUDENT RECORDS

FL
(LOCAL)

~~For purposes of this policy, "school-related purposes" shall include the following: yearbook, school pictures, graduation-related services and products, campus directories, newsletters, school/District website (social media), awards, honors, local newspaper/media, artwork that is not considered an educational record, displays, extracurricular programs or events, school/District photos, school/District videos, and other activities/events as necessary to accomplish the mission of the District.~~

~~All Other Purposes/
Third-Party
Requesters~~

~~For all other purposes, including third-party requesters, directory information shall include student's name only.~~

PROPOSED REVISIONS

**Student Expression
of Religious
Viewpoints**

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

**Student Speakers at
Nongraduation
Events**

The District hereby creates a limited public forum for student speakers at all school events at which a student is to publicly speak. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion.

For purposes of this policy, a "school event" is a school-sponsored event or activity that does not constitute part of the required instruction for a segment of the school's curriculum, regardless of whether the event takes place during or outside the school day.

For purposes of this policy, "to publicly speak" means to address an audience at a school event using the student's own words. A student is not using his or her own words when the student is reading or performing from an approved script, is delivering a message that has been approved in advance or otherwise supervised by school officials, or is making brief introductions or announcements.

**Introductory
Speakers**

Student speakers shall be given a limited public forum to introduce ~~high school pep rallies~~ [District-approved activities](#).

The forum shall be limited in the manner provided by this section on nongraduation events.

*Eligibility and
Selection*

Students are eligible to be selected to introduce school events covered by this policy if they:

- ~~1. Are in the highest two grade levels of the school;~~
- ~~2.~~1. Volunteer to speak; and
- ~~3.~~2. Are not in a disciplinary placement at the time of the speaking event.

Eligible students who wish to volunteer shall submit their names to the campus principal during the first full week of instruction each semester. Students are not eligible to volunteer if they are in a disciplinary placement during any part of the first full week of instruction. If there are no student volunteers, the District shall seek volunteers again at the beginning of the next semester.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION

FNA
(LOCAL)

*Assignment of
Introductory
Speakers*

The names of the students who volunteer to speak shall be randomly drawn until all names have been selected; the names shall be listed in the order drawn.

Each selected student shall be matched chronologically to the single event for which the student shall give the introduction. The list of student speakers shall be chronologically repeated as needed, in the same order. If no students volunteer or if the selected speaker declines or becomes ineligible and there are no other eligible students, no student introduction will be made at the event.

The District shall repeat the selection process at the beginning of each semester. Any student who, subsequent to being listed as an eligible student under this policy, engages in any act of misconduct that results in disciplinary placement or suspension from participation in an extracurricular activity for a period of time in excess of three school days shall be removed from the list of eligible speakers for the remainder of the school year, and the list matching students to the events to be introduced will be adjusted accordingly.

*Content of
Student
Introductions*

The subject of the student introductions shall relate to the purpose of introducing the designated event. The student must stay on the subject. The student may not engage in speech that:

- Is obscene, vulgar, offensively lewd, or indecent;
- Creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others;
- Promotes the illegal use of drugs, alcohol, or other controlled substances;
- Violates the intellectual property rights, privacy rights, or other rights of another person;
- Contains defamatory statements about others; or
- Advocates imminent lawless action and is likely to incite or produce such action.

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Disclaimer

In order to make it clear that the District does not sponsor the speech of students who are permitted to publicly speak under this

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policy, and in order to comply with both the letter and the spirit of the state law mandating the creation of the limited public forum established by this policy, at each event in which a student shall deliver an introduction, the following or substantially similar disclaimer shall be stated in written or oral form, or both, "The student giving the introduction for this event is a volunteering student selected on neutral criteria to introduce the event. The content of and any views expressed during the introduction is solely and entirely the private expression of the student and does not reflect the endorsement, sponsorship, position, or expression of the District." When given orally, the disclaimer shall be delivered by a District employee attending the event, using the same speaking equipment to be used by the student introducing the event.

Use of the District's public announcement system or speaking system by students at events covered by this policy is not considered to be District sponsorship but is incidental to the private speech of the student.

Other Student
Speakers

Certain students who have attained special positions of honor in the school have traditionally addressed school audiences from time to time as a tangential component of their achieved positions of honor, such as the captains of various sports teams, student council officers, class officers, homecoming kings and queens, prom kings and queens, and the like, and have attained their positions based on neutral criteria. Nothing in this policy eliminates the continuation of the practice of having these students, regardless of grade level, address school audiences in the normal course of their respective positions. The District shall create a limited public forum for the speakers and shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against a student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

**Student Speakers at
Graduation
Ceremonies**

Opening and
Closing Remarks

The District hereby creates a limited public forum consisting of an opportunity for a student to speak to begin graduation ceremonies and another student to speak to end graduation ceremonies. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion.

The forum shall be limited in the manner provided by this section on student speakers at graduation.

Eligibility

Only students who are graduating and who hold one of the following positions of honor based on neutral criteria shall be eligible to be selected to speak to begin and end graduation ceremonies as

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described above: senior class officers, ~~and the valedictorian, and salutatorian~~ ~~three highest academically ranked graduates~~. A student who shall otherwise have a speaking role in the graduation ceremonies is ineligible to give the opening and closing remarks. Students who are eligible shall be notified and given an opportunity to volunteer. Students are not eligible to volunteer if they were in a disciplinary placement during any part of the spring semester.

The names of the eligible students who volunteer shall be randomly drawn. The student whose name is drawn first shall give the opening, and the student whose name is drawn second shall give the closing.

*Content of
Opening and
Closing Remarks*

The topic of the opening and closing remarks shall be related to the purpose of the graduation ceremony and to the purpose of marking the opening and closing of the event; honoring the occasion, the participants, and those in attendance; bringing the audience to order; and focusing the audience on the purpose of the event. The students providing the opening and closing remarks shall not engage in prohibited speech as described below.

*Other Student
Speakers*

In addition to the students giving the opening and closing remarks, the valedictorian and salutatorian may have speaking roles at graduation ceremonies. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion and to the position held by the speaker. For this purpose, the District creates a limited public forum for these students to deliver the addresses. The subject of the addresses shall be related to the purpose of the graduation ceremony, marking and honoring the occasion, honoring the participants and those in attendance, and the student's perspective on purpose, achievement, life, school, graduation, and looking forward to the future.

The student shall stay on the subject, and the student shall not engage in speech that:

- Is obscene, vulgar, offensively lewd, or indecent;
- Creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others;
- Promotes the illegal use of drugs, alcohol, or other controlled substances;
- Violates the intellectual property rights, privacy rights, or other rights of another person;
- Contains defamatory statements about others; or

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- Advocates imminent lawless action and is likely to incite or produce such action.

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Use of the District's public announcement system or speaking system by students at graduation is not considered to be District sponsorship but is incidental to the private speech of the student.

Disclaimer

A written disclaimer shall be printed in the graduation program that states, "The students who shall be speaking at the graduation ceremony were selected based on neutral criteria to deliver messages of the students' own choices. The content of and any views expressed during each student speaker's message is solely and entirely the private expression of the individual student and does not reflect the endorsement, sponsorship, position, or expression of the District." The same disclaimer shall be delivered orally by a District employee at the beginning of the graduation ceremony, using the same speaking equipment to be used by the student introducing the event.

Use of the District's public announcement system or speaking system by students at graduation is not considered to be District sponsorship but is incidental to the private speech of the student.

**Religious
Expression in Class
Assignments**

A student may express his or her beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the student's submission. Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. A student shall not be penalized or rewarded because of religious content. If a teacher's assignment involves writing a poem, the work of a student who submits a poem in the form of a prayer (for example, a psalm) should be judged on the basis of academic standards, including literary quality, and not penalized or rewarded because of its religious content.

**Freedom to Organize
Religious Groups
and Activities**

Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups. [See FNAB] Religious groups shall be given the same access to school

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facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the groups' expression. If student groups that meet for nonreligious activities are permitted to advertise or announce the groups' meetings, for example, by advertising in a student newspaper, putting up posters, making announcements on a student activities bulletin board or public address system, or handing out leaflets, school authorities shall not discriminate against groups that meet for prayer or other religious speech. School authorities may disclaim sponsorship of noncurricular groups and events, provided the disclaimer is administered in a manner that does not favor or disfavor groups that meet to engage in prayer or other religious speech.

PROPOSED REVISIONS

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District student, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed by students.

For purposes of this policy, "distribution" means the circulation of more than ten copies of material from a source other than the District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[For distribution of nonschool literature by nonstudents, see GKDA]

Limitations on Content

Nonschool literature shall not be distributed by students on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.

STUDENT EXPRESSION
DISTRIBUTION OF NONSCHOOL LITERATURE

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(LOCAL)

8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

Prior Review

All nonschool literature intended for distribution by students on District premises shall be submitted to the campus principal for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at Limitations on Content, the campus principal shall approve or reject submitted materials within two school days of the time the materials were received.

Exceptions to Prior Review

Prior review shall not be required for distribution of nonschool literature by District students only in the following circumstances:

1. Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB(LOCAL); or
2. Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA(LOCAL).

Even when prior review is not required, all other provisions of this policy shall apply.

Time, Place, and Manner Restrictions

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students to students or others at the principal's campus.

The Superintendent shall designate times, locations, and means for distribution of nonschool literature by students at District facilities other than school campuses, in accordance with this policy.

~~The campus principals shall designate times, locations, and means for distribution of nonschool literature by students at District facilities, in accordance with this policy.~~

Violations of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).

PROPOSED REVISIONS

Questioning Students

District officials may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students may not refuse to answer questions based on a right not to incriminate themselves.

For provisions pertaining to student questioning by law enforcement officials or other state or local governmental authorities, see GRA(LOCAL).

District Property

Desks, lockers, District-provided technology, and similar items are the property of the District and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in District property. Students shall be fully responsible for the security and contents of District property assigned to them. No student shall place or keep in a desk, locker, District-provided technology, or similar item any article or material prohibited by law, District policy, or the Student Code of Conduct. Students shall be responsible for any prohibited item found in District property provided to the student.

Searches in General

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on District property.

Reasonable-Suspicion Searches

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a District official may conduct a search in accordance with law and District regulations.

Suspicionless Searches

For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches ~~or random drug testing~~.

Metal Detector Searches

In order to maintain a safe and disciplined learning environment, the District reserves the right to subject students to metal detector

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INVESTIGATIONS AND SEARCHES

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searches when entering a District campus and at off-campus, school-sponsored activities.

Use of Trained Dogs

The District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by District officials.

**Random Drug-
Testing Program**

~~The District requires the random drug testing of any student in grades 7-12 who chooses to participate in school-sponsored extracurricular activities or request a permit to park a vehicle on school property.~~

~~The Superintendent shall develop regulations for the implementation of the District's random student drug testing program that address the following:~~

- ~~1.— Covered activities and purpose of the program;~~
- ~~2.— Written consent and confidentiality of results;~~
- ~~3.— Testing procedures and collection process; and~~
- ~~4.— Applicable consequences.~~

Appeal

~~A student or parent may appeal a decision made under the random drug testing program in accordance with FNF(LOCAL). The student shall be ineligible for participation in extracurricular activities or reinstatement of parking privileges while the appeal is pending.~~

ADD POLICY

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

In accordance with the District's innovation plan, the District is exempt from the state law that requires a certified teacher for the disciplinary alternative education program (DAEP) and that a student assigned to DAEP be separated from students not assigned to the program. The Superintendent shall determine the best way to administer the District's DAEP program.

¹ Innovation Plan: <https://www.chisd.net/Page/17458>

DELETE POLICY

News Releases

News releases concerning political or controversial issues or the overall operation of District schools, or involving more than one campus, shall be made only by the Superintendent or designee.

Other news releases concerning athletic events, programs, and activities at an individual campus shall be made by the Superintendent or designee.

**Communications
During a Crisis**

In any crisis situation affecting the District or an individual campus, the Superintendent or designee shall be the official District spokesperson and shall be responsible for all communication with the news media.

PROPOSED REVISIONS

District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

Use of District Facilities

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

Definitions And Scope

~~CHISD: Cedar Hill Independent School District~~

~~CHISD Support Organization(s): PTAs, PTSAs, booster clubs, education foundations, and any other entity created primarily to support all, or any portion of, the Cedar Hill Independent School District.~~

~~Student clubs are not covered by this policy but must follow other applicable CHISD Board policies and administrative guidelines.~~

Parent-Teacher Organizations

~~CHISD encourages the formation and participation of parents and the community in organizations supporting the work of the District. Support Organizations shall organize and function consistent with the District's philosophy and objectives, within adopted Board policies, in accordance with applicable UIL guidelines and financial and audit regulations. [See also CFD]~~

Superintendent's Designees

~~The Superintendent's designee for overseeing the activities of a CHISD Support Organization shall be the principal of the campus, or the principal's designee, if the organization is school specific. In the case of athletic booster clubs, the director of athletics or his or her designee shall serve as the Superintendent's designee. For organizations supporting the totality of the District, the Superintendent may appoint any CHISD employee to oversee the activities of the organization.~~

~~The Superintendent's designee responsible for overseeing any CHISD Support Organization shall:~~

- ~~1. Approve formation of the organization.~~
- ~~2. Approve the constitution and bylaws of each organization.~~

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- ~~3.— Ensure that each organization's sole function is to support the educational activities of the designated program area or the District as a whole.~~
- ~~4.— Serve as the faculty sponsor to the organization or appoint another CHISD employee to serve.~~
- ~~5.— Have the authority to recommend to the Superintendent dissolving CHISD's association with the CHISD Support Organization because it is disruptive to the educational activities or goals of CHISD.~~

Responsibility of Superintendent's Designees

The Superintendent's designee for each CHISD Support Organization shall:

- ~~1.— Approve all student/school-related activities of the organization.~~
- ~~2.— Work with the organizations to establish approved goals and student support activities.~~
- ~~3.— Assist in setting budgets with the organization and ensuring that expenditures are in direct support of the designated program goals.~~
- ~~4.— Ensure fair and appropriate officer elections and ensure that elected officers are eligible for service.~~
- ~~5.— Require an annual report of all activities, including an audit of all funds, which:
 - ~~a.— Is conducted in a manner acceptable to the Superintendent's designee, whose decision is appealable to the Superintendent and thereafter the Board;~~
 - ~~b.— Is conducted by someone other than the organization's treasurer; and~~
 - ~~c.— Includes the reconciliation of monthly bank statements, all income, and expenses.~~~~

Specific Guidelines

~~CHISD Support Organizations shall function under the following guidelines:~~

- ~~1.— The Superintendent shall have veto power over any action of a CHISD Support Organization.~~
- ~~2.— CHISD Support Organizations shall have no authority to direct any school employee in any of his or her duties.~~

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- ~~3. CHISD Support Organizations have no authority to guide, direct, or establish guidelines for any school or CHISD student activity.~~
- ~~4. All meetings of CHISD Support Organizations shall be public meetings.~~
- ~~5. Election of officers for only PTAs, PTSAs, and booster clubs (but not Education Foundations and other organizations supporting the entire District) shall be only among those members who have a child currently enrolled at a campus served by the CHISD Support Organization, unless permitted by the Superintendent's designee, whose decision is appealable to the Superintendent and thereafter the Board.~~
- ~~6. CHISD Support Organizations may not use the District's tax identification number.~~
- ~~7. CHISD Support Organizations shall retain banking records, including receipts for all financial transactions.~~
- ~~8. If any CHISD Support Organization disbands, ceases to operate, chooses to withdraw from association with the District, or fails to be reapproved, all funds and property of the organization shall become property of the District.~~
- ~~9. CHISD Support Organizations must abide by UIL guidelines and the administration shall determine which organization might be considered as a "booster." In order to avoid violation of the amateur rule, money given to the school shall not be earmarked for any particular request. The booster club may suggest or recommend how it would like the money spent, but it may not require the Superintendent or designee to spend the money in any certain way.~~
- ~~10. Any CHISD Support Organization operating under these policies that does not adhere to these policies and any regulations established by the Board or the District may be disbanded and shall cease to be recognized by the District as a legitimate CHISD Support Organization.~~
- ~~11. The decision to remove a booster organization from the campus may be appealed to the Superintendent or designee and thereafter to the Board.~~
- ~~12. CHISD Support Organizations shall not represent themselves as agents of the District.~~
- ~~13. The Superintendent may order an audit of all funds at any time. This decision may be appealed to the Board.~~

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- ~~14. A CHISD Support Organization may not give a coach or sponsor a petty cash fund or miscellaneous funds to use at his or her discretion, as such funds may not be expended without approval of the Superintendent or designee.~~
- ~~15. Recognized CHISD Support Organizations have the following rights:~~
- ~~a. Use of school facilities according to rules and procedures of the District with the prior approval of the campus principal or designee in accordance with policy GKD; and~~
 - ~~b. Use of the school's or CHISD's name, address, mascot, logo, and the like, with the approval of the Superintendent's designee.~~

**Purchases /
Construction /
Installation for the
School**

~~Before a CHISD Support Organization, person, parent group, corporation, or organization working with CHISD schools purchases equipment (including, but not limited to, computer hardware, software or other equipment); begins construction projects on any part of a campus; or begins any installation of equipment or material of any kind, the CHISD Support Organization, person, parent group, corporation, or organization shall first obtain the written consent of the principal. Before any action is taken, the principal shall consult with the Superintendent or designee, or the business office, to determine the type or brand of equipment to buy to ensure compatibility with current District equipment and to provide city code and/or District requirements for all construction and/or installation of any kind.~~

Funds

~~CHISD Support Organizations shall maintain their own bank account, issue their own checks, and maintain their own financial records. District administrators shall not serve as club officers or sign financial obligations or checks for the organization at any District school. Teachers and other District employees, other than school administrators, may serve as officers of parent organizations at their campus or at other campuses. However, full-time and part-time employees of the District shall not:~~

- ~~1. Serve as treasurer of the organization;~~
- ~~1. Sign checks on the organization's account; or~~
- ~~1. Sign financial obligations for the organization.~~

~~Funds collected on behalf of a CHISD Support Organization shall be accounted for and receipted by the organization and deposited in the organization account [see CFD].~~

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~~School personnel shall only act as a conduit for funds collected on behalf of CHISD Support Organizations. School personnel shall forward collections to the school's office to be secured upon collection.~~

~~The District assumes no liability for debts incurred by CHISD Support Organizations.~~

~~Donations to a school or the District shall be accepted as outlined in policy CDC(LOCAL).~~

PROPOSED REVISIONS

Promotional Activities

District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee. ~~Nonschool-related organizations may use school facilities only in accordance with GKD.~~

[For information relating to nonschool use of facilities, see GKD.]

Advertising

~~Advertising shall be accepted solely for the purpose of covering the cost of providing materials and equipment, not for the purpose of establishing a forum for communication. The District retains final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. [See FMA regarding school-sponsored publications]~~

Endorsements

~~Advertising that promotes products or trademarked products may be displayed on school property and at school events under agreements negotiated by the Superintendent or designee.~~

For purposes of this policy, “endorsements” or “endorsed advertising” shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. ~~Such advertising shall~~ “Advertising” does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or ~~to~~ school-support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication. The District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. The District ~~shall also reserve~~ reserves the right to reject ~~any~~ advertising, ~~at its sole and exclusive discretion, that is:~~

1. Is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum, as well as any content the District determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption;
2. Is inappropriate in a school setting with a student audience;
3. Advertises products presenting a health hazard;

4. Creates a substantial likelihood of material disruption, including adding to the District's obligations for security and facilities maintenance; or
5. Adds to the District's administrative burden by exposing the District to complaints, controversy, or litigation.

The District shall not accept paid political advertising.

Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor ~~shall not~~ determine whether the District will purchase goods or services from the vendor through the District's formal procurement process.

[For information relating to school-sponsored publications, see FMA.]

Sponsorships and Donations

If the District or any campus accepts financial or in-kind donations to support District-sponsored activities, the District reserves the right to acknowledge donors through whatever means the District deems appropriate. The District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment. ~~The District shall not accept paid political advertising.~~

PROPOSED REVISIONS

	<p><u>The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.</u></p> <p><u>The District shall provide equal access to youth groups designated in federal law, including the Boy Scouts, as it provides to other nonschool users of District facilities. [See Patriotic Societies in GKD(LEGAL)]</u></p>
Scope of Use	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.</p> <p><u>Approval shall not be granted for any purpose that would damage District property or to any group that has damaged District property.</u></p> <hr/> <p><u>Note: See the following policies for other information regarding facilities use:</u></p> <ul style="list-style-type: none"><u>• Use by employee professional organizations: DGA</u><u>• Use of facilities for school-sponsored and school-related activities: FM</u><u>• Use by noncurriculum-related student groups: FNAB</u><u>• Use by District-affiliated school-support organizations: GE</u> <hr/>
<u>Nonprofit Fundraising</u>	<p><u>The District shall permit nonprofit organizations to conduct fundraising events on District property when these activities do not conflict with school use or with this policy.</u></p>
<u>For-Profit Use</u>	<p><u>The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.</u></p>
Scheduling	<p><u>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</u></p> <p>Following the regularly scheduled educational program, including instructional activities, meetings, practices, and performances of school-sponsored groups, staff meetings related to official school business, and regularly scheduled maintenance, priority for scheduling the use of District facilities shall be given to the meetings and activities of other groups on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. <u>[See FM]</u></p>

The Superintendent shall have authority to cancel a scheduled nonschool function if an unexpected conflict arises.

Approval of Use

The ~~Superintendent assistant superintendent of operations or designee~~ is authorized to approve the use of all District facilities.

Approval shall not be granted for any purpose that may, in the opinion of the District, damage school property. Approval may not be granted to groups that are known to have damaged other rented property in the District or that have been in default of a rental agreement.

~~Use-Exception~~

No approval shall be required for nonschool-related recreational use of the District's unsecured, outdoor recreational facilities, such as tracks, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.

~~Tennis Courts~~

~~District tennis courts that are not secured are available to all groups when not needed by the District, free of charge, on a first-come, first-served basis. However, the use shall be for tennis only. Roller blades, skates, motor bikes, bicycles, or other sports and activities are not allowed.~~

~~No organization may claim ongoing, exclusive use of the tennis courts.~~

~~Running Tracks~~

~~District running tracks that are not secured are available during nonschool hours to all groups free of charge, on a first-come, first-served basis. However, the use shall be for running/walking only. Roller blades, skates, motor bikes, bicycles, strollers, or other sports and activities are not allowed.~~

~~No organization may claim ongoing, exclusive use of running tracks.~~

Emergency Use

In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.

Availability of Use

~~District facilities include, but are not limited to: real property, administrative facilities, campuses, campus buildings, portable buildings, fine arts buildings, athletic fields and facilities, warehouses, and storage buildings.~~

~~The following facilities shall not be available for nonschool use unless a specific exception is made by the Superintendent or assistant superintendent of operations:~~

- ~~1. Central administration offices and training areas located at the Cedar Hill Government Center and maintained by the District.~~

	<p>2.—Campus administrative offices.</p> <p>High school athletic game fields, including batting cages, shall not be open for public or private use without approval through the office of the assistant superintendent of operations or designee. High school game fields are defined as high school football or baseball/softball fields with lights and stadium seating. High school game fields shall remain locked when not in use.</p>
<p>Use Agreement</p>	<p>Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written facilities use agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.</p> <p>The user shall furnish evidence of liability insurance coverage for the event(s) as required by District regulations.</p> <p>Any misrepresentation by an organization, abuse of any District property, and/or any breach or default of the rental agreement may result in immediate termination of the rental agreement, including immediately vacating the premises and denial of that organization's request for future use.</p>
<p>Criteria to Govern All Rental Requests</p>	<p>The criteria to govern rental requests are as follows:</p> <ol style="list-style-type: none">1.—The assistant superintendent of operations or designee shall have the prerogative to determine which facility and/or which areas of a facility shall be rented.2.—The use of facilities by any District employee during non-school hours that generates private income for the employee or any participant in the activity shall be subject to all other policies herein and shall be approved by the assistant superintendent of operations or designee in advance. Any facility used by a District employee for the purpose of generating private income shall be covered by a facilities use agreement if occurring outside regular hours of operation.
<p>City Cooperatives Agreements</p>	<p>City governments, chambers of commerce, and economic development corporations located within the District's boundaries, and other school districts, shall be allowed to negotiate terms with the District for property rental.</p>
<p>Fees for Use</p>	<p>Except for school-sponsored groups and District support organizations as defined in GE(LOCAL), users shall be charged a fee for operation, supervision, and cleanup costs at designated facilities to ensure recovery of all actual costs for use.</p>

The Superintendent ~~or designee~~ shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services, ~~equipment, and security~~. [See GKD(EXHIBIT-B)]

Exceptions

Fees shall not be charged when District facilities are used:

1. For public meetings sponsored by state or local governmental agencies; or
2. By District employee professional organizations [see DGA].

Facility fees shall not apply when ~~school buildings~~District facilities are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies. However, if ~~the an~~ election is held on a day when the building facility is not normally open for business, a ~~charge fee~~ may be ~~made charged~~ only for reimbursement ~~for of~~ the actual expenses resulting from the use of the building facility in the election.

~~Facility fees shall not apply to meetings of employee organizations.~~

Required Conduct

Persons or groups using ~~school~~District facilities shall:

- ~~1. Comply with the requirements of all applicable federal or state statutes, regulations, and rules prohibiting discrimination on the basis of race, religion, gender, sexual orientation, national origin, disabilities, age, or other classification.~~
- 2.1. Conduct business in an orderly manner.
- ~~3.2.~~ 2.2. Abide by all laws and ~~District~~ policies, including but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on school property. [See GKA]
- ~~4.3.~~ 3.3. Make no alteration, temporary or permanent, to school property without prior written consent from the ~~assistant superintendent of operations~~Superintendent.
- ~~5. Remove all the user's property, materials, or other information from school facilities unless a specific exception is made by the assistant superintendent of operations.~~

All groups using ~~school~~District facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

Prohibited Use

~~District facilities shall not be used for the following purposes:~~

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

- ~~1. In the discretion of the Superintendent or designee, entertainment that is deemed detrimental or destructive to District property.~~
- ~~2. Any activity that is contrary to District policy or to local, state, or federal law or the constitutions of the state of Texas or the United States.~~

Prohibited Activities

~~Users shall not possess, sell, or use fireworks, firearms, weapons, illegal drugs, or intoxicants on District property. The use of any form of tobacco product is prohibited.~~

Disclaimer

The expressed views or activities of all users, whether religious, political, or social, shall not be construed as those of the District or the Board.

PROPOSED REVISIONS

Distribution of Nonschool Literature Permitted

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed on any District premises.

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students.]

Limitations on Content

Nonschool literature shall not be distributed on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

Prior Review

All nonschool literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the ~~executive director of administrative services~~[chief of communications and marketing](#) for prior review in accordance with the following:

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at Limitations on Content, the ~~executive director of administrative services~~ [chief of communications and marketing](#) shall approve or reject submitted materials within two school days of the time the materials were received.

Exceptions to Prior Review

Prior review shall not be required for distribution of nonschool literature in the following circumstances:

1. Distribution of materials by an attendee to other attendees at a school-sponsored meeting intended for adults and held after school hours;
2. Distribution of materials by an attendee to other attendees at a community group meeting held in accordance with GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL); or
3. Distribution for electioneering purposes during the time a school facility is being used as a polling place in accordance with state law [see BBBA].

All nonschool literature distributed under these exceptions shall be removed from District property immediately following the event at which the materials were distributed.

Even when prior review is not required, all other provisions of this policy shall apply.

Time, Place, and Manner Restrictions

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed to students or others at the principal's campus.

The ~~Superintendent~~ [chief of communications and marketing](#) shall designate times, locations, and means for distribution of nonschool literature at District facilities other than school campuses, in accordance with this policy.

Violations of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked. [See GKA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with the appropriate District complaint policy. [See DGBA or GF]

10. BOARD DISCUSSION

10.A. Upcoming Events

10.B. Training and Event Recaps

10.B.1. Board Credit Reporting

11. SUPERINTENDENT'S REPORT

11.A. Employment Retirements Resignations Terminations

Presenter: Ms. Hallema Jackson

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Employment, Retirements, and Resignations
of Professional Staff

Information

BACKGROUND INFORMATION:

The following employment, retirements, resignations, and terminations reports have been submitted for board information.

RECOMMENDATION:

N/A

BOARD ACTION REQUIRED:

N/A

POLICY AUTHORIZATION:

DC (LEGAL and LOCAL) Employment Practices.
DFE (LEGAL and LOCAL) Resignation.

CONTACT PERSON:

Hallema Jackson, Assistant Superintendent of Human Resources.

FUNDING SOURCE:

N/A

ENCLOSURES:

Under separate cover.

Resignations ending 03.31.23 Public Report

Name	POSITION	CAMPUS/DEPARTMENT	Effective	Reason
ARNICK, COURTNEY AVONTE	TEACHER	001 CEDAR HILL HIGH SCHOOL	03/06/2023	RELOCATING OUTSIDE DFW
WILBERT, DONALD ASHLEY	TEACHER	001 CEDAR HILL HIGH SCHOOL	03/23/2023	CAREER CHANGE

11.B. HR-Employment New Hires

11.C. February Financial Report

Presenter: Ms. Carla Settle

Cedar Hill Independent School District BOARD OF TRUSTEES

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Financial Report – February 2023

Information

SUPERINTENDENT CONSTRAINT:

Shall not make budget decisions that increase taxes

BACKGROUND INFORMATION:

Each month, financial reports are prepared detailing the status of the District's financial activity for the month ending February 2023. The financial reports are separated into revenue and expenditures. The expenditures are summarized by function and by object.

Significant Items to note this month:

- Monthly Local Revenue shows an increase despite lower tax rate due to sharp increase in 2022 taxable values
- ESSER \$2M reclassification of campus payroll expenditures to mitigate the decrease in projected funding attributed to lower enrollment and lower average daily attendance.

CONTACT PERSON(S):

Carla Settle, Chief Financial Officer

Paula McBride, Executive Director of Finance

ENCLOSURES:

Attached

**Cedar Hill Independent School District
Financial Report Month Ending February 28, 2023**



2022-2023 Fiscal Year

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**CEDAR HILL INDEPENDENT SCHOOL DISTRICT
2022-2023 FISCAL YEAR BOARD-APPROVED BUDGETS
FOR THE EIGHTH MONTH ENDING FEBRUARY 28, 2023**



	General Fund		Food Service		Debt Service		District Total	
	Original Budget	Amended Budget	Original Budget	Amended Budget	Original Budget	Amended Budget	Original Budget	Amended Budget
REVENUES:								
Local and Intermediate Sources	\$ 49,558,708	\$ 43,558,708	\$ 230,000	\$ 230,000	\$ 17,008,689	\$ 17,008,689	\$ 66,797,397	\$ 60,797,397
State Program Revenues	19,808,372	19,808,372	150,000	150,000	-	648,368	19,958,372	20,606,740
Federal Program Revenues	1,100,000	1,438,000	4,132,878	4,312,538	375,000	375,000	5,607,878	6,125,538
Other Financing Sources	-	-	-	-	-	-	-	-
Total Revenues	\$ 70,467,080	\$ 64,805,080	\$ 4,512,878	\$ 4,692,538	\$ 17,383,689	\$ 18,032,057	\$ 92,363,647	\$ 87,529,675
EXPENDITURE SUMMARY BY FUNCTION:								
11 - Instructional	\$ 35,779,845	\$ 32,459,896	\$ -	\$ -	\$ -	\$ -	\$ 35,779,845	\$ 32,459,896
12 - Instructional Resources and Media Services	682,695	623,319	-	-	-	-	682,695	623,319
13 - Curriculum and Instructional Staff Development	1,169,383	1,312,400	-	-	-	-	1,169,383	1,312,400
21 - Instructional Leadership	955,176	959,282	-	-	-	-	955,176	959,282
23 - School Leadership	4,662,448	4,168,581	-	-	-	-	4,662,448	4,168,581
31 - Guidance, Counseling and Evaluation	3,133,578	2,990,133	-	-	-	-	3,133,578	2,990,133
32 - Social Work Services	-	-	-	-	-	-	-	-
33 - Health Services	773,428	725,341	-	-	-	-	773,428	725,341
34 - Student Transportation	3,259,660	3,299,639	-	-	-	-	3,259,660	3,299,639
35 - Child Nutrition/Food Service	12,150	12,150	4,512,878	4,692,538	-	-	4,525,028	4,704,688
36 - Cocurricular/Extra Curricular Activities	2,022,124	1,948,871	-	-	-	-	2,022,124	1,948,871
41 - General Administration	3,760,296	3,858,933	-	-	-	-	3,760,296	3,858,933
51 - Plant Maintenance and Facility Services	8,479,869	8,868,106	-	-	-	-	8,479,869	8,868,106
52 - Security and Monitoring Services	1,534,601	1,525,073	-	-	-	-	1,534,601	1,525,073
53 - Data Processing Services	1,354,956	2,399,133	-	-	-	-	1,354,956	2,399,133
61 - Community Services	203,296	203,296	-	-	-	-	203,296	203,296
71 - Debt Service Cost	1,347,383	744,769	-	-	16,435,742	16,935,742	17,783,125	17,680,511
93 - Shared Service Agreement	153,518	153,518	-	-	-	-	153,518	153,518
95 - Payments to Juvenile Justice Alternative Program	20,000	20,000	-	-	-	-	20,000	20,000
99 - Other Intergovernmental Charges	165,000	176,000	-	-	-	-	165,000	176,000
Other Financing Uses	-	-	-	-	-	-	-	-
Total Expenditures	\$ 69,469,406	\$ 66,448,440	\$ 4,512,878	\$ 4,692,538	\$ 16,435,742	\$ 16,935,742	\$ 90,418,026	\$ 88,076,720
EXPENDITURE SUMMARY BY OBJECT:								
61XX - Payroll Cost	\$ 57,866,427	\$ 53,831,484	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ 58,316,427	\$ 54,281,484
62XX - Professional and Contracted Services	5,314,209	5,363,816	3,490,178	3,659,044	-	-	8,804,387	9,022,860
63XX - Supplies and Materials	2,747,996	2,797,200	422,700	422,450	-	-	3,170,696	3,219,650
64XX - Other Operating Expenses	2,105,391	2,307,514	-	-	-	-	2,105,391	2,307,514
65XX - Bond Principal	-	-	-	-	9,491,666	9,991,666	9,491,666	9,991,666
65XX - Bond Interest	-	-	-	-	6,844,076	6,844,076	6,844,076	6,844,076
65XX - Other Debt Serv Fees	203,000	744,769	-	-	100,000	100,000	303,000	844,769
66XX - Capital Outlay Expenses	1,232,383	1,403,657	150,000	161,044	-	-	1,382,383	1,564,701
89XX - Other Uses	-	-	-	-	-	-	-	-
Total Expenditures	\$ 69,469,406	\$ 66,448,440	\$ 4,512,878	\$ 4,692,538	\$ 16,435,742	\$ 16,935,742	\$ 90,418,026	\$ 88,076,720
Excess (Deficiency) of Revenues Over Expenditures	\$ 997,674	\$ (1,643,360)	\$ -	\$ -	\$ 947,947	\$ 1,096,315	\$ 1,945,621	\$ (547,045)

**CEDAR HILL INDEPENDENT SCHOOL DISTRICT
(UNAUDITED) STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GENERAL OPERATING FUND (199)
FOR THE EIGHTH MONTH ENDING FEBRUARY 28, 2023**



	CURRENT YEAR 2022-2023					PRIOR YEAR 2021-2022				
	Original Budget	Amended Budget	February 2023	Actual Year to Date*	Actual to Budget	Original Budget	Amended Budget	February 2022	Actual Year to Date*	Actual to Budget
REVENUES:										
Local and Intermediate Sources	\$ 49,558,708	\$ 43,558,708	\$ 7,028,455	\$ 43,982,041	100.97%	\$ 41,583,284	\$ 41,583,284	\$ 6,916,485	\$ 38,518,661	92.63%
State Program Revenues	19,808,372	19,808,372	454,638	14,134,854	71.36%	25,125,337	25,893,756	382,600	15,241,536	58.86%
Federal Program Revenues	1,100,000	1,438,000	464,174	1,121,273	77.97%	700,000	700,000	809,444	1,582,345	226.05%
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Total revenues	\$ 70,467,080	\$ 64,805,080	\$ 7,947,267	\$ 59,238,168	91.41%	\$ 67,408,621	\$ 68,177,040	\$ 8,108,529	\$ 55,342,542	81.17%
EXPENDITURE SUMMARY BY FUNCTION:										
11 - Instruction	\$ 35,779,845	\$ 32,459,896	\$ 570,672	\$ 15,943,792	49.12%	\$ 35,303,427	\$ 35,219,927	\$ 2,676,034	\$ 23,601,105	67.01%
12 - Instructional Resources and Media Services	682,695	623,319	6,957	286,580	45.98%	760,393	760,393	44,445	422,727	55.59%
13 - Curriculum and Instructional Staff Development	1,169,383	1,312,400	88,058	749,571	57.11%	1,194,908	1,203,533	105,851	683,749	56.81%
21 - Instructional Leadership	955,176	959,282	77,241	640,890	66.81%	892,491	892,491	68,029	608,309	68.16%
23 - School Leadership	4,662,448	4,168,581	377,703	2,757,255	66.14%	4,589,404	4,589,404	372,208	2,988,644	65.12%
31 - Guidance, Counseling and Evaluation	3,133,578	2,990,133	226,388	1,652,621	55.27%	2,576,912	2,660,412	202,352	1,764,248	66.31%
32 - Social Work Services	-	-	-	-	-	-	-	-	-	0.00%
33 - Health Services	773,428	725,341	74,390	464,960	64.10%	793,022	793,022	57,874	468,614	59.09%
34 - Student Transportation	3,259,660	3,299,639	250,412	2,330,650	70.63%	3,866,030	4,419,365	320,938	3,192,951	72.25%
35 - Food Service	12,150	12,150	-	1,343	11.05%	12,150	12,150	-	2,109	17.36%
36 - Cocurricular/Extra Curricular Activities	2,022,124	1,948,871	183,646	1,210,829	62.13%	1,923,034	1,923,034	183,652	1,360,497	70.75%
41 - General Administration	3,760,296	3,858,933	265,707	2,208,594	57.23%	3,679,125	3,732,794	296,807	2,378,986	63.73%
51 - Plant Maintenance and Facility Services	8,479,869	8,868,106	428,863	5,267,623	59.40%	8,169,693	8,559,693	583,438	5,044,634	58.93%
52 - Security and Monitoring Services	1,534,601	1,525,073	133,363	1,068,392	70.06%	1,574,911	1,574,911	113,024	1,036,628	65.82%
53 - Data Processing Services	1,354,956	2,399,133	117,628	1,471,703	61.34%	1,680,725	1,680,725	104,983	1,195,652	71.14%
61 - Community Services	203,296	203,296	15,814	131,079	64.48%	195,861	195,861	15,664	122,365	62.48%
71 - Debt Service	1,347,383	744,769	37,512	439,081	58.96%	203,000	203,000	-	100,987	49.75%
93 - Shared Service Agreement	153,518	153,518	-	-	0.00%	153,518	153,518	-	-	0.00%
95 - Payments to Juvenile Justice Alternative Program	20,000	20,000	-	17,820	89.10%	20,000	20,000	-	3,000	15.00%
99 - Other Intergovernmental Charges	165,000	176,000	-	87,934	49.96%	165,000	165,000	41,901	125,703	76.18%
Other Financing Uses	-	-	-	-	-	-	979,491	979,491	979,491	100.00%
Total expenditures	\$ 69,469,406	\$ 66,448,440	\$ 2,854,354	\$ 36,730,717	55.28%	\$ 67,753,604	\$ 69,738,724	\$ 6,166,691	\$ 46,080,399	66.08%
EXPENDITURE SUMMARY BY OBJECT:										
61XX - Payroll Cost	\$ 57,866,427	\$ 53,831,484	\$ 2,428,560	\$ 29,393,271	54.60%	\$ 55,484,529	\$ 54,743,725	\$ 4,507,223	\$ 36,348,487	66.40%
62XX - Professional and Contracted Services	5,314,209	5,363,816	122,186	3,084,648	57.51%	6,764,308	7,406,736	448,927	4,257,820	57.49%
63XX - Supplies and Materials	2,747,996	2,797,200	166,523	1,509,432	53.96%	2,921,612	3,091,742	145,415	1,490,655	48.21%
64XX - Other Operating Expenses	2,105,391	2,307,514	95,318	1,428,570	61.91%	1,892,155	2,161,639	83,453	1,801,409	83.34%
65XX - Debt Service Payment	203,000	744,769	37,512	260,970	35.04%	203,000	203,000	-	100,987	49.75%
66XX - Capital Outlay Expenses	1,232,383	1,403,657	4,255	1,053,826	75.08%	488,000	1,152,391	2,182	1,101,550	95.59%
89XX - Other Uses	-	-	-	-	-	-	979,491	979,491	979,491	100.00%
Total expenditures	\$ 69,469,406	\$ 66,448,440	\$ 2,854,354	\$ 36,730,717	55.28%	\$ 67,753,604	\$ 69,738,724	\$ 6,166,691	\$ 46,080,399	66.08%
Excess (Deficiency) of Revenues Over Expenditures	\$ 997,674	\$ (1,643,360)	\$ 5,092,913	\$ 22,507,451		\$ (344,983)	\$ (1,561,684)	\$ 1,941,838	\$ 9,262,143	

* July 2022 expenditures are presented accurately without expenses accrued to June 2022. Historically, CHISD interim financial reporting has not adjusted for these accruals. In an effort to be as timely and accurate as possible, July reports will only be including July expenses. Salaries will continue to be posted on a cash basis until June when the additional accruals will be included. All other months for fiscal year 2023 will be comparable on a monthly basis.

**CEDAR HILL INDEPENDENT SCHOOL DISTRICT
(UNAUDITED) STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
CHILD NUTRITION FUND (240)
FOR THE EIGHTH MONTH ENDING FEBRUARY 28, 2023**



	CURRENT YEAR 2022-2023					PRIOR YEAR 2021-2022				
	Original Budget	Amended Budget	February 2023	Actual Year to Date	Actual to Budget	Original Budget	Amended Budget	February 2022	Actual Year to Date	Actual to Budget
REVENUES:										
Local and Intermediate Sources	\$ 230,000	\$ 230,000	\$ 56,949.04	\$ 452,842	196.89%	\$ 800,268	\$ 800,268	\$ 19,747	\$ 173,560	21.69%
State Program Revenues	150,000	150,000	-	-	0.00%	24,000	24,000	-	-	0.00%
Federal Program Revenues	4,132,878	4,312,538	429,601.48	2,462,955.42	57.11%	3,551,653	3,551,653	459,536	2,736,358	77.04%
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Total revenues	\$ 4,512,878	\$ 4,692,538	\$ 486,550.52	\$ 2,915,797.42	62.14%	\$ 4,375,921	\$ 4,375,921	\$ 479,283	\$ 2,909,918	66.50%
EXPENDITURE SUMMARY BY FUNCTION:										
35 - Child Nutrition/Food Service	\$ 4,512,878	\$ 4,692,538	\$ 339,817.55	\$ 2,515,405.02	53.60%	\$ 4,304,789	\$ 4,304,789	\$ 298,904	\$ 3,019,426	70.14%
51 - Plant Maintenance and Facility Services	-	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 4,512,878	\$ 4,692,538	\$ 339,817.55	\$ 2,515,405.02	53.60%	\$ 4,304,789	\$ 4,304,789	\$ 298,904	\$ 3,019,426	70.14%
EXPENDITURE SUMMARY BY OBJECT:										
61XX - Payroll Cost	\$ 450,000	\$ 450,000	\$ 46,587.76	\$ 311,723.37	69.27%	\$ 477,000	\$ 477,000	\$ 45,318	\$ 308,114	64.59%
62XX - Professional and Contracted Services	3,490,178	3,659,044	223,016.83	1,890,169.74	51.66%	3,265,861	3,266,861	241,322	2,354,891	72.08%
63XX - Supplies and Materials	422,700	422,450	70,212.96	302,468.43	71.60%	439,928	438,928	12,264	343,839	78.34%
64XX - Other Operating Expenses	-	-	-	-	-	22,000	22,000	-	12,582	57.19%
66XX - Capital Outlay Expenses	150,000	161,044	-	11,043.48	6.86%	100,000	100,000	-	-	0.00%
89XX - Other Uses	-	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 4,512,878	\$ 4,692,538	\$ 339,817.55	\$ 2,515,405.02	53.60%	\$ 4,304,789	\$ 4,304,789	\$ 298,904	\$ 3,019,426	70.14%
Excess (Deficiency) of Revenues Over Expenditures	\$ -	\$ -	\$ 146,732.97	\$ 400,392.40		\$ 71,132	\$ 71,132	\$ 180,379	\$ (109,508)	

**CEDAR HILL INDEPENDENT SCHOOL DISTRICT
(UNAUDITED) STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
DEBT SERVICE FUND (599)
FOR THE EIGHTH MONTH ENDING FEBRUARY 28, 2023**



	CURRENT YEAR 2022-2023					PRIOR YEAR 2021-2022				
	Original Budget	Amended Budget	February 2023	Actual Year to Date	Actual to Budget	Original Budget	Amended Budget	February 2022	Actual Year to Date	Actual to Budget
REVENUES:										
Local and Intermediate Sources	\$ 17,008,689	\$ 17,008,689	\$ 2,736,942.29	\$ 17,142,188.01	100.78%	\$ 14,555,516	14,555,516	\$ 2,565,816	\$ 14,210,963	97.63%
State Program Revenues	-	648,368	\$ -	\$ 648,368.00	100.00%	289,207	303,515	-	274,504	90.44%
Federal Program Revenues	375,000	375,000	\$ 126,050.37	\$ 302,667.67	80.71%	-	375,000	176,617	353,235	94.20%
Other Financing Sources	-	-	\$ -	\$ -	-	-	-	-	-	-
Total revenues	\$ 17,383,689	\$ 18,032,057	\$ 2,862,992.66	\$ 18,093,223.68	100.34%	\$ 14,844,723	\$ 15,234,031	\$ 2,742,433	\$ 14,838,702	97.40%
EXPENDITURE SUMMARY BY FUNCTION:										
71 - Debt Service Cost	\$ 16,435,742	\$ 16,935,742	\$ 7,150,838.99	\$ 16,807,075.11	99.24%	\$ 11,226,056	\$ 11,615,364	\$ 4,569,639	\$ 11,214,878	96.55%
Other Financing Uses	-	-	\$ -	\$ -	-	-	-	-	-	-
Total expenditures	\$ 16,435,742	\$ 16,935,742	\$ 7,150,838.99	\$ 16,807,075.11	99.24%	\$ 11,226,056	\$ 11,615,364	\$ 4,569,639	\$ 11,214,878	96.55%
EXPENDITURE SUMMARY BY OBJECT:										
6511 - Bond Principal	\$ 9,491,666	\$ 9,991,666	\$ 4,544,639.30	\$ 9,991,665.05	100.00%	\$ 658,458	\$ 658,458	\$ 435,345	\$ 658,457	100.00%
6521 - Bond Interest	6,844,076	6,844,076	\$ 2,606,199.69	\$ 6,800,325.43	99.36%	10,537,598	10,912,598	4,132,681	10,537,596	96.56%
6599 - Other Debt Serv Fees	100,000	100,000	\$ -	\$ 15,084.63	15.08%	30,000	44,308	1,613	18,825	42.49%
Total expenditures	\$ 16,435,742	\$ 16,935,742	\$ 7,150,838.99	\$ 16,807,075.11	99.24%	\$ 11,226,056	\$ 11,615,364	\$ 4,569,639	\$ 11,214,878	96.55%
Excess (Deficiency) of Revenues Over Expenditures	\$ 947,947	\$ 1,096,315	\$ (4,287,846.33)	\$ 1,286,148.57		\$ 3,618,667	\$ 3,618,667	\$ (1,827,206)	\$ 3,623,824	

11.D. Purchases over \$50,000

Cedar Hill Independent School District BOARD OF TRUSTEES

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Purchases over \$50,000

Information

BACKGROUND INFORMATION:

Cedar Hill ISD Board Policy CH (LOCAL) states, The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with state law;
2. A purchase made through a cooperative purchasing program, in accordance with state law;
3. A purchase made through a state purchasing program that satisfies the District's obligation for competitive purchasing;
4. The purchase of budgeted regulated utility services;
5. A continuing or periodic purchase of goods or services under a Board-approved bid or contract; or
6. A purchase for produce or fuel

RECOMMENDATION:

N/A

BOARD ACTION REQUIRED:

N/A

POLICY AUTHORIZATION:

CH – LEGAL Purchasing and Acquisition

CH – LOCAL Purchasing and Acquisition

CONTACT PERSON:

Carla Settle, Chief Financial Officer

Caleb Pape, Director of Purchasing & Contracts Management

FUNDING SOURCE:

Multiple

ENCLOSURES:

March Purchases over \$50,000

11.E. Human Resources DEI Report

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: April 17, 2023

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Department Efficiency Report

Information

BACKGROUND INFORMATION:

The Human Resources Department presents information regarding department updates, processes, and goal attainment.

RECOMMENDATION:

NA

BOARD ACTION REQUIRED:

N/A

POLICY AUTHORIZATION:

NA

CONTACT PERSON:

Hallema Jackson, Assistant Superintendent of Human Resources.

FUNDING SOURCE:

As provided in the district budget per the CHISD compensation plan.

ENCLOSURES:

Department Efficiency Report



CEDAR HILL ISD

DEPARTMENT EFFICIENCY REPORT

DEPARTMENT: Human Resources

PRESENTER: Hallema Jackson, Assistant Superintendent of Human Resources

EXECUTIVE SUMMARY

The main functions of the Cedar Hill ISD (CHISD) Human Resources Department are recruiting and sourcing, new hire onboarding, compensation, and employee relations. The department's mission is to aid in unlocking every Longhorn's potential by empowering, connecting, and retaining our District's greatest asset- our staff. The motto of the department is "People are the heart of everything we do." To this end, we strive to provide world-class customer service to all staff. Finally, we work collaboratively with other departments to provide needed support to ensure that Cedar Hill ISD is a great place to work.

The objectives of the CHISD Human Resources Department are:

1. Provide hiring managers with training tools to vet and hire high quality staff
2. Provide efficient and effective processes for recommendations for hiring, transfers, and position revisions
3. Collect data on employee attrition in order to inform needed adjustments for employee retention
4. Collect staff survey data in order to determine employee engagement and sentiments
5. Gather data on effectiveness of human resources processes
6. Support all district, campus, and department retention efforts

7. Conduct thorough and timely investigations
8. Facilitate employee mediations and resolutions
9. Seek alternative means for recruitment
10. Ensure the accuracy of employee records data
11. Create, monitor, and implement Grow Your Own District initiative providing non-certified staff a pathway to obtain bachelor's degree and teacher certification
12. Conduct and participate in recruitment fairs
13. Provide timeline for conducting T-TESS and T-P ESS evaluations and monitor completion
14. Provide evaluation instruments for non-teaching staff
15. Collaborate with other departments in the support and mentorship of new teaching staff
16. Collaborate with other departments to determine the wellness of all staff
17. Provide hiring managers with quality candidates for vacancies
18. Support department managers with employee coaching methods and documentation procedures
19. Ensure timely processing and onboarding of new hires
20. Recruit, hire, and onboard guest teachers (substitutes)

During the 2022-23 school year, the Human Resources Department continued to focus its efforts on recruitment and retention of staff. Through a partnership with The Flippen Group, Teachworthy, and Indiana Wesleyan University, the CHISD Grow Your Own program was established in the 2021-2022 school year. Seven paraprofessionals were able to assume the role of a classroom instructor for the 2022-2023 school year.

During the 2022-2023 school year the Human Resources Department also provided hiring manager training for campus principals. In addition, we are in the process of creating a teacher residency program in partnership with University of Texas, Arlington.

Grow Your Own Statistics

2022-2023

[Cohort 1- 7 Classroom Instructors](#)

2023-2024

[Cohort 1- 8 Classroom Instructors](#)

[Grow Your Own Information](#)

[Grow Your Own Program Agreement](#)

[Grow Your Own Cohort 2 Timeline](#)

Hiring Manager Training

[Talent Manager Training Session 1](#)

[Talent Manager Training Session 2](#)

District and Campus Support

The Executive Director of Human Resources focused her efforts on sourcing candidates to help principals and department managers fill vacancies due to the difficulty of finding qualified applicants. In addition, the Human Resources Department partnered with several departments to form the New Teacher Induction and Retention Committee that focuses on supporting 0-1 year teachers in an effort to improve teacher retention. This committee meets monthly to review new teacher survey data, professional development, and new teacher check-ins in order to determine needed adjustments to support that is provided.



DEPARTMENT STAFFING

Hallema Jackson, Assistant Superintendent of Human Resources

Direct and coordinate all recruitment, screening, selection, assignment, retention, grievance administration, employee records management, compensation, separation activities, and implementation of personnel policies and regulations of the district. Actualize the goals of the Board of Trustees and the Superintendent of Schools through districtwide planning, program initiatives, continuous improvement, and effective support and delivery of services to schools through day-to-day coordination and supervision of the department.

Judith Aguilar	Executive Director of Human Resources
Erica Dominguez	Non-Professional Staffing Specialist
Margarita Enriquez	Administrative Assistant to Asst. Superintendent of Human Resources
Jamie Macalik	Professional Staffing Specialist
Kate “Katie” Williams	HR Specialist/Substitutes

DEPARTMENT FUNCTIONS

Recruitment and Sourcing Employee Relations New Hire Processing and Onboarding Employee Records Management Compensation Workers Compensation Hearings	Ethics Training Policy Review Substitute Recruitment Employee Wellness Employee Evaluation Management Total Rewards
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2022-2023 BUDGET - \$78,385

Purchase	Description	Cost
Consulting	TASB Pay Systems Review, Care Now, HR Recruitment Video, Embark Safety, TASB Administrative Salary Review, Grow Your Own	\$34,956
Professional Development/Conferences	TASBO, TASB, ASCD, and Region 10 training	\$14,950
Software Licenses	240 Tutoring, T-TESS, Survey Monkey, Stedi Substitute Training	\$5,749
Technology	ID badge printer, interactive board, laptop, ID badge printer	\$5,733
Membership	TASB HR Services, TASBO, TASA, SHERM, AASPA	\$1,448
Recruitment	Various job fairs, recruitment materials, and supplies	\$900

DEPARTMENT GOALS

*The targets listed below are five year targets to be reached by the end of the 2023-2024 school year. Data listed on dashboards are yearly ramp up targets.

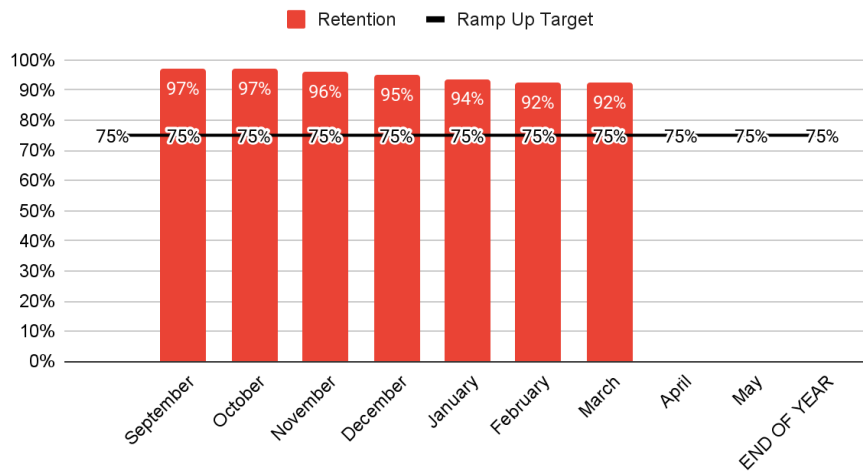
1. 85% teacher retention year over year
2. 100% of teachers staffed by the first day of school
3. 98% of all staff vacancies filled by the first day of school
4. 85% daily substitute fill rate
5. 80% staff satisfaction with Cedar Hill ISD based on yearly staff survey

EFFECTIVENESS INDICATORS

DEPARTMENT DASHBOARDS

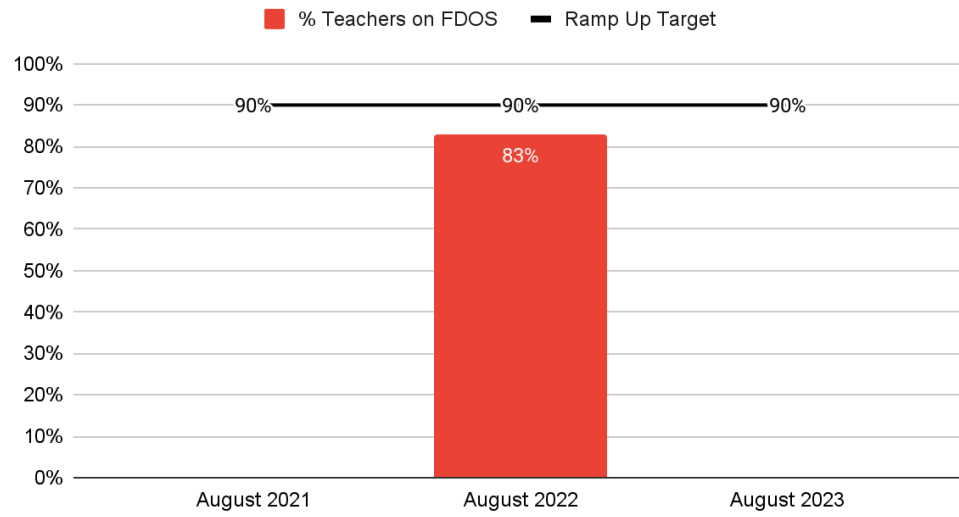
*Monthly teacher fill rate

% of Teacher Retention by Month



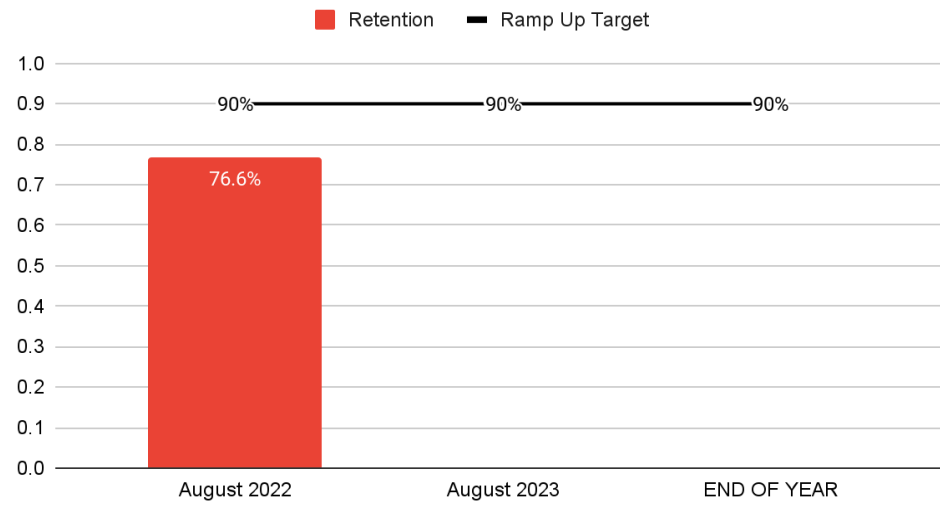
*Percent of teachers staffed by first day of school (FDOS)

% Teacher Staffed by FDOS



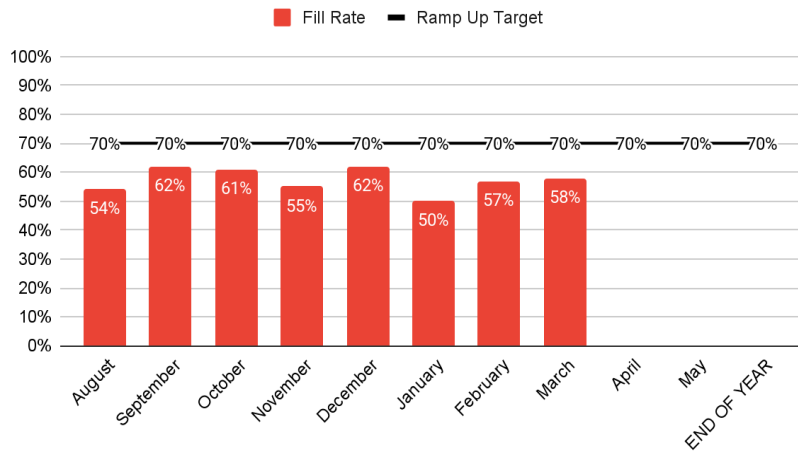
*Percent of all staff vacancies filled by first day of school (FDOS)

% of All Staffed by FDOS



*Percent of substitute jobs filled by month

Substitute Fill Rate by Month



LONESTAR GOVERNANCE - SUPERINTENDENT CONSTRAINTS

Not Applicable

DEPARTMENT CHALLENGES

Budgetary Constraints

On average, Cedar Hill ISD teacher salaries are 4% lower than those of other school districts in the Dallas Metroplex.

Human Resources Management System

The Human Resources Department needs a more comprehensive Human Resources Management System (HRMS) system to manage postings, onboarding, and records.

Human Resources FTEs

The Cedar Hill ISD Human Resources Department has six Human Resources FTEs. Districts of similar size have an average of 9 Human Resources FTEs.

VISION FOR THE FUTURE

Future Goal: To transform human resources functions into a strategic talent management organization that continues to support educators and staff to achieve district goals.

Leadership Development: The Human Resources Department will partner with Teaching and Learning and local universities in order to create a comprehensive leadership development program for aspiring teachers and administrators. We will also establish residency programs to give teachers and administrators quality job-embedded experiences.

University Partnerships: The Human Resources Department will partner with local universities to expand teacher residency programs in an effort to continue the pipeline of highly qualified staff to serve our scholars.

Total Rewards: The Human Resources Department will find and implement innovative and cost-effective ways to offer valuable perks to staff in an effort to improve retention.

Staff Wellness: The Human Resources Department will continue to monitor staff mental, physical, and emotional needs in partnership with the Human Capital and Wellness committee in order to improve the overall health of the district and increase retention.

12. ADJOURN