

BOARD OF TRUSTEES Regular Meeting  
Buckholts Elementary School Library, 203 S. 10th Street, Buckholts, TX 76518  
Buckholts Independent School District

**DISTRICT VISION**

Every graduate ready for college, career, and life. Real school. Every day.

**DISTRICT MISSION**

Buckholts Independent School District is rich in culture, heritage, and tradition. BISD will provide an educational environment that will enable all students to develop essential academic skills for a lifetime. We will produce well-educated students who can pursue higher educational opportunities and who will become responsible citizens in a changing global society by teaching ALL students so that they may learn at their maximum potential.

**AGENDA**

**Monday, September 20, 2021 at 6:00 PM**

- I. Call to Order
- II. Declaration of Quorum
  - A. Announcement by President as to the presence of quorum, that this is a regular board meeting and the notice of the meeting was posted in the time and manner required.
- III. Pledge/Invocation
- IV. Public Comments-pursuant to Board Policy BED (LOCAL)
- V. Reports
  - A. Sherry Lopez- Finance Director Report
  - B. Ms. Alushka Driska- Elementary Report
  - C. Dr. Randy Lund- Principal Report
  - D. Dr. Remy Godfrey- Superintendent Report
- VI. Consent Agenda Items
  - A. Minutes from the August 30, 2021 Regular Board Meeting.
  - B. TTESS and TPESS 2021-2022 Appraisers.
- VII. Action Items
  - A. Discussion and possible action regarding Temple College MOU.
  - B. Discussion and possible action regarding TASB Policy Review Update July 14 & 15, 2021.
  - C. Discussion and possible action regarding TASB Policy Review Update July 14 & 15, 2021.

- VIII. Executive/Closed Meeting will be held as authorized by Texas Government Code, §551.071, §551.072, §551.073, §551.074, §551.075, §551.076, §551.082, §551.083, §551.084, if needed.
- IX. Action from Executive Session
- X. Adjourn

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting accordance with the Texas Open Meetings Act, Tex: Gov't Code, Chapter 551, Subchapters D and E, and Tex. Education Code, Chapter 21.556.

I, the undersigned, do hereby certify that this Notice was posted on the bulletin board of the main entrance of the Buckholts ISD Administration Building and at the Buckholts Post Office at , which is at least 72 hours prior to the date and time of the scheduled meeting.



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Mr. Ricky McCall  
Board President

Check Payments  
 Buckholts ISD  
 District Written Checks  
 For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
000810	08-10-2021	TOWN OF BUCKHOLTS/	001289		199-51-6259.91-001-199000	Water, Garbage, Sewer	1,352.61	N
000817	08-17-2021	CLAIMS ADMINISTRATIV	001298		199-41-6143.00-701-199000	CAS Claims Insurance	3.00	N
003856	08-25-2021	FBS ADMINISTRATORS,	DEDCH		863-00-2153.00-016-100000	AUG DED LIFE INSURANCE	21.96	N
			DEDCH		863-00-2153.00-017-100000	AUG DED LIFE INSURANCE	53.33	N
			DEDCH		863-00-2153.00-018-100000	AUG DED LIFE INSURANCE	85.80	N
			DEDCH		863-00-2153.00-019-100000	AUG DED LIFE INSURANCE	13.40	N
			DEDCH		863-00-2153.00-040-100000	AUG DED HEALTH INSURANCE	135.31	N
			DEDCH		863-00-2153.00-041-100000	AUG DED HEALTH INSURANCE	67.74	N
			DEDCH		863-00-2153.00-042-100000	AUG DED HEALTH INSURANCE	57.90	N
			DEDCH		863-00-2153.00-043-100000	AUG DED HEALTH INSURANCE	45.00	N
			DEDCH		863-00-2153.00-044-100000	AUG DED HEALTH INSURANCE	554.13	N
			DEDCH		863-00-2153.00-045-100000	AUG DED HEALTH INSURANCE	16.30	N
			DEDCH		863-00-2153.00-046-100000	AUG DED HEALTH INSURANCE	3.05	N
			DEDCH		863-00-2153.00-123-100000	AUG DED HEALTH INSURANCE	7.15	N
			DEDCH		863-00-2153.00-124-100000	AUG DED HEALTH INSURANCE	54.00	N
			DEDCH		863-00-2159.00-117-100000	AUG DED MISCELLANEOUS DED	50.00	N
			DEDCH		863-00-2159.00-120-100000	AUG DED MISCELLANEOUS DED	15.95	N
			DEDCH		863-00-2159.00-126-100000	AUG DED MISCELLANEOUS DED	137.03	N
<b>Totals for Check 003856</b>							<b>1,318.05</b>	
003857	08-25-2021	HSA BANK	DEDCH		863-00-2159.00-125-100000	AUG DED HSA	25.00	N
990813	08-13-2021	TRS ACTIVE CARE	001290	AUG 2021	863-00-2153.00-029-100000	TRS Active Care 0603 HMO	3,752.70	N
			001290	AUG 2021	863-00-2153.00-032-100000	TRS Active Care 0004 PPO	1,930.00	N
			001290	AUG 2021	863-00-2153.00-051-100000	TRS Active Care 0001 PPO	715.00	N
			001290	AUG 2021	863-00-2153.00-122-100000	TRS Active Care 0002 PPO	1,348.00	N
<b>Totals for Check 990813</b>							<b>7,745.70</b>	
990823	08-25-2021	OMNI FINANCIAL GROU	DEDCH		863-00-2159.00-127-100000	AUG WIRE TAX SHEL. ANNUITY	500.00	N
990825	08-25-2021	INTERNAL REVENUE SE	001294	08252021	863-00-2151.00-000-100000	Federal Withholdings	6,954.28	N
			001294	08252021	863-00-2152.01-000-100000	Employee FICA & Medicare	1,760.83	N
			001294	08252021	863-00-2152.02-000-100000	Employer FICA & Medicare	1,760.83	N
<b>Totals for Check 990825</b>							<b>10,475.94</b>	
990830	08-30-2021	TEACHER RETIREMENT	001295	08312021	863-00-2155.00-000-100000	TRS Employee Deposit	8,895.57	N
			001295	08312021	863-00-2155.01-000-100000	TRS Federal Deposit	1,375.17	N
			001295	08312021	863-00-2155.02-000-100000	TRS Statutory Minimum	1,300.15	N
			001295	08312021	863-00-2155.03-000-100000	TRS Federal Insurance	229.19	N
			001295	08312021	863-00-2155.04-000-100000	TRS Emplry TRS Care	799.00	N
			001295	08312021	863-00-2155.05-000-100000	TRS New Member	524.52	N
			001295	08312021	863-00-2155.08-000-100000	TRS Non-OASDI	1,392.75	N
<b>Totals for Check 990830</b>							<b>14,516.35</b>	
<b>Total For District Written Checks</b>							<b>35,936.65</b>	

Check Payments  
 Buckholts ISD  
 Computer Written Checks  
 For the Month of August

Check Nbr	Trans Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
		DAN EVERETT LUND	159063	205	199-51-6249.98-001-199000	Landscape Maintenance	250.00	N
			159063	205	199-51-6249.98-001-199000	REVERSAL	-250.00	N
						<b>Totals for Vendor 03134</b>	<b>.00</b>	
		Gulf Coast Paper Co. Inc.	159028	2089826	199-34-6399.00-001-199000	First aid Spill Clean up Kits	630.04	N
			159028	2089826	199-34-6399.00-001-199000	REVERSAL	-630.04	N
						<b>Totals for Vendor 00084</b>	<b>.00</b>	
		LONESTAR FORKLIFT	159045	847003519	199-51-6249.99-001-199000	Lift and Forklift Mtn	396.16	N
			159045	847003519	199-51-6249.99-001-199000	REVERSAL	-396.16	N
						<b>Totals for Vendor 03144</b>	<b>.00</b>	
		United Rentals	159044	197158180-002	199-81-6629.00-001-199000	Trencher for Water Line	441.11	N
			159044	197158180-002	199-81-6629.00-001-199000	REVERSAL	-441.11	N
						<b>Totals for Vendor 02418</b>	<b>.00</b>	
018282	08-18-2021	RANDY LUND	158452		199-11-6399.37-001-122000	LOST CHECK REISSUING CK 0188	-63.69	N
018473	08-31-2021	EDISON GOVEA	158646		199-36-6412.02-001-191001	CHECK LOST	-87.89	N
018688	08-18-2021	THE BUG MASTER	158437	60972	199-51-6219.00-001-199001	DUPLICATE CHECK	-450.00	N
018813	08-06-2021	TASB, Inc.	158968	612614	199-41-6499.00-702-199000	Green Legistlate sess SLI	160.00	N
018814	08-06-2021	FLAGHOUSE, INC	158991	V022733800025	199-11-6399.00-001-199002	PE Equipment	153.70	N
018815	08-06-2021	ACCO BRANDS COPRPO	158874	4716496463	199-23-6399.00-001-199000	Laminate Film	162.79	N
018816	08-06-2021	INT'L GREENHOUSE CO	158808	SO00048635	199-11-6629.37-001-122000	Greenhouse	22,852.13	N
018817	08-06-2021	SYSTEM LIQUIDATION, I	158912		199-11-6399.32-001-123000	Teacher Laptops SpEd Desk Tops	2,232.00	N
			158912	1000001670	199-11-6399.37-001-122000	Teacher Laptops SpEd Desk Tops	4,400.00	N
			158912	1000001670	199-11-6399.37-001-122000	Teacher Laptops SpEd Desk Tops	40.00	N
						<b>Totals for Check 018817</b>	<b>6,672.00</b>	
018818	08-06-2021	DAN EVERETT LUND	158990		199-51-6249.98-001-199000	Landscape Maintenance	250.00	N
018819	08-06-2021	SUCCESSORIES, INC.	158962		199-41-6399.00-702-199000	Board Member Plates	190.36	N
018820	08-10-2021	ERICK M. ADAMS	159010	103	199-81-6629.00-001-199000	Electrical Wiring, Remodel	2,600.00	N
018821	08-18-2021	RANDY LUND	001291	321933	199-11-6399.37-001-122000	Pumpkins for floral design	63.69	N
			001291	032717	199-36-6412.00-001-122000	Meal Reimb CTE Field Trip	40.95	N
						<b>Totals for Check 018821</b>	<b>104.64</b>	
018822	08-18-2021	AMAZON CAPITAL	158996	14LM-N3LD-	199-21-6399.00-001-199000	Bulletin Board Supplies	100.20	N
			158989	1KR7-L3KR-	199-23-6399.00-001-199000	Privacy Screen and Toner	56.99	N
			158989	1KR7-L3KR-	199-41-6399.00-750-199001	Privacy Screen and Toner	46.99	N
			159036	160332	199-51-6315.00-001-199000	Cafeteria Oven Part	203.42	N
			159011	1H4F-D7PR-	199-53-6399.37-001-199000	Adapters and Laptop Cases	689.90	N
						<b>Totals for Check 018822</b>	<b>1,097.50</b>	
018823	08-18-2021	American Fire and Safety	159034	54812	199-51-6219.00-001-199003	System Inspection and replacem	497.96	N
			159034	54812	199-51-6249.99-001-199000	System Inspection and replacem	235.60	N
						<b>Totals for Check 018823</b>	<b>733.56</b>	
018824	08-18-2021	ATMOS Energy	158706	08192021	199-51-6259.94-001-199000	Gas Utilities	124.13	N
			158706	08192021	199-51-6259.94-001-199000	Gas Utilities	56.64	N
						<b>Totals for Check 018824</b>	<b>180.77</b>	

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018825	08-18-2021	Brookshire Brothers	159007	7160	199-13-6399.00-001-199001	Refreshments for Staff Dev	43.91	N
018826	08-18-2021	Bush's Chicken	159029	08132021	199-36-6412.01-001-191000	FB Meal 8/13	91.00	N
018827	08-18-2021	CAPITAL TRUCK & EQUI	159033	W 16265	199-34-6249.00-001-199000	M2 Lost Power, Connectors	160.76	N
			159019	W 16628	199-34-6249.00-001-199000	M3 Catalytic Converter Theft	1,701.25	N
			159038	41445	199-34-6399.00-001-199000	Oil for Buses	224.85	N
<b>Totals for Check 018827</b>							<b>2,086.86</b>	
018828	08-18-2021	CenturyLink	159040	08042021	199-51-6259.92-001-199000	Fax Lines	134.60	N
018829	08-18-2021	CONSTELLATION NEWE	158254	Statement 7/28	199-51-6259.93-001-199000	Electric Utility Bill	5,025.93	N
018830	08-18-2021	COX'S A/C	159026	555817	199-51-6249.97-001-199000	Cafe and HS AC Repair	560.00	N
018831	08-18-2021	CTWP Leasing	158995	29763386	199-41-6269.00-701-111001	Color Copies	383.18	N
			158881	29763386	199-41-6269.00-701-199000	Copier Leases	1,446.23	N
<b>Totals for Check 018831</b>							<b>1,829.41</b>	
018832	08-18-2021	DAN EVERETT LUND	159015	202	199-51-6249.98-001-199000	Lawn Mtnc Aug 4 5 9	250.00	N
			159015	203	199-51-6249.98-001-199000	Lawn Mtnc Aug 4 5 9	250.00	N
<b>Totals for Check 018832</b>							<b>500.00</b>	
018833	08-18-2021	FROG STREET PRESS, L	158970	0225165-IN	282-11-6399.00-001-124000	Pre-K Curriculum	6,516.98	N
018834	08-18-2021	Gulf Coast Paper Co. Inc.	158997	2085921	199-51-6316.00-001-199000	Air Freshener Refills	14.07	N
			158997	2082165	199-51-6316.00-001-199000	Air Freshener Refills	154.81	N
<b>Totals for Check 018834</b>							<b>168.88</b>	
018835	08-18-2021	IDVILLE	159020	2967259	199-41-6399.00-750-199001	PVC Card for Staff Badges	64.53	N
018836	08-18-2021	KEN TATUM	159017	KT00806	199-13-6399.00-001-199001	BBQ for Inservice	200.00	N
			158999	KT00806	865-00-2191.44-001-1000CB	BBQ Staff Develop Meal	500.00	N
<b>Totals for Check 018836</b>							<b>700.00</b>	
018837	08-18-2021	LABATT FOOD SERVICE	001292	08030560	240-35-6341.00-001-199000	Food purchase	1,021.43	N
			159039	08107419	240-35-6341.00-001-199000	Food Purchases	891.19	N
			158911	08030560	240-35-6342.00-001-199000	Non Food Supplies	191.88	N
<b>Totals for Check 018837</b>							<b>2,104.50</b>	
018838	08-18-2021	Lowe's Business Account/	158958	869954402	199-51-6315.00-001-199000	Vent for AC in Office	30.69	N
			158945	11360151	199-51-6315.00-001-199000	Painting Supplies	92.93	N
			158983	90699675	199-81-6629.00-001-199000	Hardware for Classroom TVs	26.09	N
			158983	67786739	199-81-6629.00-001-199000	Hardware for Classroom TVs	14.96	N
			158987	36415573	199-81-6629.00-001-199000	Paint and Construction Supp	499.12	N
			158984	90216297	199-81-6629.00-001-199000	Hardware for Classroom TVs	492.09	N
			158984	90284564	199-81-6629.00-001-199000	Hardware for Classroom TVs	19.70	N
			158984	90358401	199-81-6629.00-001-199000	Hardware for Classroom TVs	22.57	N
<b>Totals for Check 018838</b>							<b>1,198.15</b>	
018839	08-18-2021	MasterCard	158924	65324	199-11-6411.38-001-122000	VATAT Conf. Lund Reece Hotel	300.84	N
			159002	08062021	199-11-6411.38-001-122000	VATAT Conf Meals	77.48	N
			158960	339783A	199-11-6411.38-001-122000	FFA Convention Advisor Hotels	530.34	N
			158960	339782A	199-11-6411.38-001-122000	FFA Convention Advisor Hotels	530.34	N
			158961	MEALS	199-11-6411.38-001-122000	Meals for FFA Convention	172.55	N
			158961	MEALS	199-11-6411.38-001-122000	Meals for FFA Convention	134.32	N

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			159027	212464	199-11-6411.38-001-122000	Leadership FFA Hotels	118.53	N
			158961	MEALS	199-11-6412.00-001-131000	Meals for FFA Convention	275.30	N
			159027	212464	199-11-6412.00-001-131000	Leadership FFA Hotels	355.59	N
			159004	2149570	199-12-6399.00-001-111000	Bulletin Board Supplies	21.98	N
			159004	181308031042	199-12-6399.00-001-111000	Bulletin Board Supplies	3.78	N
			158971	47	199-23-6399.00-001-199009	Postage for Student Mailouts	166.80	N
			158936	90860014	199-36-6411.01-001-191000	Hotel stay for Coaches Clinic	356.43	N
			159003	MEALS	199-36-6412.00-001-122000	FFA Leadership Academy Meals	222.62	N
			158981	986132453	199-51-6311.00-001-199000	Mower Fuel	28.58	N
			158981	986132479	199-51-6311.00-001-199000	Mower Fuel	37.19	N
			158985	986131909	199-51-6311.00-001-199000	Mower Fuel	37.05	N
			158973	66256Z	199-53-6399.37-001-199000	USB Cable Portable Hard Drive	72.98	N
			158940	339780A	865-00-2191.63-000-100000	Hotel Student FFA Convention	530.34	N
			158940	339781A	865-00-2191.63-000-100000	Hotel Student FFA Convention	530.34	N
<b>Totals for Check 018839</b>							<b>4,503.38</b>	
018840	08-18-2021	MICHAEL WILSON	159023	08102021	199-36-6299.06-001-191000	Vball Official 8/10	80.00	N
018841	08-18-2021	NATIONAL BENEFITS SE	158406	815600	199-41-6299.00-750-199009	Cobra Admin Fee	9.30	N
018842	08-18-2021	NATIONAL BUSINESS FU	159024	CW029361-TDQ	199-41-6399.00-750-199000	Glass Table	456.04	N
018843	08-18-2021	NELSON TRENT, JR.	159022	08162021	199-36-6299.06-001-191000	Vball Official 8/10	80.00	N
018844	08-18-2021	O'Reilly Auto Parts	159030	4900-368395	199-34-6399.00-001-199000	Battery Charger, Booster Cbl	214.98	N
018845	08-18-2021	Oak Farms Dairy - Housto	158932	111203056	240-35-6341.00-001-199000	Milk Purchase	73.55	N
			158932	111202844	240-35-6341.00-001-199000	Milk Purchase	195.38	N
			158932	111203020	240-35-6341.00-001-199000	Milk Purchase	108.90	N
			158932	111202150	240-35-6341.00-001-199000	Milk Purchase	9.23	N
			158932	111202004	240-35-6341.00-001-199000	Milk Purchase	9.23	N
				111202149	240-35-6341.00-001-199000	Milk Returns	-50.17	N
				0111202149	240-35-6341.00-001-199000	Return	-44.69	N
				111202005	240-35-6341.00-001-199000	Return	-23.94	N
<b>Totals for Check 018845</b>							<b>277.49</b>	
018846	08-18-2021	STAPLES CREDIT PLAN	158993	6929417033	199-23-6399.00-001-199000	Preprinted Envelopes	94.66	N
			158934	9833664069	199-23-6399.00-001-199000	Paper for Incident Response	62.16	N
			158972	9905158440	199-41-6399.00-701-199000	File Boxes	156.87	N
			158993	6929417033	199-41-6399.00-750-199001	Preprinted Envelopes	47.33	N
<b>Totals for Check 018846</b>							<b>361.02</b>	
018847	08-18-2021	TASB, Inc.	159009	613939	199-41-6299.00-750-199018	Policy Review	1,500.00	N
018848	08-18-2021	TASBO	158974	359404	199-41-6411.00-750-199000	Purchasing and SN Classes	350.00	N
018849	08-18-2021	Texas Fleet Fuel	159013	08162021	199-34-6311.00-001-199000	Bus Fuel	225.86	N
018850	08-18-2021	TMHP	158994	07302021	199-41-6499.00-701-199000	Repay Overpayment	35.74	N
018851	08-18-2021	THE BUG MASTER	001293	236926	199-51-6219.00-001-199001	PEST CONTROL SERVICE	450.00	N

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018852	08-18-2021	Whataburger	159014	254632	199-36-6412.06-001-191000	Vball Meals Aug 6	77.71	N
018853	08-18-2021	Wilson Language Training	158964	1867510	282-11-6399.00-001-124000	K-3 Foundations Kit	5,895.83	N
018854	08-20-2021	ESC REGION IV	158998	F92649	199-11-6399.00-001-130000	Curriculum	168.30	N
018855	08-20-2021	KLC CUSTOM ELECTRO	158875	16468	427-52-6299.20-999-199000	Aiphone Station Entry Door	2,525.00	N
018856	08-20-2021	O'HANLON, DEMERATH	159042	22197	199-41-6211.00-701-199000	Review TEA Issue and TASB Rev	1,675.50	N
018857	08-20-2021	KENEDY ISD	159041		199-36-6499.00-001-191000	Cross Country Meet 8/21	45.00	N
018858	08-25-2021	CASH	159060		865-00-2191.63-000-100000	Cash box for FFA	150.00	N
018859	08-27-2021	THRALL ISD ATHLETICS	159071		199-36-6499.00-001-191000	CC Meet 8/28	60.00	N
018860	08-27-2021	Buckholts State Bank	159078		599-71-6521.00-001-199000	Interest Payment Debt Serv	6,278.75	N
018861	08-30-2021	EDISON GOVEA	001296	Reissue 018473	199-36-6412.02-001-191001	Reissue ck 018473 BB meals	87.89	N
018862	08-31-2021	ALARM CENTER, INC.	001297	PO158411	199-51-6259.92-001-199002	Part	27.50	N
018863	08-31-2021	ALL POINTS COMMUNIC	158957	7020120	199-52-6299.00-001-199000	Motorola Radios for Safety	354.30	N
			158957	7020120	427-52-6299.20-999-199000	Motorola Radios for Safety	1,519.20	N
<b>Totals for Check 018863</b>							<b>1,873.50</b>	
018864	08-31-2021	AMAZON CAPITAL	159032	1XXV6RWPYRL4	199-11-6399.00-001-130000	PK-3 Supplies	1,408.50	N
			159032	1XXV6RWPYRL4	199-11-6399.00-001-134000	PK-3 Supplies	38.91	N
			159032	1XXV6RWPYRL4	199-11-6399.00-001-136000	PK-3 Supplies	215.49	N
			159037	1NLMMJFLJPGJ	199-34-6399.00-001-199000	Squeegees for Buses	110.94	N
			159031	1PYY1WTNL1VJ	461-36-6399.58-001-199000	Cheer Poms	45.98	N
			159031	1VNPP43V1DYM	461-36-6399.58-001-199000	Cheer Poms	68.97	N
<b>Totals for Check 018864</b>							<b>1,888.79</b>	
018865	08-31-2021	ANDERLE LUMBER CO. I	159074	2108-608684	865-00-2191.44-001-1000CB	Bug Bomb for Concess Stand	17.99	N
018866	08-31-2021	Auto-Chlor Inc.	159081	6635616	240-35-6342.00-001-199000	Detergent and Solution	169.95	N
018867	08-31-2021	BRENDA GOVEA	159053	AAA89J98AECH	199-36-6412.06-001-191000	Reimb Vball Meal	104.41	N
018868	08-31-2021	BUCKEYE CLEANING CE	159075	90349401	199-51-6316.00-001-199000	Small Trash Bags	401.25	N
018869	08-31-2021	CAPITAL TRUCK & EQUI	159051	W 16269	199-34-6249.00-001-199000	Repairs M3 and M2	338.89	N
			159051	W 16267	199-34-6249.00-001-199000	Repairs M3 and M2	820.70	N
<b>Totals for Check 018869</b>							<b>1,159.59</b>	
018870	08-31-2021	CASH	159069	PO 159069	865-00-2191.65-000-100000	Extra Cash for STUCO Cash Box	20.00	N
018871	08-31-2021	CLEOD9 BUSINESS TEC	159077	15703	199-51-6259.92-001-199000	Phone Service	769.62	N
018872	08-31-2021	DAN EVERETT LUND	159063	205	199-51-6249.98-001-199000	Landscape Maintenance	250.00	N
			159063	204	199-51-6249.98-001-199000	Landscape Maintenance	250.00	N
			159063	206	199-51-6249.98-001-199000	Landscape Maintenance	250.00	N
<b>Totals for Check 018872</b>							<b>750.00</b>	
018873	08-31-2021	ESC Region 12	159018	094389	199-11-6239.00-001-111000	TEKS Planning Workshop	900.00	N
			159067	094140	199-41-6239.00-750-199000	Bus Serv Invoice #3	2,500.00	N
<b>Totals for Check 018873</b>							<b>3,400.00</b>	

Check Payments  
 Buckholts ISD  
 Computer Written Checks  
 For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
018874	08-31-2021	Region VI Education Servi	159054	052404	199-51-6239.00-001-199002	Aug Internet Services	3,115.11	N
018875	08-31-2021	Gulf Coast Paper Co. Inc.	159028	2089826	199-34-6399.00-001-199000	First aid Spill Clean up Kits	545.31	N
018876	08-31-2021	Henry Garcia	159083	GAME #679	199-36-6299.01-001-191000	8/27 Fball Official	100.00	N
018877	08-31-2021	HM Receivables Co. II, LL	159073	955324074	282-11-6399.00-001-124000	Chemistry and Algebra	1,007.30	N
018878	08-31-2021	JANICE DOUGLAS	159062	08202021 VB	199-36-6299.06-001-191000	Vball Official 8/20	80.00	N
018879	08-31-2021	KARL BRIDDLE	159084	GAME #679	199-36-6299.01-001-191000	8/27 Fball Official	100.00	N
018880	08-31-2021	KARL KACIR, CPA	159057	164	199-41-6212.00-750-199000	Audit Interim Work	3,720.00	N
018881	08-31-2021	KARYL SCHILLER	159061	08202021 VB	199-36-6299.06-001-191000	Vball Official 8/20	80.00	N
018882	08-31-2021	LABATT FOOD SERVICE	159052	8248434/817679	240-35-6341.00-001-199000	Food and Non Food Supplies	2,177.33	N
			159052	08176793	240-35-6342.00-001-199000	Food and Non Food Supplies	203.78	N
<b>Totals for Check 018882</b>							<b>2,381.11</b>	
018883	08-31-2021	LONESTAR FORKLIFT	159045	847003518	199-51-6249.99-001-199000	Lift and Forklift Mtnc	350.76	N
			159045	847003519	199-51-6249.99-001-199000	Lift and Forklift Mtnc	396.19	N
<b>Totals for Check 018883</b>							<b>746.95</b>	
018884	08-31-2021	NATIONAL BUSINESS FU	158969	CW026812-TDQ	199-41-6399.00-750-199000	Desk and Chair	1,204.05	N
018885	08-31-2021	Oak Farms Dairy - Housto	159080	111203255	240-35-6341.00-001-199000	Milk Purchase	149.30	N
			159080	111203451	240-35-6341.00-001-199000	Milk Purchase	111.43	N
			159080	111203356	240-35-6341.00-001-199000	Milk Purchase	124.05	N
<b>Totals for Check 018885</b>							<b>384.78</b>	
018886	08-31-2021	STAPLES CREDIT PLAN	158979	9834541677	199-23-6399.00-001-199000	Partitions for Entrance	467.98	N
			159006	9834944025	199-41-6399.00-750-199000	MS Partitions and Webcam	69.99	N
			159079	9834882915	199-41-6399.00-750-199000	Chairs For Office	284.92	N
			159082	8/2021 LATE	199-41-6499.00-702-199000	Late Fee for Aug Payment	67.17	N
			159006	9834944025	199-81-6629.00-001-199000	MS Partitions and Webcam	248.99	N
<b>Totals for Check 018886</b>							<b>1,139.05</b>	
018887	08-31-2021	TEXAS DEPT. OF PUBLI	159055	CRS2021072191	199-41-6219.00-749-199000	Criminal History Check	4.00	N
018888	08-31-2021	Texas Fleet Fuel	159059	038321	199-34-6311.00-001-199000	Trans fuel for R3 and S1	49.62	N
			159059	151843	199-34-6311.00-001-199000	Trans fuel for R3 and S1	76.36	N
			159047	64929	199-34-6311.00-001-199000	Fuel C1 S1 A1	49.01	N
			159047	9054082	199-34-6311.00-001-199000	Fuel C1 S1 A1	69.73	N
			159047	85850	199-34-6311.00-001-199000	Fuel C1 S1 A1	28.54	N
			159047	952382	199-34-6311.00-001-199000	Fuel C1 S1 A1	74.39	N
<b>Totals for Check 018888</b>							<b>347.65</b>	
018889	08-31-2021	TIMOTHY CHRISTOFF	159085	GAME #679	199-36-6299.01-001-191000	8/27 Fball Official	100.00	N
018890	08-31-2021	United Rentals	159044	197158180-002	199-81-6629.00-001-199000	Trencher for Water Line	410.01	N
018891	08-31-2021	Whataburger	159058	08212021	199-36-6411.08-001-191000	CC Meals 8/21/21	54.03	N
			159050	1321064	199-36-6412.01-001-191000	FB Meals 8/20	94.75	N
			159049	1230936	199-36-6412.06-001-191000	VB Meal 8/17	96.58	N
<b>Totals for Check 018891</b>							<b>245.36</b>	
<b>Total For Computer Written Checks</b>							<b>107,381.69</b>	
<b>Total Checks</b>							<b>143,318.34</b>	

BUCKHOLTS ISD QUARTERLY INVESTMENT REPORT							
4th QUARTER 2020-2021							
As of 8/31/2021							
Cash & Cash Equivalent Investments Balances & Investment Income							
ACCOUNT	%RATE	MATURITY DATE	BEGINNING BALANCE	ACCRUED/PAID INTEREST	DEPOSITS	WITHDRAWALS	ENDING BALANCE
138258 Int & Sinking	0.10%		\$36,225.71	\$9.65	\$1,594.91		\$37,830.27
138401 Local Maintenance	0.10%		\$482,126.42	\$109.20	\$606,033.98	-\$674,473.84	\$413,795.76
CD 5378	0.40%	5/21/2022	\$2,532.67	\$4.63			\$2,537.30
CD 7124	0.40%	7/8/2022	\$2,528.45	\$3.12			\$2,531.57
CD 7228	0.40%	4/5/2022	\$121,336.48	\$121.00			\$121,457.48
CD 7245	0.50%	10/24/2021	\$135,353.21	\$168.73			\$135,521.94
CD 7433	0.30%	10/5/2021	\$119,212.48	\$89.16			\$119,301.64
			\$899,315.42				
TOTALS				\$505.49	\$607,628.89	-\$674,473.84	\$832,975.96
Compliance with Public Funds Act-Investments of undercollateralization or violations of investment policy this fiscal year: NONE							
This report was prepared in accordance with Buckholts ISD investment policies and the Public Funds Investment Act, Texas Govt Code 2256							
Sherry Wood, Investment Officer							

BOARD OF TRUSTEES Regular Meeting  
Buckholts Elementary School Library, 203 S. 10th Street, Buckholts, TX 76518  
Buckholts Independent School District

**DISTRICT VISION**

Buckholts ISD is dedicated to developing responsible citizens with high moral and ethical standards who are educated in a safe environment designed to maximize their potential for academic, athletic, and vocational opportunities.

**DISTRICT GOALS**

1. Buckholts ISD will demonstrate high expectations and focus on student success.
2. Buckholts ISD fosters a culture of pride in our students and an atmosphere of respect and positivity.
3. Buckholts ISD strives to create an inviting, supportive work environment and provide training to recruit and maintain the best staff for student growth.

**AGENDA**

**Monday, August 30, 2021 at 6:00 PM**

- I. Call to Order  
*The meeting was called to order at 6:05pm with Ricky McCall, Chris Marrs, James Shelton, Jessie Benavidez, and Margaret Green in attendance.*
- II. Declaration of Quorum
  - A. Announcement by President as to the presence of quorum, that this is a regular board meeting and the notice of the meeting was posted in the time and manner required.
- III. Pledge/Invocation
- IV. Public Comments-pursuant to Board Policy BED (LOCAL)
- V. Reports
  - A. Sherry Lopez- Finance Director Report
  - B. Ms. Alushka Driska- Elementary Report
  - C. Dr. Randy Lund- Principal Report
  - D. Dr. Remy Godfrey- Superintendent Report
- VI. Consent Agenda Items
  - A. Minutes from Special Board Meeting on August 10, 2021  
*Motion made by Jessie Benavidez and seconded by Chris Marrs to approve the Special Board Meeting minutes on August 10, 2021. Passed 5-0.*
  - B. Discussion and take possible action regarding TASB Policy Update.  
*Motion made by Jessie Benavidez and seconded by Chris Marrs to postpone the action taken on the TASB Policy Update. Passed 5-0.*

VII. Action Items

- A. Discussion and possible approval to adopt the Proposed 2021-2022 Buckholts ISD Budget and Compensation Plan.

*Motion made by Chris Marrs and seconded by Jessie Benavidez to approve the budget and compensation plan as presented. Passed 5-0*

- B. Discussion and possible approval of Proposed Tax Rate and Ordinance to set Tax Rate.

*Motion made by James Shelton and seconded by Jessie Benavidez to approve the Proposed Tax Rate and Ordinance to set Tax Rate. Passed 5-0.*

- C. Discussion and possible action regarding budget amendment(s).

*Motion made by Jessie Benavidez and seconded by Chris Marrs to approve the budget amendments as presented. Passed 5-0.*

- D. Discussion and possible action regarding Resolution of the Board Regarding Extended Sick Leave During Pandemic.

*Motion was made by James Shelton and seconded by Ricky McCall to approve the pandemic leave but amend to say the use of 10 days may be used prior to personal days. Passed 5-0.*

- E. Discussion and possible action regarding the Designation of Local Government Records Management Officer.

*Motion was made by Chris Marrs and seconded by Ricky McCall to appoint Sherry Wood, Business Manager, as the Records Management Officer. Passed 5-0.*

- F. Discussion and possible action regarding 2021-2022 EMAT Certification.

*Motion was made by Ricky McCall and seconded by Jessie Benavidez to approve the EMAT Certification. Passed 5-0.*

- G. Discussion and possible action regarding Buckholts ISD Mask Mandate.

*Motion was made by Ricky McCall and seconded by James Shelton to table BISSD Mask Mandate. Passed 5-0.*

VIII. Executive/Closed Meeting will be held as authorized by Texas Government Code, §551.071, §551.072, §551.073, §551.074, §551.075, §551.076, §551.082, §551.083, §551.084, if needed.

IX. Action from Executive Session

X. Adjourn

*Meeting was adjourned at 6:59 pm.*

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting accordance with the Texas Open Meetings Act, Tex: Gov't Code, Chapter 551, Subchapters D and E, and Tex. Education Code, Chapter 21.556.

I, the undersigned, do hereby certify that this Notice was posted on the bulletin board of the main entrance of the Buckholts ISD Administration Building and at the Buckholts Post Office at , which is at least 72 hours prior to the date and time of the scheduled meeting.

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**Mr. Ricky McCall**  
Board President

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**Dr. Remy Godfrey**  
Superintendent

BOARD OF TRUSTEES Public Hearing  
Buckholts Elementary School Library, 203 S. 10th Street, Buckholts, TX 76518  
Buckholts Independent School District

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3. Buckholts ISD strives to create an inviting, supportive work environment and provide training to recruit and maintain the best staff for student growth.

**AGENDA**

**Monday, August 30, 2021 at 6:00 PM**

- I. Call to Order
  - A. Announcements by the President as to the presence of a quorum, that this is a special board meeting and the notice of the meeting was posted in the time and manner required.

*Meeting was called to order at 6:00 pm*
  - B. Pledge of Allegiance and Invocation
- II. Public Comments-pursuant to Board Policy BED (LOCAL)
- III. BISSD 2021-2022 Public Budget Hearing
  - 1) Proposed General Operating Budget
  - 2) Proposed Child Nutrition Budget
  - 3) Proposed Debt Service Budget
  - 4) Proposed Tax Rate
    - A. Buckholts Independent School District's 2021-2022 Proposed Budget and Proposed Tax Rate- CE(LEGAL and LOCAL)-(G2)
- IV. Adjourn

*Meeting was adjourned at 6:05pm*

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting accordance with the Texas Open Meetings Act, Tex: Gov't Code, Chapter 551, Subchapters D and E, and Tex. Education Code, Chapter 21.556.

I, the undersigned, do hereby certify that this Notice was posted on the bulletin board of the main entrance of the Buckholts ISD Administration Building and at the Buckholts Post Office at , which is at least 72 hours prior to the date and time of the scheduled meeting.

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Mr. Ricky McCall  
Board President

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Dr. Remy Godfrey  
Superintendent

## 2021-2022 Buckholts ISD TTESS & TPESS Appraisers

### TTESS

Aluska Driska

Randy Lund

Remy Godfrey

### TPESS

Remy Godfrey

**COLLEGE PREPARATORY MATHEMATICS AND ENGLISH LANGUAGE ARTS  
COURSES**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**BUCKHOLTS INDEPENDENT SCHOOL DISTRICT**

**AND**

**TEMPLE COLLEGE**

This Memorandum of Understanding (“MOU”) is entered into as of the First day of August, 2021 (the “Effective Date”) between the Buckholts Independent School District (“ISD”), a Texas independent school district located at 203 S. 10<sup>th</sup> St., Buckholts, TX 76518, and Temple College (“TC”), a community college system located at 2600 South First Street, Temple, TX 76504.

WHEREAS, The State of Texas mandated via House Bill 5, Section 10 that each school district shall partner with at least one institution of higher education to develop and provide courses in college preparatory mathematics and English language arts;

WHEREAS the parties have agreed to enter into a collaborative agreement where students in the independent school district who are deemed to not be college ready per House Bill 5, Section 10;

WHEREAS, Buckholts Independent School District (BISD) and Temple College (TC) jointly recognized an opportunity to create seamless pathways for students to enter into college level work in mathematics and English Language Arts without further remediation;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, BISD and TC, intending to be legally bound, agree as follows:

1. **Scope of Services.** BISD and TC agree to collaborate to develop and maintain college preparatory mathematics and English language arts courses that meet the terms of this agreement as outlined below in the Support and Services section of this MOU. BISD and TC will meet regularly to maintain the integrity and evaluate the effectiveness of the program.
2. **Term.** The initial term of the MOU shall begin on the 1<sup>st</sup> of August, 2021 and continue for a period of three years. Thereafter, TC may renew this MOU for two (2) consecutive one (1) year terms by delivering written notice to BISD. The initial term and any renewal term(s) are

collectively referred to in this MOU as “Term”. Either party may terminate this MOU, without cause, upon at least thirty (30) calendar days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

3. **Support and Services**. BISD and TC agree to the following conditions:

- A. TC agrees to the following for both the mathematics and English language arts courses:
  - i. To share data and provide feedback regarding student success on entry-level college mathematics and English language arts courses;
  - ii. To train advisors to recognize and honor course(s) on school district transcripts;
  - iii. To ensure that students are counseled directly into college level mathematics, English language arts, and all other courses that require mathematics and English language arts college readiness;
  
- B. TC agrees to the following for the college preparatory mathematics course:
  - i. To provide the Student Learning Outcomes;
  - ii. To provide the syllabi for the courses being offered;
  - iii. To provide the departmental final exams for the courses;
  
- C. TC agrees to the following for the college preparatory English language arts course:
  - i. To provide the final exam for the reading portion of the Integrated Reading and Writing (INRW 0402) course;
  - ii. To provide the types of essays required (expository, persuasive, and critical analysis) and the rubrics for grading those essays;
  - iii. To provide the Student Learning Outcomes for INRW 0402;
  
- D. BISD agrees to the following for both the mathematics and English language arts courses:
  - i. To provide highly qualified instructors for the courses being taught;
  - ii. To identify students who are not college ready as stated in HB 5 and to notify parents and students of the benefits of enrolling in the college prep course(s);
  - iii. To provide professional development and resources required to teach the mathematics and English language arts courses;
  - iv. To identify successful completion of the course(s) on the student transcripts as determined by the State of Texas PEIMS number: English Language Arts – CP110100; Mathematics – CP111200
  - v. To provide curriculum for the course that is consistent with TC Student Learning Outcomes;
  - vi. To follow the BISD Grading Expectations;
  - vii. To deny students enrolled in these courses exemptions from TC final exams;
  - viii. To provide assistance with college enrollment and financial aid applications;
  - ix. To accept completion of the college preparatory course(s) and demonstrate readiness by Temple College, the student’s grade for the course must be at least

a 75 or higher and the final exam grade must be at least a 70 or higher. A student earning a grade between 70-74 will receive high school credit for that course but will not have demonstrated college-readiness.

- x. To provide students with a certificate of completion following successful completion of the course(s)
- E. BISD agrees to the following for the college preparatory mathematics course:
- i. To administer the TC departmental final exam;
  - ii. To provide course material that corresponds to the learning objectives as outlined for college mathematics prep course for each student enrolled in the course;
  - iii. To ensure transferability of the course grade to TC and to demonstrate readiness by Temple College, the student's grade for the course must be at least 75 and the student must pass the final exam with a 70 or higher.
- F. BISD agrees to the following for the college preparatory English language arts course:
- i. To administer the TC INRW Reading final exam
  - ii. To teach and grade the required essays according to the rubrics provided by TC. (T.E.A. Rubrics for Expository, Persuasive, and Literacy Analysis);
  - iii. To teach a preliminary semester course that focuses on college readiness and literacy skills; and
  - iv. To ensure transferability of the course grade to TC and to demonstrate readiness by Temple College, the student's grade for the course must be at least 75 and the student must pass the final exam with a 70 or higher.

4. **Non-Compliance**. Notwithstanding any provision herein to the contrary, if TC does not comply with any part of this MOU, and the failure to comply is not corrected within thirty (30) calendar days after written notice from BISD, this MOU may be terminated immediately upon written notice from BISD, in BISD's sole discretion.

5. **Liability**. Neither BISD or its trustees, officers, employees or agents shall have any liability or responsibility for any claim or cause of action of any person or group arising from (a) the use of district property and/or equipment by TC and TC's officers, volunteers, employees, contractors, agents, invitees, licensees, participants, and visitors, or (b) non-compliance with this MOU, or (c) any act, omission, or negligence of TC, or any of its officers, agents, employees, contractors, invitees, licensees, volunteers, participants or visitors.

**EXCEPT AS MAY OTHERWISE BE PROVIDED HEREIN, BISD MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY KIND. TO THE FULLEST EXTENT PERMISSIBLE UNDER APPLICABLE LAW, BISD DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF PERFORMANCE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, OMISSIONS, COMPLETENESS, AND DELAYS, EXCEPT AS EXPRESSLY PROVIDED HEREIN OR AS REQUIRED BY LAW, UNDER NO CIRCUMSTANCES SHALL BISD BE LIABLE FOR**

EXEMPLARY, SPECIAL, PUNITIVE, CONSEQUENTIAL, OR INCIDENTAL DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, BUSINESS REVENUE, OR GOODWILL DUE TO ANY CAUSE WHATSOEVER, EVEN IF BISD HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

6. **Indemnity.** TC AGREES THAT TC SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS BISD AND BISD'S PAST, PRESENT, AND FUTURE TRUSTEES, OFFICERS, AND EMPLOYEES, FROM AND AGAINST ALL CLAIMS, DEMANDS, CAUSES OF ACTION, DAMAGES, COSTS, AND EXPENSES, INCLUDING, WITHOUT LIMITATION, COURT COSTS AND REASONABLE ATTORNEYS' FEES, OF ANY KIND OR NATURE ASSERTED BY ANY THIRD PARTY, OCCURRING OR IN ANY WAY INCIDENT TO, ARISING OUT OF, OR IN CONNECTION WITH ANY ACTS OF TC AND/OR TC'S PARTICIPANTS, VISITORS, AGENTS, EMPLOYEES, CONTRACTORS, INVITEES, OR LICENSEES DONE IN CONNECTION WITH THIS MOU. TC's obligations under this clause shall survive termination or expiration of this MOU.

7. **Notice.** All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by registered or certified mail, return receipt request, courier delivery, electronic mail, facsimile or receipted overnight mail, and shall be deemed received upon the earlier of (a) the date of delivery, if personally delivered, or (b) three (3) business days after the date of posting by the U.S. postal service, if mailed. All such notices or communications shall be addressed as follows:

If to BISD: Dr. Maxie Morgan  
Superintendent  
203 S. 10<sup>th</sup> St.  
Buckholts, TX 76518

If to TC: Christy Ponce  
President  
2600 South First Street  
Temple, TX 76504

Either party may change such address for notice for the party designated to receive such notice by giving advance written notice to the other party as provided in this paragraph.

8. **Relationship of the Parties.** It is understood and agreed that TC is a separate legal entity from BISD and TC is not an employee, agent, joint venture, or partner of BISD. Nothing in this

Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between BISD and either TC or any employee or agent of TC.

9. No Waiver of BISD's Immunity. The execution of this MOU and the performance by BISD or any of its obligations hereunder are not, and are not intended to waive or relinquish, and BISD shall not waive or relinquish, any governmental, sovereign immunity or defense from or to liability or prosecution available to BISD, its trustees, officers, employees, or agents under federal or Texas laws.

10. No Third Party Beneficiaries. Nothing in this MOU shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against any party to this MOU.

11. Governing Law and Venue. This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of law provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Bell County, Texas.

12. Entire Agreement. This MOU and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the MOU and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this MOU.

13. Severability. In the event that any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the MOU shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

14. Interpretation. The parties agree that the normal rules of construction that requires that any ambiguities in this MOU are to be construed against the drafter shall not be employed in the interpretation of this MOU.

15. Changes and Amendments. This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

16. Assignment. Neither this MOU nor any rights, duties, or obligations under it shall be assignable by TC without the prior written acknowledgement and authorization of ISD. Any attempted assignment by TC without BISD's prior written consent shall be void.

17. No Waiver. No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of

any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this MOU shall be binding unless in writing and signed by duly authorized representatives of the parties hereto.

18. Captions. The captions herein are for convenience and identification purposes only, are not an integral part hereof, and are not be considered in the interpretation of any part hereof.

19. Counterparts. This MOU may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

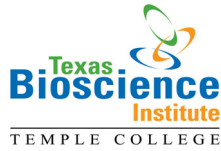
**BUCKHOLTS INDEPENDENT SCHOOL DISTRICT**

\_\_\_\_\_  
Dr. Maxie Morgan, Superintendent

**TEMPLE COLLEGE**

\_\_\_\_\_  
Dr. Christy Ponce, President

It is the policy of the Buckholts Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its Career Technical Education programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.



**MEMORANDUM OF UNDERSTANDING  
 Temple College Dual Credit Program(s)  
 2021-2022 (FY22)**

COLLEGE DISTRICT:	INDEPENDENT SCHOOL DISTRICT (ISD):
Temple College (TC)	Buckholts ISD

The institutions named above seek to expand access to higher education and workforce training in their local communities through college credit, certificate, or non-certificate courses agreed upon by the institutions.

Both parties agree to adhere to the policies and procedures of each organization, to work expediently to resolve any situations in which the institutional policies or procedures may conflict and to review the relationship represented in the MOU each year.

**TYPE OF AGREEMENT**

- Restricted high school courses for eligible high school students only, offered on high school campus via face-to-face or electronic delivery.
- High school students, with ISD or parental permission, may take TC courses at a TC campus or Center(s) via face-to-face or electronic delivery.

**GENERAL PROVISIONS/ TEMPLE COLLEGE- TEXAS BIOSCIENCE INSTITUTE DUAL CREDIT PROGRAM DEFINITIONS**

*Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.83.*

- Dual Credit – A system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school students only, applicable sections of these rules, §4.84(a) and §4.85(a), (b), (g), (h), (i) of this title (relating to Dual Credit Partnerships), apply irrespective of location or mode of delivery. Dual credit is also referred to as concurrent course credit; the terms are equivalent. This differs from how the term “concurrent enrollment” is used (see below).
- Dual Enrollment – (previously referred to as dual or concurrent enrollment) -- Refers to a system under which a student is enrolled in more than one educational institution (including a high school and a public institution of higher education). When a student in a dual enrollment system enrolls in courses that student earns appropriate course credit from each distinct educational institution that offered the course. Dual enrollment is not equivalent to dual credit.
- Articulated College Credit – Credit earned through a high school-level course that fulfills specific requirements of an identified college-level course and provides a pathway for high school students to earn credit toward a technical certificate or technical degree at a partnering institution of higher education. A course that is part of an Articulation Agreement between an ISD and TC. Credit is awarded after high school graduation, and after the student enrolls at TC and successfully completes six (6) hours of college credit further meeting all requirements of the Articulation Agreement.

- International Baccalaureate Diploma Program – The curriculum and examinations leading to an International Baccalaureate diploma awarded by the International Baccalaureate Organization.
- College Board Advanced Placement – College-Level courses and exams available to secondary students under the auspices of an approved College Board program.
- Early College Education Program – A program as defined in TEC 29.908.
- Early College Program--A program developed via an institutional agreement in partnership between a public institution of higher education and high schools or school districts in which a student enrolls in courses that are part of a defined sequence of courses leading to a Board-approved certificate, AA, AS, or AAS degree program as defined in *Title 19, Part 1, Chapter 9, Rule 9.1 - Definitions of Texas Administrative Code*.

## STATEWIDE DUAL CREDIT GOALS

*Reference: Texas Education Code; Section 28.009; (b-1) and (b-2)*

As required by HB 1638 (85<sup>th</sup> Legislature, Regular Session) and codified in the Texas Education Code, Sec. 28.009, the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) collaboratively developed statewide goals for dual credit programs in Texas. These goals provide guidance to institutions of higher education (IHEs) and independent school districts (ISDs) on components that must be in place to ensure that quality dual credit programs are provided to Texas high school students.

Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

### **TC and ISD alignment:**

- TC will provide annual Dual Credit Information Sessions at the high school or college location for parents and students. Information Sessions will include information about the benefits and costs of dual credit and local enrollment and fee policies.
- ISD will advertise the event to parents and students interested in dual credit and provide a location for the event if it is to be held on the high school campus.
- TC and ISD will provide dual credit webpages that reflect the most current dual credit program information, including enrollment and fee policies.
- TC will hold an annual counselor’s meeting that will provide the latest information regarding dual credit best practices, upcoming deadlines, legislative requirements, and TC policies affecting dual credit learners.
- TC and ISD will hold PAC meetings (alternating locations) that allow IHE and ISD staff to collaboratively address any ongoing dual credit issues and to further align marketing campaigns and dual credit goals.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

### **TC and ISD alignment:**

- TC will provide annual Dual Credit Orientation Sessions at the high school or college location for

parents and students. Orientation Sessions will include information about TC student policies, best practices for successful adaptation to college curriculum, and e-learning orientation to assist student access to provided online portals and student support.

- ISD will advertise the event to parents and students interested in dual credit and provide a location for the event if it is to be held on the high school campus.

Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

**TC and ISD alignment:**

- TC will provide an online service for student advising access and support called CRM Advise.
- TC will provide (1) Dual Credit Pathways guides that align high school pathways (endorsements), including dual credit courses, with Temple College academic or career and technology certificates and degree programs, (2) program maps showing a clear pathway to completion, further education, and employment in fields of importance to the region, and (3) transfer pathways aligned to pathway courses and expected learning outcomes with transfer institutions, which optimize the applicability of community college credits to university majors.
- TC will provide advising services at all center locations on a walk-in basis.

Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

**TC and ISD alignment:**

- TC endeavors to ensure quality and rigor of all college credit courses by upholding SACSCOC accreditation standards in hiring of faculty.
- All college faculty are evaluated annually by the relevant department chair in accordance with the college's Annual Evaluation policy, located in Temple College's Administrative Regulations.
- All college courses are issued student evaluations for learner feedback.

**STUDENT ELIGIBILITY**

*Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.*

1. A high school student is eligible to enroll in academic dual credit courses if the student:
  - 1.1. demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.57* of this title (relating to College Ready and Adult Basic Education (ABE) Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.56* of this title (relating to Assessment Instrument); or
  - 1.2. demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.54* of this title (relating to Exemptions, Exceptions, and Waivers).
  - 1.3. A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:
    - 1.3.1. Courses that require demonstration of TSI college readiness in reading and/or writing:
      - 1.3.1.1. if the student achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA), on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or

- 1.3.1.2.if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or
    - 1.3.1.3.if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
  - 1.3.2.Courses that require demonstration of TSI college readiness in mathematics:
    - 1.3.2.1.if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and a passing grade in the Algebra II course; or
    - 1.3.2.2.if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or
    - 1.3.2.3.if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test; or
    - 1.3.2.4.if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
- 2. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.
  - 2.1. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program under the following conditions:
    - 2.1.1.Courses that require demonstration of TSI college readiness in reading and/or writing:
    - 2.1.2.if the student achieves a Level 2 final recommended score, as defined by TEA, on the English II STAAR EOC; or
    - 2.1.3.if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or
    - 2.1.4.if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
  - 2.2. Courses that require demonstration of TSI college readiness in mathematics:
    - 2.2.1.if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and a passing grade in the Algebra II course; or
    - 2.2.2.if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or
    - 2.2.3.if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test; or
    - 2.2.4.if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
  - 2.3. A student who is exempt from STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.
  - 2.4. Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (4) of this subsection.
  - 2.5. To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., a minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
  - 2.6. An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.
  - 2.7. An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.
- 3. All students enrolled in college courses are subject to all College policies and procedures.

## TUITION AND FEES:

Dual Credit students are eligible to receive a tuition discount of \$43 per semester hour for In-District and \$73 per semester hour for Out-of-District.

2021-2022 Academic Year: In-district tuition at Temple College before discount is applied is \$114 per SCH. Out-of-district tuition at Temple College before discount is applied is \$188 per SCH. Non-Texas residents are billed in accordance with the College's billing schedule.

Tuition and fees may not be discounted for any student for the following types of courses: audited courses, non-credit courses, and developmental education courses. Dual credit students taking strictly online delivered courses will receive the dual credit tuition discount including the waiving of fees but have to pay the out-of-district tuition rate if student residence is not established within the taxing district. **Note: Students may also be subject to paying any differential tuition or fee costs associated with or charged to special courses (example: Medical Terminology).**

Tuition and fee charges that are to be paid at registration are due at that time. Registration is not complete until all payments have been made. Other charges are due upon request.

Payment of tuition and fees may be made by cash, check, money order, Visa, MasterCard, Discover Card, American Express, or installment plan.

The Dual Credit program tuition discount and or waiving of any related fees are subject to change by the TC Board of Trustees. All tuition, charges, and fees are subject to change by action of the Board of Trustees, as they deem advisable.

## TBI CONSORTIUM FEE

A Texas Bioscience Institute (TBI) Consortium Group was established between the affiliated ISDs, Home School participants and Temple College.

The Consortium Fee is used to fund specific instructional and student support related activities unique to the TBI Middle College. In addition, as part of the Consortium Group, Temple College also provides the ISD and Home School participants with outreach services geared specifically to the needs of each ISD and Middle College student

The current Consortium Fee is set at \$150 per student for all affiliated Independent School Districts and Home-Schooled students for up to ten students. The fee is capped at \$1500 for those affiliated and sending more than ten students to the TBI Middle College Program.

***Please note that the current TBI Consortium Fee will be evaluated on an annual basis as to its effectiveness and whether it is feasible for its continuation at the current rate.***

Temple College will bill the Independent School District an appropriate consortium fee to be part of the Texas Bioscience Institute. (Invoicing for payment of the Consortium Fee is sent with the annual renewal of the MOU for each ISD).

## **FACULTY QUALIFICATIONS**

Faculty Selection, Supervision, and Evaluation.

*Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.*

1. The college shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of the college or must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.
2. The college shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the college.
  - 2.1. All instructors must meet the minimum requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
  - 2.2. The College shall select, supervise, and evaluate instructors for courses that result in the award of college dual credit.
  - 2.3. Instructors must meet the same standards, review, evaluation, and approval procedures used by the College to select faculty responsible for teaching the same courses at a main campus or Center of TC.
  - 2.4. Instructors, even if employed by and paid by the ISD, must be supervised in instructional matters by the TC Department Chair and must meet all administrative and evaluation requirements.
  - 2.5. Official transcripts of instructors must be kept on file at Temple College.

## **LOCATION AND STUDENT COMPOSITION OF CLASSES**

*Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.*

1. Dual credit classes may be taught on the college campus, on the high school campus, or via distance online learning. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering courses at a distance. In addition, dual credit courses taught electronically shall comply with the Board's adopted Principles of Good Practice for Courses Offered Electronically. Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:
  - 1.1. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
  - 1.2. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students
  - 1.3. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Temple College abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which states: "No otherwise qualified person shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic or other postsecondary education aid, benefits, or services." In order for students with disabilities to receive accommodations from TC, students must provide TC's Office of Student

Accommodations with current (within three years of enrollment at TC) documentation of disability. Documentation consists of a statement or evaluation from a recognized medical professional. The Individualized Education Plan used for public school students may not substitute for the documentation specified above. High school personnel will make students aware that if a student has a documented disability that may influence their performance and for which they may require accommodations, the student must register (self-identify) with and provide documentation of their disability to the Office of Student Accommodations at Temple College. *Reference: Temple College Student Handbook.*

## **ELIGIBLE COURSES**

*Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.*

1. Courses offered for dual credit by public two-year associate degree-granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the Board.
2. Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university.
3. Public colleges may not offer remedial and developmental courses for dual credit.
4. See "Attachment A" Crosswalk for courses offered through Temple College and the Texas Bioscience Institute Dual Credit Program(s).

## **ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES**

*Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.*

1. Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.
2. Students in dual credit courses must be eligible to utilize the same or comparable support services that are afforded college students on the main campus. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible. Detailed information is published in the College Dual Credit Enrollment and Support Services Manual.

## **TRANSCRIPTING OF CREDIT**

*Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.*

For dual credit courses, high school, as well as college credit, should be transcribed immediately upon a student's successful completion of the performance required in the course.

## **FUNDING**

*Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.*

1. The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
2. The college may only claim funding for students getting college credit in the core curriculum, career and technical education, and foreign language dual credit courses. This provision does not apply to students enrolled in approved early college education programs under TEC 29.908.

3. All public colleges, universities, and health-related institutions may waive all or part of tuition and fees for a Texas high school student enrolled in a course for which the student may receive dual course credit.

Funding Sources

Tuition: Tuition and Fees are the responsibility of the student. Students must make payment arrangements directly with Temple College.

Transportation: Transportation is the responsibility of the student.

Required Fees or Textbooks: Textbooks and any additional fees are the responsibility of the student. Temple College will provide textbook information through the Temple College Bookstore and course syllabi every semester.

**RESPONSIBILITIES**

The details below will facilitate effective delivery of instruction and services. More specific details can be found in the Temple College Dual Credit Enrollment and Support Services Manual.

Area	TC Responsibilities and other related information	ISD Responsibilities and other related information
Course Schedule	<p>Develop course schedule in collaboration with ISD representative.</p> <p>Mutually agree on a policy to follow regarding the college operation of classes in cases of weather-related closing of schools, parent nights (Back to School,” etc.)</p> <p>Make appropriate arrangements for college classes to be conducted at the high school or college facility in the event that the ISD holiday calendar differs from the TC holiday calendar.</p>	<p>Develop annual scheduling plan and semester course schedules in collaboration with TC representatives.</p> <p>Mutually agree on a policy to follow regarding the college operation of classes in cases of weather-related closings of schools, parent nights, (“Back to School,” etc.)</p> <p>Make appropriate arrangements for college classes to be conducted at the high school or college facility in the event that the ISD holiday calendar differs from the TC holiday calendar.</p>
Class Size	<p>Each college class offered for dual credit at the TC Main Campus or Center must have an enrollment of a minimum of fifteen (15) students. Exceptions to enrollment minimum and maximum allotments require College (VP of Academic Affairs) and or departmental approval.</p>	<p>Each college class offered for dual credit at a high school campus must have an enrollment of a minimum of eighteen (18) students. Exceptions to enrollment minimum and maximum allotments require College (VP of Academic Affairs) and or departmental approval.</p>
Faculty	<p>See Faculty Qualifications Section above</p>	<p>Any ISD teacher wanting to qualify as a dual credit instructor for TC must submit a dual credit instructor application with transcripts to the TC Human Resources office and meet all requirements specified. Temple College Department Chairs will vet each applicant through normal processes. (See Faculty Qualifications Section above)</p>

<p>Facility</p>	<p>Offer college credit courses at designated ISD high school(s).</p> <p>Work with designated ISD contact to relay pertinent information and instructional equipment related requests.</p> <p>Comply with ISD facility guidelines.</p> <p>Coordinate with the high school to provide faculty with the procedure(s) for security or drills for the facility during class and at the end of class. <u>All facility rules, including any TC faculty or student restrictions, must be provided prior to the start of the semester.</u></p> <p>Designate the need for Special Room(s) Use (Computer Labs, etc.)</p> <p>Describe and Reserve: Computer labs for writing assignments, final exams, group activities</p> <p>When Temple College Courses are taken online.</p>	<p>Provide TC with the necessary classroom space equipped for college-level instruction, including:</p> <ul style="list-style-type: none"> <li>• Adequate board space</li> <li>• Data projector/display equipment</li> <li>• Internet access that lifts ISD firewall restrictions upon request</li> </ul> <p>Designate an official who will facilitate classroom instructional equipment/internet access requests from TC faculty.</p> <p>Provide TC the procedure for security or drills for the facility during class and at the end of class. <u>All facility rules, including any TC faculty or student restrictions, must be provided prior to the start of the semester.</u></p> <p>Designate Special Room(s) Use (Computer Labs, etc.)</p> <p>Describe and Reserve: Computer labs for writing assignments, final exams, group activities</p> <p>Notify TC if students are being required to enroll in a computer lab/study hall to work on TC online courses.</p> <ul style="list-style-type: none"> <li>- Provide to TC information (forms, policies) that describe the ISD's requirement to students.</li> <li>- Any changes to course delivery requirements by the high school should be discussed with Temple College. A change to a high school's location status requires pre-approval/notification from SACSCOC, the College's regional accrediting body. If mandatory computer lab/study hall would require the high school location to change its status with SACSCOC, documentation materials must be submitted to the accrediting body prior to January 1 for the following fall implementation. Temple College reserves the right to deny or withdraw enrollment in the effected college courses until such change is approved by SACSCOC.</li> </ul>
<p>Personnel</p>	<p>TC Director of Dual Credit Program and or the Vice President of Academic Affairs is to serve as primary contact(s) for ISD staff.</p>	<p>Provide a designated official high school contact(s) and counselor(s) with whom TC Director of Dual Credit Program and or the Vice President of Academic Affairs is to work.</p>
<p>Public Relations</p>	<p>Provides Dual Credit Program informational and promotional materials and TC staff support to high school/district contacts.</p>	
<p>Instructional Schedule &amp; Calendar</p>		<p>All dual credit college courses will follow an approved TC instructional academic calendar. Students will be expected to attend regularly scheduled TC college courses even if the ISD is not in session.</p>

<p>Testing (i.e., Texas Success Initiative Assessment (TSIA), proctored testing)</p>	<p>Temple College offers proctored test services to students and the community at the Main Campus Testing Center and the EWHCEC-Hutto Testing Center. Most testing is administered on a first-come, first served basis during the posted <u>Testing Center hours</u>.</p>	<p>Coordinate with the college to provide assessments or establish in-house testing agreements and assessment services.</p> <p>Provide adequate and acceptable space for proctored testing purposes.</p>
<p>Support Services</p>	<p>Arrange assessment, advising, and registration services to students.</p> <p>Arrange for ISD-specific orientation information to TC faculty who teach at the high school campus.</p> <p>Provide confirmation of courses schedules and class rolls to designated ISD officials upon request as allowed by FERPA. (TC recognizes an educational need to know for superintendents, principals, counselors and or others as officially designated and documented by the ISD).</p> <p>Provide only an intermediate-semester grade (status at week 10 of the semester) and final grades as allowed by FERPA (see above). Note disclaimer below.</p> <p><b>Temple College Disclaimer for Intermediate-Semester Grade Reporting</b> As a professional courtesy, Temple College submits numerical grades (status at week 10 of the semester) to our high school partners for fall and spring semester respectively for students taking college courses offered for dual credit.</p> <p>Intermediate-semester grades are provided to the high schools to serve as an academic check for intervention purposes to ensure students are staying on the pathway to success in meeting high school graduation requirements. <b>It is recommended that use of the intermediate-semester grades for other purposes beyond considerations of academic intervention should be avoided.</b> Temple College does not assign intermediate-semester grades to our traditional or concurrent enrolled college students.</p> <p>All course grading conventions are stipulated in the instructor’s course syllabus. Temple College considers the end-of-semester final course grade that will appear on the student’s official college transcript as the only valid grade issued for each course. <b>The only official grade assigned at Temple College is the final course letter grade.</b></p>	<p>Designate procedures to provide duplication (copy) services to TC faculty at the high school site.</p> <p>Distribute promotional materials to high school students related the TC traditional and dual credit program(s).</p> <p>Meet to plan, coordinate logistics, and on-site support for TC faculty and or courses taught at the high school location(s).</p> <p>Arrange for ISD-specific orientation information to TC faculty who teach at the high school campus.</p> <p>Provide calendar schedules for all high school related testing and or other related activities that group student absences can be expected.</p> <p>Coordinate with the college to ensure timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.</p>

	<p>Meet to plan logistics and on-site support for TC faculty and or courses taught at the high school location(s).</p> <p>Ensure timely and efficient access to such support services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.</p>	
Services For Students With Disabilities	Provide accommodations for ISD students enrolled in TC classes taken on TC campus, Center, or other teaching location, based on student's self-reported documented disability.	
Student Records And Reporting	Provide mutually agreed-upon reports of student enrollment to designated ISD officials upon request as allowed by FERPA.	

**Authorizing Signatures**

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ISD, President, Board of Trustees

Date

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President, Temple College Board of Trustees or Designee

Date

**ADD POLICY**

**Mission**

Buckholts Independent School District is rich in culture, heritage, and tradition. BISD will provide an educational environment that will enable all students to develop essential academic skills for a lifetime. We will produce well-educated students who can pursue higher educational opportunities and who will become responsible citizens in a changing global society by teaching ALL students so that they may learn at their maximum potential.

**Vision**

Ever graduate ready for college, career, and life. Real school. Every day.

### **PROPOSED 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](#).<sup>1</sup>

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<sup>1</sup> Innovation Plan: [\[https://www.buckholtsisd.net/288256\\_2\]](https://www.buckholtsisd.net/288256_2)

### PROPOSED REVISIONS

<b>Membership</b>	The Board shall consist of seven members.
<b>Method of Election</b>	Election of Board members shall be at large.
<b>Election Date</b>	General election of Board members shall be on the May uniform election date.
<b>Terms and Election Schedule</b>	<p>Board members shall be elected for four-year terms, with elections conducted biennially, as follows:</p> <p>The election of three Board members shall be held in <del>2019</del>, 2023, 2027, <a href="#">2031</a> and in four-year intervals thereafter.</p> <p>The election of four Board members shall be held in <del>2021</del>, 2025, 2029, <a href="#">2033</a> and in four-year intervals thereafter.</p>
<b>Method of Voting</b> Plurality	The candidates receiving the highest number of votes for the number of positions with expiring terms shall be elected.

## PROPOSED REVISIONS

### Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

### Regular Meetings

Regular meetings of the Board shall normally be held on the third Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

### Special or Emergency Meetings

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 submitting items for inclusion on the agenda is the ~~seventh~~ third business day before regular meetings and the seventh business day before special meetings.

#### Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. 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 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 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.

### 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, in accordance with law.

BOARD MEETINGS

BE  
(LOCAL)

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**

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.

**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

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 Board 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 and signed by the Board President and 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. 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

**Limit on  
Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

**Public Comment**

Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

Public comment shall occur at the beginning of the meeting.

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed ~~three minutes~~two minutes per meeting.

Meeting  
Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**Complaints and  
Concerns**

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA

- Student or parent complaints: FNG
- Public complaints: GF

**Disruption**

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

### PROPOSED REVISIONS

<b>District / Campus Committee</b>	In compliance with law, the District shall establish a District/Campus Committee to advise the Board or its designee in establishing and reviewing the District's educational goals, performance objectives, and major District-wide classroom instructional programs. The committee shall assist with the development, evaluation, and revision of the District/campus improvement plan and shall approve campus staff development needs identified in the District/campus improvement plan. [See BQ and DMA]
<b>Board's Designee</b>	The Superintendent shall serve as the Board's designee and shall regularly consult with the committee.
<b>Meetings</b>	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.
<b>Communications</b>	The Superintendent shall ensure that the 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.
<b>Composition</b>	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.
Selected Representatives	Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.
<i>Parents</i>	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.
<i>Community Members</i>	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.
<i>Business Representatives</i>	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

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

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.

Professional Staff  
Elections

Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.

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 all professional staff.

At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff.

As the only certified professional at the District level, the Superintendent shall serve as the District-level professional representative.

~~At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by all professional staff.~~

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]

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.

**Terms**

All representatives shall serve one-year terms and shall be limited to two consecutive terms on the committee~~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.

## PROPOSED POLICY

### **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)

<i>Business Representatives</i>	<p>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.</p>
<b>Professional Staff Elections</b>	<p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>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.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff assigned to the campus.</p> <p>At least one District-level professional representative shall be nominated and elected by all professional staff assigned to the campus.</p> <p>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]</p> <p>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.</p>
<b>Terms</b>	<p>All representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee.</p>
<b>Vacancy</b>	<p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p>

**PROPOSED REVISIONS**

~~**No Discounts or  
Split Payments**~~

~~Discount or split payment options shall not be provided for the payment of property taxes in the District.~~

**Discounts**

Discount options shall not be provided for the early payment of property taxes in the District.

**Split Payments**

Split payment of taxes shall be allowed in accordance with statutory provisions.

## PROPOSED REVISIONS

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

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### 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 \\$50,000 or more, 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

#### **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; and
3. 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.

#### Firearms

##### Purpose

The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations at a District school, including: invasion of a school by an armed outsider; a hostage situation; actions of a student who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.

##### Authorization

Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms at school and at school-sponsored or school-related events, to the extent allowed by law.

Each specifically authorized employee shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee.

The authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason. In addition, the Superintendent shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy.

Employee participation in this safety program shall be voluntary and shall not be a requirement for any position of employment with the District.

##### Handgun Licensees

Only a District employee who maintains a current license to carry a handgun, in accordance with Texas state law, shall be eligible for authorization to possess a firearm on District property.

A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy

SAFETY PROGRAM/RISK MANAGEMENT  
EMERGENCY PLANS

CKC  
(LOCAL)

shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).

Training

Each District employee who is authorized to possess a firearm on District property shall be provided specialized training in crisis intervention, management of hostage situations, and other topics as the Board or designee may determine necessary or appropriate.

Permitted  
Ammunition

Only District-approved ammunition shall be permitted in firearms authorized for use under the District's emergency operations procedures.

## 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 176.007 [See BBFA and CHE]
- 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 ~~Superintendent~~ business manager 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.

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

- 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.
- 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; high-demand dual credit courses; hard-to-fill courses; and science, technology, engineering, arts, and mathematics \(STEAM\) courses. The Superintendent shall have authority to approve a principal's request to issue a local teaching certificate to a person with experience in a CTE field or STEAM field. The Superintendent shall report to the Board any approval of a local teaching certificate.](#)
- [In addition, the Superintendent shall have the authority to permit a certified teacher to teach courses outside his or her certified field\(s\). All other teaching assignments shall require certification in accordance with state law. \[See DK\]](#)
- Contract Personnel** The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.
- 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.

## PROPOSED REVISIONS

### **Disqualifying Offenses**

The District shall obtain criminal history record information on final candidates for employment. All District positions have the potential for contact with students. The District shall disqualify from employment a person whose criminal history indicates that the person poses a threat to students or employees. Consistent with business necessity, the District shall also disqualify from employment a person whose criminal history is otherwise inconsistent with the job duties of the position for which the person is being considered.

### **Individualized Assessment**

The District shall perform an individualized assessment of criminal history record information when determining a person's eligibility for employment in a specific position. The District shall take into account a variety of factors, including the following:

1. The nature of the offense;
2. The age of the person when the crime was committed;
3. The date of the offense and how much time has elapsed;
4. The adjudication of the offense (e.g., whether the person was found guilty by a trier of fact, pled guilty, entered a no contest plea, or received deferred adjudication);
5. The nature and responsibilities of the job sought;
6. The accuracy of the person's disclosure of his or her criminal history during the selection process;
7. The effect of the conduct on the overall educational environment; and
8. Any further information provided by the person concerning his or her criminal history record.

### **Arrests**

The fact of an arrest alone does not establish that criminal conduct has occurred, and the District shall not disqualify a person based solely on an arrest. The District may make an employment decision based on the conduct underlying the arrest if the conduct makes the person unfit for the position in question.

### **SBEC Notification**

If a candidate for a position has a reported criminal history, and the candidate is certified by the State Board for Educator Certification (SBEC), the District shall report the criminal history to SBEC.

### **Credit History**

~~The District shall obtain credit history information on a candidate for employment only when the credit history is related to the position for which the person is being considered. The District shall comply with the Fair Credit Reporting Act before obtaining a job-related credit history. [See DBAA(LEGAL)]~~

## PROPOSED REVISIONS

<b>Personnel Duties</b>	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.
<b>Posting Vacancies</b>	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.
<b>Applications</b>	<p>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.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
<b>Employment of Contractual Personnel</b>	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel; <u>however, from May 1 to August 31, the Board delegates to the Superintendent the authority to employ all contractual personnel, except campus administrators and principals. The Superintendent shall inform the Board of any persons hired under this authority.</u></p> <p>[See DCA, DCB, DCC, and DCE as appropriate]</p>
<b>Employment of Noncontractual Personnel</b>	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.</p> <p>[See DCD]</p>
<b>Employment Assistance Prohibited</b>	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.]

## PROPOSED POLICY

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

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**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 up to two additional one-year periods 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.

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<sup>1</sup> Innovation Plan: [ [https://www.buckholtsisd.net/288256\\_2](https://www.buckholtsisd.net/288256_2) ]

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

**Pay Administration**

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay  
Increases*

Contract  
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract  
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

**Pay During Closing**

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

Premium Pay  
During Disasters

After authorization by resolution or other Board action and in accordance with such authorization, nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

### PROPOSED POLICY

#### **Vacation Days**

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

#### **Holidays**

Eligible employees in positions normally requiring 12 months of service of service annually shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

[See DEAB for overtime pay provisions.]

### 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 ~~screening~~-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]

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

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**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.

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, alcohol and controlled substances tests, and the consequences that follow positive test results.

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

Drug-Related  
Violations

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 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 required follow-up test~~ a reasonable suspicion test.
- ~~8. Testing positive for controlled substances in a required follow-up test.~~
- ~~9. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.~~
- ~~10.~~ 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 ~~may be reinstated as a driver if he or she successfully completes a return-to-duty test. The employee may also be subject to follow-up tests~~ 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

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

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 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 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.

## PROPOSED REVISIONS

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

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### **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 \[see DBA\], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience or expertise in a specific field to teach high-demand dual credit courses, hard-to-fill courses, science technology, engineering, arts, and mathematics \(STEAM\) courses, or career and technical education \(CTE\) courses. The Superintendent shall report this action to the Board for final approval.](#)

[In addition, the Superintendent shall have the authority to approve the principal's request to assign a certified teacher to teach courses outside his or her certified field\(s\). 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.

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

**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.

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[Innovation Plan: \[ https://www.buckholtsisd.net/288256\\_2\]](https://www.buckholtsisd.net/288256_2)

### PROPOSED REVISIONS

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**Note:** This local policy has been revised in accordance with the District's innovation plan.<sup>1</sup>

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**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.

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<sup>1</sup> Innovation Plan: [ [https://www.buckholtsisd.net/288256\\_2](https://www.buckholtsisd.net/288256_2) ]

### 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 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 of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

~~Conferences~~

~~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.

**Calculation**

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, ~~but only in the subjects of English, mathematics, science, social studies, and languages other than English, as well as in any courses taken in a sequence for a certification and in any Advanced Placement (AP) course or approved college-level course not associated with these subjects.~~

The calculation shall include failing grades.

**Weighted Grade  
System**

The District shall categorize and weight eligible courses as Advanced, ~~and~~ Regular, ~~and~~ Basic in accordance with provisions of this policy and as designated in appropriate District publications.

Categories

*Advanced*

Eligible ~~AP-Honors~~ and dual credit courses shall be categorized and weighted as Advanced courses.

*Regular*

All other eligible courses shall be categorized and weighted as Regular courses.

*Basic*

Eligible courses that have had the content modified, including credit recovery courses, shall be categorized, and weighted as Basic 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 grade point average (GPA) in accordance with the following chart:

Grade	Advanced	Regular	Basic
100	5.0	4.0	<u>3.5</u>
99	4.9	3.9	<u>3.4</u>
98	4.8	3.8	<u>3.3</u>
97	4.7	3.7	<u>3.2</u>
96	4.6	3.6	<u>3.1</u>
95	4.5	3.5	<u>3.0</u>
94	4.4	3.4	<u>2.9</u>
93	4.3	3.3	<u>2.8</u>
92	4.2	3.2	<u>2.7</u>

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

<b>Grade</b>	<b>Advanced</b>	<b>Regular</b>	<b><u>Basic</u></b>
91	4.1	3.1	<u>2.6</u>
90	4.0	3.0	<u>2.5</u>
89	3.9	2.9	<u>2.4</u>
88	3.8	2.8	<u>2.3</u>
87	3.7	2.7	<u>2.2</u>
86	3.6	2.6	<u>2.1</u>
85	3.5	2.5	<u>2.0</u>
84	3.4	2.4	<u>1.9</u>
83	3.3	2.3	<u>1.8</u>
82	3.2	2.2	<u>1.7</u>
81	3.1	2.1	<u>1.6</u>
80	3.0	2.0	<u>1.5</u>
79	2.9	1.9	<u>1.4</u>
78	2.8	1.8	<u>1.3</u>
77	2.7	1.7	<u>1.2</u>
76	2.6	1.6	<u>1.1</u>
75	2.5	1.5	<u>1.0</u>
74	2.4	1.4	<u>.9</u>
73	2.3	1.3	<u>.8</u>
72	2.2	1.2	<u>.7</u>
71	2.1	1.1	<u>.6</u>
70	2.0	1.0	<u>.5</u>
Below 70	0	0	<u>0</u>

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 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 using grades available at the time of calculation at the end of the fifth six-week grading period of the senior year.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. 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 District high school for the six semesters immediately preceding graduation;
2. Have completed the foundation program with distinguished level of achievement; and
3. Be graduating after exactly eight semesters of enrollment in high school.

*Breaking Ties*

In case of a tie in weighted GPAs after calculation to the fourth decimal place, the District shall recognize all students involved in the tie as sharing the honor and title.

**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.

The District shall calculate class rank for this purpose at the end of the spring semester of the senior year.

### PROPOSED REVISIONS

<b>Course Requirements</b>	To graduate, a student must complete the courses required by the District in addition to those mandated by the state.
<b>Foundation Program</b>	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 no additional credits beyond the number mandated by the state to graduate 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.
<b><u>No Fine Arts Substitutions</u></b>	<u>The District shall not award state graduation credit in fine arts for participation in a community-based fine arts program.</u>
<b><del>Fine Arts Substitutions</del></b>	<del>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.</del>
<b>Physical Education Substitutions</b>	<u>The District shall not allow students to substitute activities and courses for state graduation credit in physical education.</u>
<u>No</u> Activities and Courses	<del>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.</del>
Private or Commercial Programs	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]

## PROPOSED REVISIONS

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

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### Authority

The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

A resident student 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.

### Factors

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

### 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.](#)

[In accordance with the District's innovation plan, the District is exempt from state law requiring transfers to be for a one-year period. Therefore, violation of the terms of the agreement may result in revocation of the agreement during the school year or may result in a transfer request not being approved the following year.](#)

~~A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.~~

### 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.

Buckholts ISD  
166907

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

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[Innovation Plan: \[ https://www.buckholtsisd.net/288256\\_2 \]](https://www.buckholtsisd.net/288256_2)

### PROPOSED REVISIONS

The District shall support the general wellness of all students by implementing measurable goals to promote sound nutrition and student health and to reduce childhood obesity.

[See EHAA for information regarding the District's coordinated school health program.]

#### **Development, Implementation, and Review of Guidelines and Goals**

The local school health advisory council (SHAC), on behalf of the District, shall review and consider evidence-based strategies and techniques and shall develop nutrition guidelines and wellness goals as required by law. In the development, implementation, and review of these guidelines and goals, the SHAC shall permit participation by parents, students, representatives of the District's food service provider, physical education teachers, school health professionals, members of the Board, school administrators, and members of the public.

[See BDF for required membership of the SHAC.]

#### Wellness Plan

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:

1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
2. Objectives, benchmarks, and activities for implementing the wellness goals;
3. Methods for measuring implementation of the wellness goals;
4. The District's standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and
5. The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.

#### **Nutrition Guidelines**

##### Foods and Beverages Sold

The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, except when the District allows an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]

Foods and  
Beverages Provided

The District shall establish standards for all foods and beverages provided, but not sold, to students during the school day. These standards shall be addressed in the District's wellness plan.

**Wellness Goals**

Nutrition Promotion  
and Education

The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.

The District establishes the following goals for nutrition promotion:

~~1.~~ The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.

~~2. The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.~~

The District establishes the following goals for nutrition education:

1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. The District shall make nutrition education a District-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate.

~~3. The District shall provide professional development so that teachers and other staff responsible for the nutrition education program are adequately prepared to effectively deliver the program.~~

~~4. The District shall establish and maintain school gardens and farm-to-school programs.~~

Physical Activity

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]

The District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students.

~~2. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.~~

~~3.2.~~ The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

~~4. The District shall encourage students, parents, staff, and community members to use the District's recreational facilities, such as tracks, playgrounds, and the like, that are available outside of the school day. [See GKD]~~

Other School-Based  
Activities

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message through other school-based activities:

1. The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.
2. The District shall promote wellness for students and their families at suitable District and campus activities.
3. The District shall promote employee wellness activities and involvement at suitable District and campus activities.

**Implementation**

The Superintendent shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures.

**Evaluation**

The District shall comply with federal requirements for evaluating this policy and the wellness plan.

**Public Notification**

The District shall annually inform and update the public about the content and implementation of the wellness policy, including posting on its website copies of the wellness policy, the wellness plan, and the required implementation assessment.

**Records Retention**

The District shall retain all the required records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA(LEGAL)]

### 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 is custodian of all records for currently enrolled students. The Superintendent 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 a grade placement committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.

STUDENT RECORDS

FL  
(LOCAL)

- 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 ~~special education teacher~~ [principal](#) 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 administration office.

**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, electronic mail address, photograph, date of birth, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student identification numbers or identifiers that cannot be used alone to gain access to electronic education records.

**All Other Purposes**

For all other purposes, directory information shall include student name, degrees, honors, awards, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

**PROPOSED REVISIONS**

**Extracurricular  
Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board.

~~The District shall not limit an eligible student's absences related to participation in extracurricular activities. [See FM(LEGAL)]~~

**Use of District  
Facilities**

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

### 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.

*Metal Detector  
Searches*

In order to maintain a safe and disciplined learning environment, the District reserves the right to subject students to metal detector

STUDENT RIGHTS AND RESPONSIBILITIES  
INVESTIGATIONS AND SEARCHES

FNF  
(LOCAL)

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 6-12 who chooses to participate in school sponsored activities.

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 FNG(LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending.

### PROPOSED REVISIONS

	<p>The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.</p> <p>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)]</p>
<b>Scope of Use</b>	<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>Approval shall not be granted for any purpose that would damage District property or to any group that has damaged District property.</p> <hr/> <p><b>Note:</b> See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none"><li>• Use by employee professional organizations: DGA</li><li>• Use of facilities for school-sponsored and school-related activities: FM</li><li>• Use by noncurriculum-related student groups: FNAB</li><li>• Use by District-affiliated school-support organizations: GE</li></ul> <hr/>
<b>Nonprofit Fundraising</b>	<p>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.</p>
<b>For-profit Use</b>	<p>The District shall not permit individuals or for-profit organizations to use its facilities for financial gain.</p>
<b>Campaign-related Use</b>	<p>Except to the extent that a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.</p>
<b>Scheduling</b>	<p>Requests for nonschool use of District facilities shall be considered 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. [See FM] The principal shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>

<b>Approval of Use</b>	The <del>principal</del> Superintendent is authorized to approve any nonschool use of any District facility.
Exception	No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.
Emergency Use	In case of emergencies or disasters, the Superintendent may authorize the use of District facilities by civil defense, health, or emergency service authorities.
<b>Use Agreement</b>	Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written 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.
<b>Fees for Use</b>	Nonschool users shall be charged a fee for the use of designated District facilities.  The business coordinator 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.
Exceptions	Fees shall not be charged when District facilities are used: <ol style="list-style-type: none"><li>1. For public meetings sponsored by state or local governmental agencies;</li><li>2. By District employee professional organizations [see DGA]; or</li><li>3. For nonschool uses scheduled during the two hours following the end of the instructional day.</li></ol>
<b>Required Conduct</b>	Persons or groups using District facilities shall: <ol style="list-style-type: none"><li>1. Conduct business in an orderly manner.</li><li>2. Abide by all laws and 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]</li><li>3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.</li></ol>

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

All groups using 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.

**ADD POLICY**

**Mission**

Buckholts Independent School District is rich in culture, heritage, and tradition. BISD will provide an educational environment that will enable all students to develop essential academic skills for a lifetime. We will produce well-educated students who can pursue higher educational opportunities and who will become responsible citizens in a changing global society by teaching ALL students so that they may learn at their maximum potential.

**Vision**

Ever graduate ready for college, career, and life. Real school. Every day.

### **PROPOSED 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](#).<sup>1</sup>

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<sup>1</sup> Innovation Plan: [https://www.buckholtsisd.net/288256\\_2](https://www.buckholtsisd.net/288256_2)

### PROPOSED REVISIONS

<b>Membership</b>	The Board shall consist of seven members.
<b>Method of Election</b>	Election of Board members shall be at large.
<b>Election Date</b>	General election of Board members shall be on the May uniform election date.
<b>Terms and Election Schedule</b>	<p>Board members shall be elected for four-year terms, with elections conducted biennially, as follows:</p> <p>The election of three Board members shall be held in <del>2019</del>, 2023, 2027, <a href="#">2031</a> and in four-year intervals thereafter.</p> <p>The election of four Board members shall be held in <del>2021</del>, 2025, 2029, <a href="#">2033</a> and in four-year intervals thereafter.</p>
<b>Method of Voting</b> Plurality	The candidates receiving the highest number of votes for the number of positions with expiring terms shall be elected.

## PROPOSED REVISIONS

### Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

### Regular Meetings

Regular meetings of the Board shall normally be held on the third Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

### Special or Emergency Meetings

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 submitting items for inclusion on the agenda is the ~~seventh~~ third business day before regular meetings and the seventh business day before special meetings.

#### Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. 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 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 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.

### 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, in accordance with law.

BOARD MEETINGS

BE  
(LOCAL)

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**

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.

**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

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 Board 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 and signed by the Board President and 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. 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

**Limit on  
Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

**Public Comment**

Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

Public comment shall occur at the beginning of the meeting.

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed ~~three minutes~~two minutes per meeting.

Meeting  
Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**Complaints and  
Concerns**

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA

- Student or parent complaints: FNG
- Public complaints: GF

**Disruption**

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

### PROPOSED REVISIONS

<b>District / Campus Committee</b>	In compliance with law, the District shall establish a District/Campus Committee to advise the Board or its designee in establishing and reviewing the District's educational goals, performance objectives, and major District-wide classroom instructional programs. The committee shall assist with the development, evaluation, and revision of the District/campus improvement plan and shall approve campus staff development needs identified in the District/campus improvement plan. [See BQ and DMA]
<b>Board's Designee</b>	The Superintendent shall serve as the Board's designee and shall regularly consult with the committee.
<b>Meetings</b>	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.
<b>Communications</b>	The Superintendent shall ensure that the 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.
<b>Composition</b>	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.
Selected Representatives	Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.
<i>Parents</i>	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.
<i>Community Members</i>	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.
<i>Business Representatives</i>	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

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

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.

Professional Staff  
Elections

Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.

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 all professional staff.

At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff.

As the only certified professional at the District level, the Superintendent shall serve as the District-level professional representative.

~~At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by all professional staff.~~

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]

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.

**Terms**

All representatives shall serve one-year terms and shall be limited to two consecutive terms on the committee~~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.

## PROPOSED POLICY

### **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)

<i>Business Representatives</i>	<p>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.</p>
<b>Professional Staff Elections</b>	<p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>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.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff assigned to the campus.</p> <p>At least one District-level professional representative shall be nominated and elected by all professional staff assigned to the campus.</p> <p>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]</p> <p>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.</p>
<b>Terms</b>	<p>All representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee.</p>
<b>Vacancy</b>	<p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p>

### PROPOSED REVISIONS

~~No Discounts or  
Split Payments~~

~~Discount or split payment options shall not be provided for the payment of property taxes in the District.~~

Discounts

Discount options shall not be provided for the early payment of property taxes in the District.

Split Payments

Split payment of taxes shall be allowed in accordance with statutory provisions.

## PROPOSED REVISIONS

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

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### 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 \$50,000 or more, 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

#### **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; and
3. 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.

#### Firearms

##### Purpose

The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations at a District school, including: invasion of a school by an armed outsider; a hostage situation; actions of a student who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.

##### Authorization

Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms at school and at school-sponsored or school-related events, to the extent allowed by law.

Each specifically authorized employee shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee.

The authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason. In addition, the Superintendent shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy.

Employee participation in this safety program shall be voluntary and shall not be a requirement for any position of employment with the District.

##### Handgun Licensees

Only a District employee who maintains a current license to carry a handgun, in accordance with Texas state law, shall be eligible for authorization to possess a firearm on District property.

A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy

SAFETY PROGRAM/RISK MANAGEMENT  
EMERGENCY PLANS

CKC  
(LOCAL)

shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).

Training

Each District employee who is authorized to possess a firearm on District property shall be provided specialized training in crisis intervention, management of hostage situations, and other topics as the Board or designee may determine necessary or appropriate.

Permitted  
Ammunition

Only District-approved ammunition shall be permitted in firearms authorized for use under the District's emergency operations procedures.

## 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 176.007 [See BBFA and CHE]
- 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 ~~Superintendent~~ business manager 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.

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

- 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.
- 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; high-demand dual credit courses; hard-to-fill courses; and science, technology, engineering, arts, and mathematics \(STEAM\) courses. The Superintendent shall have authority to approve a principal's request to issue a local teaching certificate to a person with experience in a CTE field or STEAM field. The Superintendent shall report to the Board any approval of a local teaching certificate.](#)
- [In addition, the Superintendent shall have the authority to permit a certified teacher to teach courses outside his or her certified field\(s\). All other teaching assignments shall require certification in accordance with state law. \[See DK\]](#)
- Contract Personnel** The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.
- 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.

## PROPOSED REVISIONS

### **Disqualifying Offenses**

The District shall obtain criminal history record information on final candidates for employment. All District positions have the potential for contact with students. The District shall disqualify from employment a person whose criminal history indicates that the person poses a threat to students or employees. Consistent with business necessity, the District shall also disqualify from employment a person whose criminal history is otherwise inconsistent with the job duties of the position for which the person is being considered.

### **Individualized Assessment**

The District shall perform an individualized assessment of criminal history record information when determining a person's eligibility for employment in a specific position. The District shall take into account a variety of factors, including the following:

1. The nature of the offense;
2. The age of the person when the crime was committed;
3. The date of the offense and how much time has elapsed;
4. The adjudication of the offense (e.g., whether the person was found guilty by a trier of fact, pled guilty, entered a no contest plea, or received deferred adjudication);
5. The nature and responsibilities of the job sought;
6. The accuracy of the person's disclosure of his or her criminal history during the selection process;
7. The effect of the conduct on the overall educational environment; and
8. Any further information provided by the person concerning his or her criminal history record.

### **Arrests**

The fact of an arrest alone does not establish that criminal conduct has occurred, and the District shall not disqualify a person based solely on an arrest. The District may make an employment decision based on the conduct underlying the arrest if the conduct makes the person unfit for the position in question.

### **SBEC Notification**

If a candidate for a position has a reported criminal history, and the candidate is certified by the State Board for Educator Certification (SBEC), the District shall report the criminal history to SBEC.

### **Credit History**

~~The District shall obtain credit history information on a candidate for employment only when the credit history is related to the position for which the person is being considered. The District shall comply with the Fair Credit Reporting Act before obtaining a job-related credit history. [See DBAA(LEGAL)]~~

## PROPOSED REVISIONS

<b>Personnel Duties</b>	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.
<b>Posting Vacancies</b>	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.
<b>Applications</b>	<p>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.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
<b>Employment of Contractual Personnel</b>	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel; <u>however, from May 1 to August 31, the Board delegates to the Superintendent the authority to employ all contractual personnel, except campus administrators and principals. The Superintendent shall inform the Board of any persons hired under this authority.</u></p> <p>[See DCA, DCB, DCC, and DCE as appropriate]</p>
<b>Employment of Noncontractual Personnel</b>	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.</p> <p>[See DCD]</p>
<b>Employment Assistance Prohibited</b>	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.]

## PROPOSED POLICY

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

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### **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 up to two additional one-year periods 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.

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<sup>1</sup> Innovation Plan: [ [https://www.buckholtsisd.net/288256\\_2](https://www.buckholtsisd.net/288256_2) ]

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

**Pay Administration**

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay  
Increases*

Contract  
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract  
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

**Pay During Closing**

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

Premium Pay  
During Disasters

After authorization by resolution or other Board action and in accordance with such authorization, nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

**PROPOSED POLICY**

**Vacation Days**

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

**Holidays**

Eligible employees in positions normally requiring 12 months of service of service annually shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

[See DEAB for overtime pay provisions.]

### 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 ~~screening~~-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]

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

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**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.

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, alcohol and controlled substances tests, and the consequences that follow positive test results.

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

Drug-Related  
Violations

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 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 required follow-up test~~ a reasonable suspicion test.
- ~~8. Testing positive for controlled substances in a required follow-up test.~~
- ~~9. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.~~
- ~~10.~~ 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 ~~may be reinstated as a driver if he or she successfully completes a return-to-duty test. The employee may also be subject to follow-up tests~~ 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

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

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 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 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.

## PROPOSED REVISIONS

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

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### **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 \[see DBA\], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience or expertise in a specific field to teach high-demand dual credit courses, hard-to-fill courses, science technology, engineering, arts, and mathematics \(STEAM\) courses, or career and technical education \(CTE\) courses. The Superintendent shall report this action to the Board for final approval.](#)

[In addition, the Superintendent shall have the authority to approve the principal's request to assign a certified teacher to teach courses outside his or her certified field\(s\). 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.

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

**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.

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[Innovation Plan: \[ https://www.buckholtsisd.net/288256\\_2\]](https://www.buckholtsisd.net/288256_2)

### PROPOSED REVISIONS

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**Note:** This local policy has been revised in accordance with the District's innovation plan.<sup>1</sup>

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**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.

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<sup>1</sup> Innovation Plan: [ [https://www.buckholtsisd.net/288256\\_2](https://www.buckholtsisd.net/288256_2) ]

### 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 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 of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

~~Conferences~~

~~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.

**Calculation**

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, ~~but only in the subjects of English, mathematics, science, social studies, and languages other than English, as well as in any courses taken in a sequence for a certification and in any Advanced Placement (AP) course or approved college-level course not associated with these subjects.~~

The calculation shall include failing grades.

**Weighted Grade  
System**

The District shall categorize and weight eligible courses as Advanced, ~~and~~ Regular, and Basic in accordance with provisions of this policy and as designated in appropriate District publications.

Categories

*Advanced*

Eligible AP-Honors and dual credit courses shall be categorized and weighted as Advanced courses.

*Regular*

All other eligible courses shall be categorized and weighted as Regular courses.

Basic

Eligible courses that have had the content modified, including credit recovery courses, shall be categorized, and weighted as Basic 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 grade point average (GPA) in accordance with the following chart:

Grade	Advanced	Regular	<u>Basic</u>
100	5.0	4.0	<u>3.5</u>
99	4.9	3.9	<u>3.4</u>
98	4.8	3.8	<u>3.3</u>
97	4.7	3.7	<u>3.2</u>
96	4.6	3.6	<u>3.1</u>
95	4.5	3.5	<u>3.0</u>
94	4.4	3.4	<u>2.9</u>
93	4.3	3.3	<u>2.8</u>
92	4.2	3.2	<u>2.7</u>

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

<b>Grade</b>	<b>Advanced</b>	<b>Regular</b>	<b><u>Basic</u></b>
91	4.1	3.1	<u>2.6</u>
90	4.0	3.0	<u>2.5</u>
89	3.9	2.9	<u>2.4</u>
88	3.8	2.8	<u>2.3</u>
87	3.7	2.7	<u>2.2</u>
86	3.6	2.6	<u>2.1</u>
85	3.5	2.5	<u>2.0</u>
84	3.4	2.4	<u>1.9</u>
83	3.3	2.3	<u>1.8</u>
82	3.2	2.2	<u>1.7</u>
81	3.1	2.1	<u>1.6</u>
80	3.0	2.0	<u>1.5</u>
79	2.9	1.9	<u>1.4</u>
78	2.8	1.8	<u>1.3</u>
77	2.7	1.7	<u>1.2</u>
76	2.6	1.6	<u>1.1</u>
75	2.5	1.5	<u>1.0</u>
74	2.4	1.4	<u>.9</u>
73	2.3	1.3	<u>.8</u>
72	2.2	1.2	<u>.7</u>
71	2.1	1.1	<u>.6</u>
70	2.0	1.0	<u>.5</u>
Below 70	0	0	<u>0</u>

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 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 using grades available at the time of calculation at the end of the fifth six-week grading period of the senior year.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. 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 District high school for the six semesters immediately preceding graduation;
2. Have completed the foundation program with distinguished level of achievement; and
3. Be graduating after exactly eight semesters of enrollment in high school.

*Breaking Ties*

In case of a tie in weighted GPAs after calculation to the fourth decimal place, the District shall recognize all students involved in the tie as sharing the honor and title.

**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.

The District shall calculate class rank for this purpose at the end of the spring semester of the senior year.

### PROPOSED REVISIONS

<b>Course Requirements</b>	To graduate, a student must complete the courses required by the District in addition to those mandated by the state.
<b>Foundation Program</b>	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 no additional credits beyond the number mandated by the state to graduate 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.
<b><u>No Fine Arts Substitutions</u></b>	<u>The District shall not award state graduation credit in fine arts for participation in a community-based fine arts program.</u>
<b><del>Fine Arts Substitutions</del></b>	<del>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.</del>
<b>Physical Education Substitutions</b>	<u>The District shall not allow students to substitute activities and courses for state graduation credit in physical education.</u>
<u>No</u> Activities and Courses	<del>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.</del>
Private or Commercial Programs	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]

## PROPOSED REVISIONS

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

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### Authority

The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

A resident student 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.

### Factors

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

### 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.](#)

[In accordance with the District's innovation plan, the District is exempt from state law requiring transfers to be for a one-year period. Therefore, violation of the terms of the agreement may result in revocation of the agreement during the school year or may result in a transfer request not being approved the following year.](#)

~~A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.~~

### 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.

Buckholts ISD  
166907

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

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[Innovation Plan: \[ https://www.buckholtsisd.net/288256\\_2\]](https://www.buckholtsisd.net/288256_2)

### PROPOSED REVISIONS

The District shall support the general wellness of all students by implementing measurable goals to promote sound nutrition and student health and to reduce childhood obesity.

[See EHAA for information regarding the District's coordinated school health program.]

#### **Development, Implementation, and Review of Guidelines and Goals**

The local school health advisory council (SHAC), on behalf of the District, shall review and consider evidence-based strategies and techniques and shall develop nutrition guidelines and wellness goals as required by law. In the development, implementation, and review of these guidelines and goals, the SHAC shall permit participation by parents, students, representatives of the District's food service provider, physical education teachers, school health professionals, members of the Board, school administrators, and members of the public.

[See BDF for required membership of the SHAC.]

#### Wellness Plan

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:

1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
2. Objectives, benchmarks, and activities for implementing the wellness goals;
3. Methods for measuring implementation of the wellness goals;
4. The District's standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and
5. The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.

#### **Nutrition Guidelines**

##### Foods and Beverages Sold

The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, except when the District allows an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]

Foods and  
Beverages Provided

The District shall establish standards for all foods and beverages provided, but not sold, to students during the school day. These standards shall be addressed in the District's wellness plan.

**Wellness Goals**

Nutrition Promotion  
and Education

The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.

The District establishes the following goals for nutrition promotion:

~~1.~~ The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.

~~2. The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.~~

The District establishes the following goals for nutrition education:

1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. The District shall make nutrition education a District-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate.

~~3. The District shall provide professional development so that teachers and other staff responsible for the nutrition education program are adequately prepared to effectively deliver the program.~~

~~4. The District shall establish and maintain school gardens and farm-to-school programs.~~

Physical Activity

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]

The District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students.

~~2. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.~~

~~3.2.~~ The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

~~4. The District shall encourage students, parents, staff, and community members to use the District's recreational facilities, such as tracks, playgrounds, and the like, that are available outside of the school day. [See GKD]~~

Other School-Based  
Activities

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message through other school-based activities:

1. The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.
2. The District shall promote wellness for students and their families at suitable District and campus activities.
3. The District shall promote employee wellness activities and involvement at suitable District and campus activities.

**Implementation**

The Superintendent shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures.

**Evaluation**

The District shall comply with federal requirements for evaluating this policy and the wellness plan.

**Public Notification**

The District shall annually inform and update the public about the content and implementation of the wellness policy, including posting on its website copies of the wellness policy, the wellness plan, and the required implementation assessment.

**Records Retention**

The District shall retain all the required records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA(LEGAL)]

### 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 is custodian of all records for currently enrolled students. The Superintendent 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 a grade placement committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.

STUDENT RECORDS

FL  
(LOCAL)

- 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 ~~special education teacher~~ principal 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 administration office.

**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, electronic mail address, photograph, date of birth, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student identification numbers or identifiers that cannot be used alone to gain access to electronic education records.

**All Other Purposes**

For all other purposes, directory information shall include student name, degrees, honors, awards, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

**PROPOSED REVISIONS**

**Extracurricular  
Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board.

~~The District shall not limit an eligible student's absences related to participation in extracurricular activities. [See FM(LEGAL)]~~

**Use of District  
Facilities**

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

### 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.

*Metal Detector  
Searches*

In order to maintain a safe and disciplined learning environment, the District reserves the right to subject students to metal detector

STUDENT RIGHTS AND RESPONSIBILITIES  
INVESTIGATIONS AND SEARCHES

FNF  
(LOCAL)

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 6-12 who chooses to participate in school sponsored activities.

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 while the appeal is pending.

### PROPOSED REVISIONS

The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.

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)]

#### Scope of Use

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.

Approval shall not be granted for any purpose that would damage District property or to any group that has damaged District property.

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**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
  - Use of facilities for school-sponsored and school-related activities: FM
  - Use by noncurriculum-related student groups: FNAB
  - Use by District-affiliated school-support organizations: GE
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#### Nonprofit Fundraising

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.

#### For-profit Use

The District shall not permit individuals or for-profit organizations to use its facilities for financial gain.

#### Campaign-related Use

Except to the extent that a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

#### Scheduling

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The principal shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

<b>Approval of Use</b>	The <del>principal</del> Superintendent is authorized to approve any nonschool use of any District facility.
Exception	No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.
Emergency Use	In case of emergencies or disasters, the Superintendent may authorize the use of District facilities by civil defense, health, or emergency service authorities.
<b>Use Agreement</b>	Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written 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.
<b>Fees for Use</b>	Nonschool users shall be charged a fee for the use of designated District facilities.  The business coordinator 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.
Exceptions	Fees shall not be charged when District facilities are used: <ol style="list-style-type: none"><li>1. For public meetings sponsored by state or local governmental agencies;</li><li>2. By District employee professional organizations [see DGA]; or</li><li>3. For nonschool uses scheduled during the two hours following the end of the instructional day.</li></ol>
<b>Required Conduct</b>	Persons or groups using District facilities shall: <ol style="list-style-type: none"><li>1. Conduct business in an orderly manner.</li><li>2. Abide by all laws and 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]</li><li>3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.</li></ol>

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

All groups using 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.